



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Fran Raiola, Deputy Chief-Fire Marshal-Emergency Management Director; Sergeant Richard Cournoyer, Resident Trooper Coordinator
Date: February 25, 2013
Re: Update on School Emergency Procedures

Subject Matter/Background

At Monday's meeting, Deputy Chief Raiola and Sergeant Cournoyer will provide the Council with an update regarding emergency procedures and security at Mansfield's Public Schools.

Staff requests that the Council add this as an item of new business at Monday's meeting.

Attachments

- 1) School Emergency Procedures Update: February 21, 2013

Mansfield Public Schools
School Emergency Procedures
Update: February 21, 2013

The following provides a chronological list of events and actions taken to date by the Mansfield Public Schools and the Town of Mansfield as a result of the December 14th incident in Newtown, Connecticut.

- Dec. 14-15 - The Town Manager facilitated conference calls to address immediate needs of school, staff, and parents utilizing town resources.
- Dec. 14 - The Superintendent sent a notification to parents and staff regarding changes to school procedures and next steps to take place.
- Dec. 16 - The Town sponsored a vigil to honor the victims of the Newtown incident.
- Dec. 17-21 - The schools reopened with police presence at arrival and dismissal.
 - The staff provided support, reassurance, and instructional programming at all schools.
 - The Superintendent asked all staff for comments, issues, or concerns regarding district and building policy and procedures.
 - The Building Principals implemented specific school adjustments to address before, during, and after school hours.
- Dec. 18 - Resident Troopers began daily unannounced visits to all schools.
- Dec. 24- Jan. 1 - The Resident Troopers' Sergeant, UConn Police, Director of Emergency Management, Director of Facilities Management, and Superintendent of Schools toured selected town schools to gain familiarity with building layouts and identify potential items to address.
- Jan. 1 – Jan. 30 - The Resident Troopers' Sergeant, Director of Emergency Management, and Superintendent of Schools met with all school staff to discuss current policy and procedures, solicit questions, concerns, comments, and answered questions.
- Jan. 14 – Feb. 6 - The Superintendent and Mansfield Board of Education Chair met with all four schools' parent organization to provide an update and solicit feedback.
- Jan. 17 - A meeting was held with the Administrative Council, Director of Information Technology, Director of Facilities Management, Director of Emergency Management, and Resident Troopers' Sergeant with Sonitrol to review current capabilities and request recommended enhancements and cost estimates.
 - A list of individual school doors requiring locks was provided to the Director of Facilities Management.
- Feb. 12 - The Administrative Council, Director of Emergency Management, Resident Troopers' Sergeant, Director of IT, and Director and Deputy Director of Facilities Management met to review and revise Mansfield Public School Emergency Procedures.
- Feb. 14 - The Administrative Council, Director of Emergency Management, Resident Troopers' Sergeant, Director of Information Technology, and Director and Deputy Director of Facilities Management met to discuss concepts to be presented to the Mansfield Board of Education and Mansfield Town Council for review, consideration, and adoption.

(over)

Items under consideration for review by the Mansfield Board of Education:

- Enhance signage on school property to restrict the use of school property during the school day.
- Review staff, parent, and public parking to minimize disruption and risk throughout the school day.
- Review and enhance ability of school staff and police to view the perimeter of the school buildings through an upgrade to software and selected camera placement.
- All exterior doors to all schools will be numbered for identification by first responders.
- Expand the size of monitors of exterior cameras within the school office.
- Review all entrances to minimize and/or reinforce unprotected glass.
- Create a second verification process for all visitors to the school except for the opening and closing of the school day (ie. use of vestibule with phone and cameras and/or staff verification).
- All exterior doors to all schools will be locked (red) unless being supervised by school staff.
- All interior doors to all instructional/non-instructional spaces will be in the locked position and teachers/staff utilizing the space will determine if the door is open or closed depending on the intended purpose or activity.
- Replace and relocate telephone communication systems at the four schools and address staff capability to contact school, district, and police.
- Provide the capability for selected school staff and local police to view schools interior hallways during the conduct of a drill and/or live events to increase response effectiveness.
- Install additional door locks as needed.
- Review the continuum of student support services offered by the schools and town to enhance the identification of students or families in need of assistance.
- Maximize the use of state and federal funds to increase student and staff safety and security reduce risk to students and staff.
- Install blinds/shades in doors with windows to be pulled down in the event of a lockdown.
- Conduct state approved risk assessment at all schools when available to determine the most cost effective mitigation strategies considering safety and security issues.
- Initiate simple, clear, and direct instructions to students and staff regarding all types of incidents.
- Orient all staff to changes in Emergency Procedures and to school operating procedures.
- Orient all parents, guardians, and community members to changes in school procedures.
- Provide training to all school staff relevant to all aspects of the plan.

Related Activities:

- State of Connecticut
 - January 3rd: Governor appoints Sandy Hook Advisory Commission with initial report due by March 15th. <http://www.governor.ct.gov/malloy/cwp/view.asp?Q=516230andA=4010>.
 - January 15th: General Assembly announced a Bipartisan Task Force on Gun Violence Prevention and Children's Safety <http://www.cga.ct.gov/ASaferConnecticut/> with a report due in late February.
- Federal Government:
 - On December 19th, President Obama appointed Vice President Biden to lead a gun violence task force.
 - On January 15, 2013, Vice President Biden delivered his policy proposals to President Obama.
 - On January 16, 2013, the President put forward a plan to reduce gun violence. <http://www.whitehouse.gov/issues/preventing-gun-violence>