

Joffe Emergency Services

Safer. Together.



Proposal for



Created by:

Mike Ginty
Joffe Emergency Services

Prepared for:

Ayinde Rudolph Mountain View Whisman
School District

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About Joffe Emergency Services

We partner with schools, organizations, event organizers and venues to build customized safety solutions that meet unique needs, capacity, and budget. Our experts coach, guide, and support clients through every stage of an emergency, from prevention and mitigation to response and recovery. Our programs and trainings are designed to help teams build a deep, lasting understanding of the principles and priorities of emergency response. Our empowerment-focused approach allows teams to successfully respond to any emergency, from an individual heart attack to a large-scale disaster.

Together, we strengthen the health, safety, and security practices, ensuring each partner is confident in approach and coordinated in response.

From assessments and emergency planning to security and health staffing, our program options are designed to help our partners implement best practices and create strong, resilient systems that allow schools and students to thrive. On behalf of the entire team at Joffe Emergency Services, I thank you for the opportunity to partner with you. We look forward to supporting your school community for many years to come!



Chris Joffe, CEO and Founder

Trusted Experts

We draw on decades of experience and expertise to guide and train clients. From our consultants to our EMTs, our team members bring their depth of knowledge and breadth of experience to every client relationship, every day.

Client-Centered Collaborators

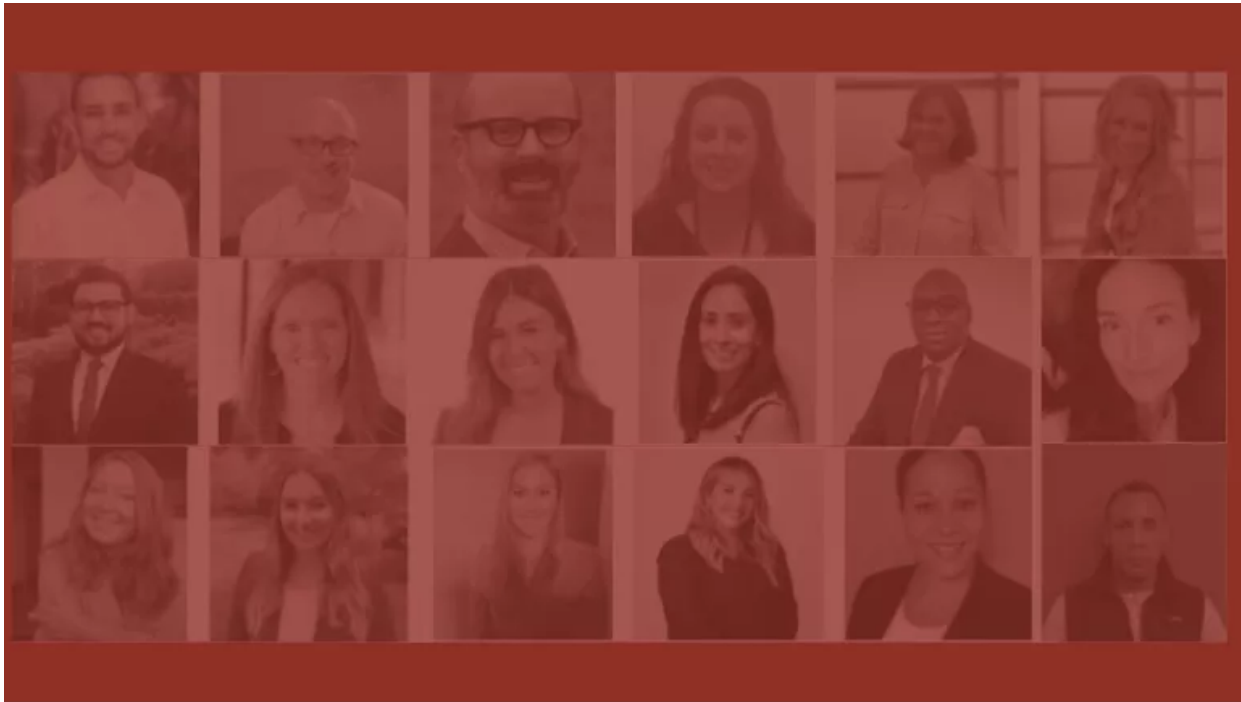
We believe the safest environments are the ones where everyone is invested in safety. That's why we never take a one-size-fits-all approach. We work side by side with our clients to meet them where they are, and help them build safety solutions that work for them and their team.

