

# **Year One Pilot Program Proposal**

## **Proposal for San Rafael City Schools – Emergency Management and Active Intruder training**

North Bay Security Group will provide the following listed services to the San Rafael City School District.

### **Scope of Service**

#### **Emergency Services Training & Exercise and Active Intruder Training -- Beginning in January 2017**

- Training and Exercises will begin in January 2017 and completed by no later than December 2017, unless otherwise specified/requested.
- NBSG Consulting will coordinate with SRCS to provide:
  - All site administrators and SRCS administration / District office a training that will include an introduction to understanding the ICS and EOC Systems. This training will include a review of all appropriate materials and handouts.
  - NBSG Consulting will schedule all site trainings with site administration, in coordination with district administrative staff.
  - Training days will vary, and an attempt will be made to determine the optimum day for site trainings. Training days will be scheduled during staff development days, whenever possible.

#### **All School Sites Administrators training:**

- A) Understanding the ICS
- B) Site preparedness / Set up
- C) Section roles
- D) Communication with the District Office

\* 1 Hour training.

### **Individual Site Training:**

- A) Emergency preparedness training for all site employees – review and provide informational materials and discussing:**
  - Site preparedness
  - Classroom preparedness
- B) Emergency Operations- Orientation Training:**
  - Incident Command System- site and district office
    - Section roles
    - Checklist reviews
  - Unified Command system (Overview only)
    - Working with emergency responders
    - Other local agencies
- C) Incident command site- Team Building Training**
  - Group communication/ coordination
  - Table Top Exercise

**\*1.5 hours training / discussion with each site (K-12)**

### **District Office personnel**

#### **Part 1**

- A) Emergency preparedness training for all district office employees: Review and provide informational materials and discussing :**
  - Personal/District office preparedness
  - Introduction to ICS

**B) District EOC training**

**a. EOC Section training**

- 1. Command staff**
- 2. Operations / Logistics Staff**
- 3. Planning staff**
- 4. Finance staff**

**C) EOC Team Building Training**

- Group communication / coordination**
- Action planning / objective development for Table top exercise**

**\*2.5 hours training / discussion with SRCS administrative offices staff**

**Table Top Exercise / SRCS District Office**

**Part 2**

- Exercise Scenario with (4) injects for each site.**
- EOC and ICS team assignments**
- EOC action plan and the 2 exercise objective**
- Exercise Evaluation, including lessons learned areas of success and areas identified for improvement for the SRCS district office.**

**\*1.5 hours training / SRCS administrative office**

**Lockdown and Shelter in place Protocols \*\* Site Specific \*\***

**Active Intruder training / Discussion (1 Hour Training).**

**Evaluating and Updating current Protocols / Procedures**

**Assist, Monitor and evaluate one Lockdown Drill at each site and District Office.**

**\*1 hours training / discussion at each site and SRCS administrative / District Office**

**\*\* The same scenario model will be used for all of the Elementary, Middle schools, and High Schools.**

**Evaluation and Final report**

- 1) Provide a final report reviewing and evaluating each site's table top exercise and SRCS administration table top exercise.**
- 2) Provide district with a general overall site recommendations report**

**SRCS to provide:**

- SRCS to provide NBSG with a current copy of the SRCS disaster response plan.**
- SRCS will provide all printed materials for each training, NBSG will provide originals for reproduction 2 weeks prior to the start of training.**
- SRCS will provide a training room with LCD projector / screen and computer access for power point presentations at all training sites.**
- SRCS to provide introduction to all site administrators prior to the training introducing NBSG as the district training consultant.**
- SRCS to provide to NBSG a copy of the current site administrators contact information including email addresses and phone numbers.**

**Any cancellations of scheduled training must be done 24 hours prior to the scheduled training date in writing to [bill@northbaysecuritygroup.com](mailto:bill@northbaysecuritygroup.com) . \*\* Rescheduling of any training with in this 24 hr. time period – will incur a \$150.00 rescheduling fee.**

Once the training schedule is established for the sites, any requested changes must be in writing directed to [bill@northbaysecuritygroup.com](mailto:bill@northbaysecuritygroup.com), with the understanding that there are limited training date options available. All rescheduled training dates must be mutually agreed upon by both parties.

NBSG will provide progress payment requests (no more than 3 total per year) to the SRCS based upon training completed within a specified time period.

**Training and exercise costs**

- Regular cost - \$20,000.00 \* Year one Pilot Program
- SRCS Cost (With a 20% discount for Schools) - \$16,000.00 \*Year One Pilot Program
- Cost for Year Two and Year Three combined- \$34,000.00
- Total amount for three year contract \$ 50,000.00
- SRCS has the right to opt out of years two and three, if not satisfied with the quality and content of the training provided during Year one's Pilot Program.

**Notices.** Any written notice to Consultant shall be sent to:

Attn. Bill Welch

North Bay Security Group

936 B Seventh Street #167

Novato, Ca 94945

(415) 235-2340

Any written notice to the San Rafael City School District shall be sent to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above stated scope of service is hereby accepted and authorized to provide a series of ICS training(s) and Table Top exercise(s) to the Novato Unified School District.

Agency

San Rafael City School District

\_\_\_\_\_

{Name, Title}

Date:

CONSULTANT:

North Bay Security Group

\_\_\_\_\_

(Bill Welch, Owner)

Date: