



District Safety Committee Bylaws

Primary Responsibility:

The District Safety Committee is responsible for:

- Discussing concerns brought by the site safety committees.
- Identifying systematic strategies to address concerns.
- Recommending Safety Policy to HUSD's Superintendent, Cabinet, and Board of Trustees.
- Updating the District Standardized Emergency Operations Plan.

Structure:

The District Safety Committee will be composed of a representative from each school site safety committee or school site council, the Safety and Security Team, School Site Nurses (medical triage) and two Co-Chairs, one from the District and one from and HEA.

- A representative of each school site safety committee or school site council, Education Code 32281 designates responsibility of reviewing the site safety plan to the School Site Council or Site Safety Committee. By the end of September of each year, a representative, and alternate, will be designated to interact between the Site and District Safety Committee. The alternate assists the representative and attends the District Safety Committee Meeting when the representative is unable to attend. Highland, Helen Turner, and Hayward Adult School Programs will each send a representative. New representatives will notify the Assistant Superintendent of Business, who will in turn share the committee's bylaws and the prior year meeting materials for review prior to the next quarterly meeting.
- Safety and Security Team, in 2018/19 the District established a Safety and Security Team comprised of the following district-level staff to assist the District in the coordination, development, and implementation of safety standards:
 - Assistant Superintendent of Business
 - Director of Facilities, Maintenance, Operations, and Transportation
 - Director of Educational Information Technology
 - Coordinator of Benefits and Risk Management
 - Secondary Academic Director
 - Director of Student and Parent Support Programs
 - Director of Student Placement
 - Director of Public Information and Government Relations
 - District Safety Committee Co-Chair for the District
- Co-Chairs for the District Safety Committee, the co-chairs will be a member from HEA and a site administrator. The Co-Chairs will develop meeting agendas, facilitate the meeting. The Senior Executive Assistant to the Assistant Superintendent of Business Services will take the minutes for the meeting.

First Reading: September 13, 2022

Approved On: October 11, 2022



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Meeting Norms:

In recognition of the size of the committee, the equal value brought by each member, and the need to clearly and efficiently run a meeting in an orderly fashion, we will use parliamentary procedures (otherwise known as Robert's Rules of Order) to respect the time and commitment of each member and transparently conduct the business of the committee.

Below is a condensed set of Robert's Rules of Order for reference:

Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by a chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.

Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion relevant to the item on the floor
- To maintain order
- To put motions to a vote and announce results

General Procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by a chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking "All in favor?" Those in favor say "Aye." Then asking "All opposed?" Those opposed will say "no"
- As appropriate, a chair may call a motion or other vote by unanimous consent
- The chair announces the result

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General Rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the topic
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one's own motion (but one can vote against one's own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- Members may not interrupt when another member has the floor

Meeting Topics

Each meeting may use, but not be limited to, the following general format:

- I. Welcome and Introductions
- II. Review Prior Meeting Minutes
- III. New Business
- IV. Old Business
- V. Future Business
- VI. Adjourn

Schedule of Meetings

The District Safety Committee meets four times a year. Each meeting will be from 4:00pm to 6:00pm and held at the District Office Boardroom or other venue as determined in advance by the committee.

Process to Update Site Safety Plans

School districts are considered "Local Authorities" and as such, schools within these districts must adopt NIMS and apply all related principals to their emergency management systems per Homeland Security Presidential Directive 5 (HSPD5) prior to July 1, 2005. A standardized "All Hazards" school emergency operations plan addressing the four phases of emergency management, (Prevention/Mitigation, Preparedness, Response, and Recovery), is a NIMS concept and the recommended best practice. Presidential Policy Directive 8 (PPD8) also mandates an EOP addresses the Five Mission Areas of Prevention, Protection, Mitigation, Response, and Recovery. The Federal Emergency Management Agency (FEMA) recommends that the EOP is based on an assessment of the frequency and intensity of hazards facing a jurisdiction, and the emergency management program be based on that assessment. The HUSD Standardized All-Hazards EOP is based on a Hazard and Vulnerability Assessment performed in the school in December of 2018, and will be updated yearly as needed based on future assessments.

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The Standardized Emergency Operations Plan updated in a given school year will be for the following school year.

The update process is as follows:

- (October to January)
Review and alignment of all site safety plans, influenced by the Hazard and Vulnerability Assessment, all current applicable governmental regulations, and best practices

- (March to April)
District Safety Committee will review, take back to Site Safety Committee for comment, and brought back to the District Safety Committee

- (End of April)
District Safety Committee will review comments and approve a final version to Cabinet

- (May to June)
Cabinet will review and recommend to Board

- (June - Electronic Version; Printed Version - July for Year Round and August for Traditional)
The Assistant Superintendent of Business will distribute a new printed and electronic version of the Standardized Emergency Operations Plan to each site to be shared with the site administrator and site safety committee.

Archive of Committee Documents

The Assistant Superintendent of Business will keep all official records of the District Safety Committee. A shared folder for each school year, beginning with 2022/23, will be created and shared with the committee members of that school year.

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