Determined Problem Solvers

We don't shy away from challenges. In fact, we embrace them, and we channel all our energy toward solving them. We work with clients to find solutions that apply industry best practices to their unique organizational culture, structure, and facility.

Compassionate Partners

We recognize that emergencies are inherently stressful, and we bring that lens into all our work with clients. From trainings to brainstorm sessions to real-time emergency response, we work to ensure empathy and understanding are always at the forefront of our work.



Our Work is Rooted in the Four Pillars of Safe & Healthy Schools

- Physical & Environmental Safety
- Psychological & Social-Emotional Health
- Physical Health
- Technology & Cybersecurity

Our Expertise

- Trauma-Informed Care
- Threat Assessment
- School Security
- Emergency Preparedness
- Crisis Response
- Mental Health Support & Intervention
- COVID Mitigation & Recovery

Our Services

We add the capacity, experience, and focus you need to bring your safety priorities to life. From threat assessments to trauma-informed care to crisis response, our team's diverse skills and expertise makes us uniquely suited to support the complexities of schools. We love our work, and we believe wholeheartedly that safety planning and training can - and should - be a fun, empowering and transformative experience.



Joffe Emergency Services understands the nuances of school health and safety because we've spent the past 15 years partnering with school leaders to build and implement systems that protect their community.



Joffe Emergency Services provides full time on-site, affordable medical professionals to manage your school's needs.



Joffe Emergency Services' consistent and compassionate security solutions are designed to meet the unique needs of schools.



Joffe Emergency Services enables comprehensive protection for the systems, data, and networks that keep your school running smoothly.

We understand the nuances of school health and safety because we've spent the past 15 years partnering with school leaders to build and implement systems that protect their community.

Emergency Preparedness (Consultative Services)

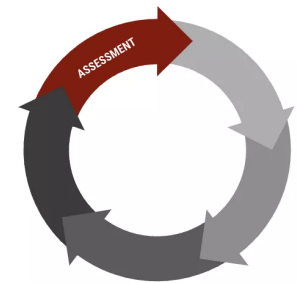
We recognize that every school is truly unique and needs to be treated as such. One of our highest regarded qualities is that we never forget the best way to make transformative change is to design with your school's culture as the focal point. It is with this in mind that we have prepared a proposal that continues our work together and aligns with the recommendations following the onsite safety assessment. The proposal consists of 4 phases (Assessment, Program Development, Implementation, and Coaching) with the goal of helping your faculty and staff feel confident to lead all safety and security efforts.

We pride ourselves in being a "full service" provider to our clients, which is reflective in this phased approach.

Assessment

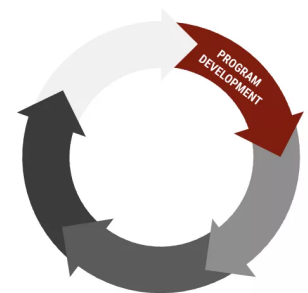
Concrete recommendations to improve existing systems, practices, protocols, and physical spaces for the safety and security of students, staff, and the campus at large.

Assessments encompass our 4 Pillars of Safe & Healthy Schools: Physical & Environmental Safety, Psychological & Social-Emotional Health, Physical Health, and Technology & Cybersecurity.



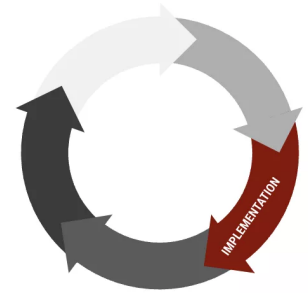
Program Development

We provide one-on-one coaching, support, and training options for schools seeking a partner in building or rebuilding their safety and security programs. Each consultation partnership looks a little different, and that's intentional. We work closely with each client to assess their current safety program, identify strengths and gaps, and make recommendations for priority areas to focus on through the consultation partnership.



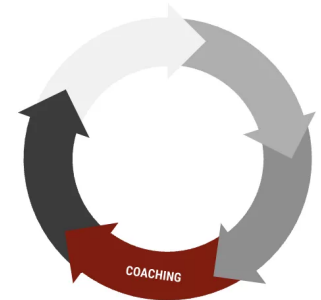
Implementation

We know a school can only effectively respond to an emergency when everyone on campus is trained, empowered, and confident in their abilities. That's why we prioritize training, workshops and tabletops covering a range of topics, including emergency response best practices, responding to threats on campus, lockdown protocols and practices, and evacuation and reunification.



