

Tigard-Tualatin School Board

Meeting Safety Action Plan

PURPOSE

To ensure the safety of board members, staff, and the public during school board meetings, and to establish a consistent, lawful, and calm response to escalating or unsafe behavior from the audience. School Board meetings will be seating-room only; standing will not be permitted, in accordance with Oregon Fire Code regulations.

I. PREVENTION & PREPARATION

1. Room Setup & Security

- Seating arranged to provide 12 inches between chairs, 30 inches front-to-back, and one 4-foot-wide aisle for egress.
- Podium placed at least 6 feet from the board table.
- Board members seated behind a buffer zone.
- Uniformed or discreet security present.

2. Seating Capacity Guidelines

- The standard setup accommodates 80 seated attendees within board room seating area.
- This layout ensures comfort, accessibility, and compliance with Oregon Fire Code on spacing, Section 1028.10.

3. Entry Controls

- Attendees sign-in at entry to the School Board Meeting.

4. Training

- Board members and staff trained annually on this protocol.
- Security staff briefed before each meeting.

II. CONDUCT DURING MEETING

1. Chair's Opening Statement

- "This is a public meeting of the School Board. We welcome public comment but expect all attendees to follow the rules of decorum. Disruptions may result in removal or adjournment."

2. Monitoring Behavior

- Staff or security monitor for:
 - Yelling, cursing, threats.
 - Blocking exits or aisles.
 - Approaching the board without permission.

III. ESCALATION RESPONSE PROTOCOL

A. First Disruption

- Chair gives a verbal warning:
 - “Please refrain from [specific behavior]. If disruptions continue, we may pause the meeting or ask individuals to leave.”

B. Continued Disruption

- Chair declares a recess:
 - “We are pausing this meeting due to a disruption. Please remain seated and allow us to restore order.”
- Board and staff relocate to the small conference room to the right of the board room.

C. Active Disruption

- Security intervenes.
- Law enforcement called if necessary.
- Meeting is suspended or adjourned.

D. Resumption or Adjournment

- Resume if order is restored.
- If not, Chair states:
 - “This meeting is now adjourned due to safety concerns. A reconvened meeting will be announced per public notice requirements.”

IV. POST-INCIDENT FOLLOW-UP

1. Debrief

- Review what occurred and what actions were taken.
- Adjust procedures as needed.

2. Public Statement (if necessary)

- Clarify what occurred and next steps.
- Emphasize safety and respectful engagement.

3. Documentation

- Incident report.
- Retain video/audio if applicable.

4. Possible Outcomes

- Trespass from Tigard-Tualatin School District properties.
- File criminal charges.
- File for restitution of any damaged property.