

# SECURE EDUCATION CONSULTANTS GRANT GUIDELINES

## Site Safety Assessment & Critical Incident Response Training



### Purpose

The Secure Education Consultants (SEC) Grant Program aims to positively impact the safety and security of school staff and students by providing: site safety assessments to evaluate vulnerabilities associated with physical security; site-specific critical incident response training; and security consulting assistance.

### Program Services

The SEC Grant Program will provide the following three comprehensive services, which work best together and are therefore only available as a package:

1. **Site Assessment** – Designated sites will be evaluated for physical security and emergency preparedness. The site/facility inspection will include:
  - a. Evaluation of site and surrounding area for security-concerning hazards
  - b. Evaluation of internal and external design features
  - c. Evaluation of site personnel roles and responsibilities
  - d. Evaluation of technical and physical security measures currently in place
  - e. Assessment of District site safety and security policy and procedures
  - f. Test of emergency equipment such as facility and exterior grounds access control features (which includes cameras and surveillance systems)
  - g. On-site interviews with key site personnel
  - h. Summary report
  
2. **Critical Incident Response Training** – This is a multi-hazard training program to improve communication, coordination and proficiency of staff in responding effectively to work place violence. It will include:
  - a. Evacuation
  - b. Shelter in place
  - c. Lockout
  - d. Lockdown
  - e. Interactive discussion on physiological responses that occur during emergencies and strategies to combat possible negative impact of those responses
  - f. Two interactive lockdown scenarios
  - g. Feedback following each training scenario
  
3. **24/7 Consulting** – Consulting will be available upon request *within the first year after completion* of a Site Assessment and Critical Incident Response Training.
  - a. Each Member District/COE will be assigned a SEC Consultant who will be their primary contact for security-related issues and concerns for the designated year.

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## Grant Eligibility

In an effort to empower schools to manage crisis and risk, NBSIA will provide funding for SEC Program Services, under the terms and conditions described in these guidelines, for each eligible Member District/COE.

### Eligible Members:

- Benicia Unified School District\*
- Calistoga Joint Unified School District
- Davis Joint Unified School District
- Dixon Unified School District
- Fairfield-Suisun Unified School District
- Howell Mountain Elementary School District
- Napa County Office of Education\*
- Napa Valley Unified School District
- Pope Valley Union Elementary School District
- Solano County Office of Education
- St. Helena Unified School District
- Travis Unified School District
- Vacaville Unified School District

\*Funding only available to BUSD and NCOE for sites not covered during the pilot.

## Scope of Program

The program is limited to one package of SEC Program Services per site, for a total of 100 sites pool-wide. To qualify for grant funding, services must be delivered during the 2022-23 fiscal year.

The program provides funding for the package of services described under “Program Services” above: Site Assessment, Critical Incident Response Training and 24/7 Consulting Service (which becomes available upon completion of assessment and/or training).

District/COE related expenses may include the following:

- Substitute Costs
- Overtime payments
- Mileage reimbursements
- Purchase of recommended items to mitigate security deficiencies

*District/COE expenses may be eligible for reimbursement through the Safety Credit Program.*

## Criteria for Scheduling

Services are best delivered district-wide, with each school in the district receiving both site assessment and training within a two-day period, over a specified period of time necessary to complete all sites. Scheduling will be done to best accommodate schedules for both schools and SEC consultants.

SEC delivers services contingent upon a full week of work (minimum four days) or combination of eight activities.

- Each day must include a minimum of two activities:
  - Activities include site assessment or critical incident response training
  - A day may consist of an assessment and training; two assessments; or two trainings
- Site assessments take approximately three to six hours per location
  - During two of those hours, the Principal and/or Vice Principal are needed to tour site with SEC consultants and answer procedural and policy questions
- Response training is three hours per site, takes place on-site and is for all site staff

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## Criteria for Scheduling (Continued)

In order to coordinate services efficiently and effectively NBSIA requires:

- A designated District/COE lead contact. This contact person will work with the NBSIA Member Services Manager and the SEC Consultant to:
  1. Coordinate the date of delivery for services
  2. Designate each site contact
  3. Provide other site key personnel contact information
  4. Act as a liaison between District Office/Site/NBSIA with regard to logistics
  5. Provide feedback to NBSIA at the end of services
  6. Distribute electronic survey to participating staff (survey provided by NBSIA)

The total number of services available annually will be determined by SEC availability. Funds will be allocated on a first-come, first-served basis until all available program funds are distributed.

**This grant covers only the successful completion of all three services. Cancellation or other causes for non-completion will result in the District/COE becoming responsible for associated charges.**

## Application Process

The SEC Grant Application must be completed by the designated District/COE lead and submitted to NBSIA in order to be eligible to participate in the program. Grants will be awarded on a first-come, first-served basis with priority contingent upon the scheduling availability of both sites and SEC.