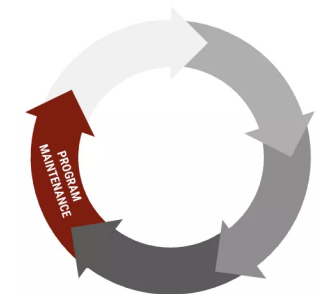
Coaching

We help teams build a deep, lasting understanding of safety principles so they can successfully respond to an emergency, from an individual need to a full-scale response. Our train-the-trainer approach ensures that schools are equipped with the confidence and competence to execute emergency operations planning, lead professional development, and conduct successful emergency drills and protocols.



Program Maintenance

When a school is managing a live emergency, our Joffe team is on call 24/7 to work with school leadership to keep their campus and community safe. We provide in-the-moment guidance and work with schools through the initial cycle of emergency response, and keep supporting and guiding them through recovery. From coordinating with local authorities to executing a safe and well-organized reunification process, our team is there for every step of the journey.



School Health Services (Staffing)

We will hire, train, coach and support all **Health Coordinators** to stay current with school health best practices including but not limited to: pandemic response, physical health screenings and assessments, trauma sensitive schools, social and emotional learning, belonging and connectedness, approachable adults, mandated reporter, sexual harassment and mental health screenings and referral processes.

First Aid and Medical Interventions:

- The Joffe Health Coordinator will provide emergency and non-emergency medical care within their licensed scope of practice to the school community.
- Health Coordinator will document actions taken to provide medical care and use best judgment to refer patients to additional medical services.

COVID-19: Prevention, Monitoring, Management:

- Endeavor to maximize the protection of health and safety while minimizing education and social disruption.
- Implementing a surveillance system to detect outbreak by monitoring and tracking of usual rates of illness.
- Develop protocols for the school's response to an employee, student or family member with a COVID-19 diagnosis.

Handling and Administering Student Medication:

- Oversee the special and routine medical needs of students; safeguard medication supply and accounting for students that require medication on a regular basis.
- Responsible for coordinating proper medication dispensing in compliance with doctor's orders.

Field Trip and Emergency Medication Forms

Management:

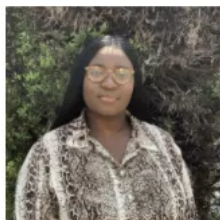
- Prepare and ensure proper student medication use while students are off campus engaging in school-sponsored activities.
- Health Coordinators also have the ability to attend trips for students that are high-risk and at the discretion of the Head of School.

Record Keeping:

- Manage record-keeping and compliance with immunizations and physical exams in accordance with The Occupational Safety and Health Administration (OSHA)
- Responsible for accessing and maintaining the Client's electronic health record system.

Campus Emergency Response:

- Participate as a member of the Emergency Preparedness Team, attend emergency preparedness coordination meetings.
- member during an emergency.
- Maintain emergency preparedness manual, classroom emergency backpacks, emergency and first aid supplies and food.



"At my school I have made meaningful connections with the students. I bring a charismatic approach to my work, and they love to check in with me. I help them learn ways to identify discomfort. Working with Joffe has given me the opportunity to get experiences beyond the ambulance and hospital. I get to immerse myself in a community of people who rely on me to help interpret public health protocols, administer Covid tests and aid in emergency technical support. I am excited to continue to grow as a care provider!"

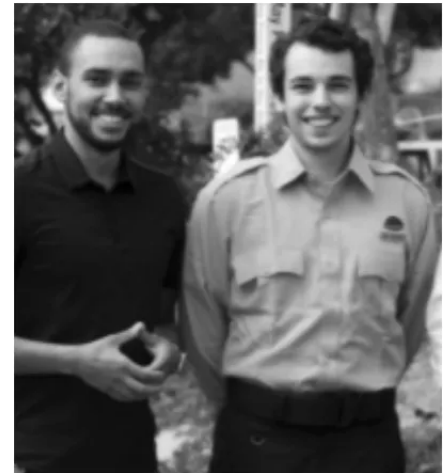
- Chidube Okoro, Joffe Health Coordinator for Katherine Delmar Burke School in San Francisco, CA

Community Safety Services (Staffing)

Our security program was designed from the ground up to support school communities. Our leadership team understands the rigors of school life and is comprised of school experts, security experts, and an organizational structure built to meet the needs of any school community.

