

**CITY OF CORAL GABLES**  
**CITY ATTORNEY'S OFFICE**  
**MEMORANDUM**

**To:** Mayor and Commissioners

**C:** Cathy Swanson-Rivenbark, City Manager  
Frank Fernandez, Assistant City Manager  
Peter Iglesias, Assistant City Manager

**From:** Miriam Soler Ramos, City Attorney

**Re:** Private school safety measures

**Date:** July 10, 2018

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Shortly following the Parkland shooting, upon Vice Mayor Quesada's motion, a task-force was created to assess the safety and security of private schools located within the City. Public schools are under the jurisdiction of Miami-Dade County Public Schools (MDCPS) and the Miami-Dade County Public Schools Police Department (MDCPSPD) and follow the safety and security measures put in place by them. Private schools, however, are not subject to the same regulations. The task-force met over a series of months, members visited all five (5) private schools<sup>1</sup> located in the City and Sgt. Bruzos took the lead in authoring a best practices manual addressing safety and security measures for private schools. The task force found that all of the schools visited were already implementing many of the recommendations below.

The final version of the best-practices manual is not yet complete, however, given the summer meeting schedule it was important to provide the recommendations at this City Commission meeting. Consequently, the below enumerated measures are taken from the latest draft of the best-practice manual.

The manual is intended to be distributed to all private schools in the City as guide for each school to implement its suggestions. In addition to the distribution of the manual, the City Commission may wish to impose some of the best practices set forth in the manual by ordinance. The following are the items that may be imposed by the City Commission, should it wish to do so. It is the opinion of this office that the most efficient way to adopt the requirements is through an ordinance that codifies business regulations required for private schools in the City Code.

1. School safety plan and mandatory meeting. Each private school shall have a school safety plan that must be updated annually and shall hold a meeting annually, prior to the first day

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<sup>1</sup> For purposes of the exercise, only private primary, middle, and high schools were visited and assessed. Day care centers and pre-schools were not visited at this time.

of school. Each school shall provide the updated plan and an affidavit affirming compliance with the mandatory meeting to the City annually.

2. Secured point of entry. Each private school shall have a 6-foot fence installed around the perimeter of the school and direct all visitors to a main point of entry that is equipped with a “Buzzer System.” The campus shall be inspected by the City annually in order to ensure compliance.
3. Window coverings. All classroom windows shall be covered in order to conceal persons inside, in the event of an active-shooter situation. The campus shall be inspected by the City annually in order to ensure compliance. (Note: The task force is debating the pros and cons of this measure.)
4. Locked doors. During school hours, all doors shall be locked and equipped with scopes that enable the teacher or administrator to see who is on the other side of the door. The campus shall be inspected by the City annually in order to ensure compliance.
5. Emergency code system. All private schools shall implement an emergency code system based on colors which indicate the severity of the emergency. Each school shall provide an affidavit affirming compliance with the emergency code system to the City annually.
6. Camera surveillance. All campuses shall be equipped with a video surveillance camera system that can be monitored from a central location and said camera system shall monitor all public areas at all time which includes, but is not limited to, fields and parking lots. The campus shall be inspected by the City annually in order to ensure compliance.
7. Identification badges. All private school shall require that staff and students wear identification badges whenever on campus. The badges shall include a photograph and shall be worn on a lanyard and be visible at all times. Each school shall provide an affidavit affirming compliance with the identification badge requirement to the City annually.
8. Defibrillators and “Stop the Bleed” kits. Each private school shall be equipped with defibrillators and “Stop the Bleed” kits that are kept in a common area and are easily accessible. The number of defibrillators and kits required will be determined based on the number of enrolled students. The campus shall be inspected by the City annually in order to ensure compliance.
9. Active-shooter training. Each private school shall undergo active-shooter training, provided by the Coral Gables Police and Fire Departments annually and conduct active-shooter drills, as often as all other required drills. The Coral Gables Police and Fire Departments shall issue each school that completes the training, a certificate of completion evidencing compliance and each private school shall provide an affidavit affirming compliance with the drills requirement to the City annually.
10. Intercom and emergency notification system. Each classroom shall be equipped with an intercom system and landline phone that allows immediate communication in the case of an emergency. Each private school shall have an emergency notification system in place

that allows accurate and efficient communication with parents during a critical event. The campus shall be inspected by the City annually in order to ensure compliance.