School Safety Officers and Supervisors

- School Safety Officers and Supervisors provide a uniformed, pleasantly authoritative presence
- School Safety Officers are trained to meet the objectives of the Joffe Security Officer Standards
- All School Safety Officers have been screened (FBI & Department of Justice Background Check)
- School Safety Officers are trained on: continuous observation and reporting, situation de-escalation protocols, effective communication, trauma sensitive approaches, positive youth development and askable, approachable adults
- Available to assist with drop off, pick up, and traffic management
- Able to write Incident Reports and Daily Activity Reports so security information is maintained/recorded



Security Managers and Directors

- Supervise the day to day security operations of an assigned Client Site
- Manage a team of Security Professionals, Site and Shift Supervisors including scheduling, payroll support with accounting, training, coaching, development and support.
- Ensure the Client Site is provided with high quality security services to protect people and property
- Coordinate necessary support services to effectively manage client site to meet or exceed financial and operational goals and provide quality customer service
- Handle any escalated security issues or emergency situations appropriately and ensure the client and security division director is notified
- Assumes management responsibility for various portions of emergency management, services and activities on behalf of Joffe at the Client Site

Master Services Agreement

Effective Date: 2022-09-12

PARTIES (the "Parties")

"Contractor"	"Company"
Joffe Emergency Services	Mountain View Whisman School District
Billing Address: P.O. Box 7125, Santa Monica, CA 90406	Address:
Contact: MikeGinty	Contact: AyindeRudolph
Phone: 424-322-2018	Phone: 650-526-3500
Email: support@joffeemergencyservices.com	Email: arudolph@mvwsd.org
ATTACHMENTS	
Standard Terms and Conditions	
Schedule(s)	

A. Contractor hereby agrees to provide to Company, and Company hereby agrees to purchase from Contractor, the deliverables and/or services described in each Statement of Work added to this Master Services Agreement that has been signed by both Parties on or after the date of this Master Services Agreement (each, a "**Schedule**"). Contractor will provide those deliverables and/or services in accordance with the terms and conditions set forth in that Schedule, the Standard Terms and any other documents or attachments selected above (collectively, the "**Attachments**"). Each Attachment is incorporated into, and forms a part of, this Master Services Agreement (collectively, this "**Agreement**"). This Agreement does not obligate Company to purchase any deliverables, services or any other items from Contractor except as set forth in a Schedule. To the extent a Schedule only refers to services to be provided, the terms set forth in this Agreement related to deliverables shall not apply.

B. By signing below, Company: (i) acknowledges that it has read and reviewed the Standard Terms set forth at the following link: "[Standard Terms](#)"; (ii) affirmatively agrees to the Standard Terms as part of this Agreement; and (iii) acknowledges and agrees that the Standard Terms are incorporated into and made part of this Agreement. Upon execution of this Agreement by both Parties, Company will receive complete signed version, including the Standard Terms.

C. This Agreement (including the Attachments) replaces and supersedes all prior or contemporaneous proposals, understandings and agreements, written, electronic or oral, as well as all other communications between Contractor and Company concerning the subject matter of this Agreement. To the extent that any invoice, purchase order or any other document issued by either Party conflicts with the provisions of this Agreement, the terms of this Agreement will control unless a duly authorized representative of each Party signs that document.

CONTRACTOR:

Joffe Emergency Services

By:



Mike Ginty

Title: Chief Growth Officer

COMPANY:

Mountain View Whisman School District

By:



AyindeRudolph

Title: Superintendent

Schedule A

Assessment

Scope of Work

Assessment

1. Review existing safety plans and documentation (to be provided by client)
2. Research specific to campus, including but not limited to: crime maps, national database of sex offenders, existing nearby hazards, nearby emergency service providers
3. Interviewing of key stakeholders
4. Comprehensive site assessment of school campus to identify safety and security vulnerabilities and recommended changes. This encompasses our 4 Pillars of SAFE Schools:
 - Physical/Environmental
 - Arrival and dismissal procedures
 - Physical security and existing security procedures
 - Emergency response procedures, response team roles and responsibilities, drills
 - Emergency supplies
 - Campus preparedness for hostile intruder, severe weather, fire, loss of power, and more
 - Tour of campus areas of concern
 - Daily protocols to ensure campus safety
 - Psychological/Social-Emotional
 - Review of supports and services available
 - Behavioral Threat Assessment
 - Training for staff and students
 - Health
 - Role and responsibilities of health professional
 - Incident reporting and treatment protocols
 - COVID mitigation
 - Technology/Cyber-Security
 - Continuity planning
 - Data Management systems
 - Review of policies and training protocols to evaluate risk

Post-visit work to refine and summarize findings and build a series of recommendations, including meeting

Monthly Pricing

Name	Rate	Qty	Total
Assessment	\$2,050.00	12	\$24,600.00
		Subtotal	\$24,600.00
		Travel & Lodging Fee	\$4,428.00
		Total	\$29,028.00

Term of Service

September 1, 2022 - August 31, 2023
(12 Months)

A.R.

with members of the school leadership team to review assessment if desired.

Schedule A

Payment Terms (Please Select one.)

- Option 1:** Full Contract (in advance): Payment due net 15 days from the execution of this agreement for the full Contract Term
- Option 2:** Annual Payment (in advance): First payment due net 15 days from the execution of this agreement; subsequent payments due on the 1st of July for each subsequent year (2% discount)
- Option 3:** Quarterly (in advance): Payments due on the 1st day of each quarter.
- Option 4:** Monthly (in advance): Payments due on the 1st day of each month.

Payment Instructions (Please select one.)

- Pay by Wire or ACH:
- Pay by Check:

Bank Name: JP Morgan, Chase

Company Name: Joffe Emergency Services

Bank Address: Santa Monica, CA

Company Address: P.O. Box 7125 Santa Monica, CA 90406

Routing & Transit #: 322271627

For the credit of: Joffe Emergency Services

- Pay by Credit Card:

Address: P.O. Box 7125 Santa Monica, CA 90406

Please follow instructions in invoice.

Credit Account #: 575539371

CONTRACTOR:

COMPANY:

JOFFE EMERGENCY SERVICES

Mountain View Whisman School District

By:

By:



Mike Ginty

AyindeRudolph

Title: Chief Growth Officer

Title: Superintendent

Schedule B

Consulting Services

Scope of Work

Program Development

- Refinement and standardization of current communication protocols for emergency response
- Development of a collection of communications templates that can be deployed during different types of emergency scenarios
- Development or refinement of At-a-Glance Emergency Reporting Chart
- Review and revise emergency manual and standard operating procedures
- Refine or develop Incident Command structure and reporting
- Establish standardized drill protocols and procedures
- Establish and Advise a Safety Committee
- Conduct a "Community Listening Tour" to gather feedback and impressions of safety and security

Implementation

- Regular check in calls with Consultant
- Guidance, resources, and support related to school safety
- End-of-year report summarizing progress and activities from the year
- Real-time incident response and crisis communication
- Up to 3 trainings and/or tabletop exercise
 - Development of custom slide deck and materials
 - Faculty/Staff training
 - Leadership team training
- 1 quarterly incident stepback
- Program and vendor oversight and management

Pricing

Name	Rate	Hours	Monthly
Consultative Services	\$250.00	10	\$2,500.00
Joffe Academy Subscription	\$150.00	1	\$150.00
Crisis Management Hotline	\$350.00	1	\$350.00
Subtotal			\$3,000.00
Discount			-\$500.00
Total			\$2,500.00

Term of Service

September 1, 2022 - August 31, 2023 (12 Months)

A.R.

Schedule B

Payment Terms (Please Select one.)

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COMPANY:

JOFFE EMERGENCY SERVICES

Mountain View Whisman School District

By:

By:



Mike Ginty



AyindeRudolph

Title: Chief Growth Officer

Title: Superintendent

Signature Certificate

Reference number: AGNCZ-7KS2Y-FHPFT-7UOCW

Signer	Timestamp	Signature
Mike Ginty Email: mikeg@joffeemergencyservices.com Sent: 10 Aug 2022 01:24:56 UTC Viewed: 10 Aug 2022 01:24:57 UTC Signed: 10 Aug 2022 01:25:27 UTC		 IP address: 99.145.198.89 Location: El Cerrito, United States
Ayinde Rudolph Email: arudolph@mwwsd.org Shared via link Sent: 10 Aug 2022 01:24:56 UTC Viewed: 10 Aug 2022 01:40:43 UTC Signed: 12 Sep 2022 18:50:54 UTC		 IP address: 207.31.25.93 Location: Sunnyvale, United States

Document completed by all parties on:
12 Sep 2022 18:50:54 UTC

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