

ANNUAL SAFETY REVIEW CONSIDERATIONS FOR SCHOOLS

ADMINISTRATIVE SAFETY EFFORTS	YES	NO	RESOLUTION	PERSON RESPONSIBLE
*Safety Committee? (Required)				
*Safety Plan? Approved by Local Board (Required)				
*Annual Safety Review up-to-date? (Required)				
District/School Safety Coordinator?				
Crisis/Emergency Team?				
Conducts Threat / Risk Assessments?				
Procedures for day-to-day safety operations?				
Consults with outside agencies on safety planning?				
Floor plans available, and copies provided to police/fire?				
Procedures to inform the community of a school crisis?				
Routinely practices emergency drills? (Besides fire?) (Types?)				
School Resource Officer(s)?				
<input type="checkbox"/> Dress Code <input type="checkbox"/> School Uniform?				
Procedures to monitor and evaluate safety plan implementations?				
Process to allow staff, students, and parents to report concerns?				
Tracking discipline issues= weapons, violent behavior, etc?				
Operational policies and procedures that support school safety plan?				
SECURITY MEASURES	YES	NO	RESOLUTION	PERSON RESPONSIBLE
Controlled entry and access to building and rooms?				
Surveillance camera(s) and equipment in use?				
Picture Identification Badges in use?				
Provisions to protect students in restrooms, locker rooms, stairways				
Staff monitoring of student arrival, departure, and passing in halls?				
Provisions for controlling internal movement of visitors?				
Campus Security personnel?				
Two-way radios for administrators and security?				
Two-way communications between office and all classrooms?				
Control systems and procedures for chemicals on school grounds?				
After hours alarms system				
Procedures for crisis response during after school activities?				

(Continued on reverse side)

PREVENTION/INTERVENTION STRATEGIES	YES	NO	RESOLUTION	PERSON RESPONSIBLE
Procedures to document prevention, intervention, and crisis actions?				
Staff development opportunities in prevention/Intervention training?				
Staff, student, and parent education for violence warning signs?				
Prevention and Intervention programs or procedures to deal with:				
o Anger and Conflict				
o Bullying and Harassment				
o Destruction of Property and Vandalism				
o Extortion, Theft, Robbery				
o Sexual Harassment and Sexual Assault				
o Violence and Assaults				
o Weapons				
Procedures to involve parents in prevention/intervention efforts?				
CRISIS RESPONSE	YES	NO	RESOLUTION	PERSON RESPONSIBLE
Clearly assigned and defined emergency response roles for all staff?				
Procedures for natural or man-made emergency or crisis situations?				
Evacuation, lock down, or shelter in place procedures?				
Procedures to inform parents of severe weather, or crisis situation?				
Crisis <u>response</u> procedures and resources in place?				
Procedures to handle various medical emergencies?				
Equipment for moving injured or immobile person (i.e. stretcher)				
Procedures to deal with suicide, or attempts?				
Bus safety, behavior, and accident procedures?				
Emergency communications procedures and equipment in place?				
Procedure in place for securing the building(s)?				
Procedures for working with the other agencies? police/fire, etc.				
Procedure in place for dealing with hazardous materials?				
Key personnel trained in Incident Command and Crisis Response?				
Procedures for working with the media?				
CRISIS RECOVERY	YES	NO	RESOLUTION	PERSON RESPONSIBLE
Crisis <u>recovery</u> procedure and resources in place?				
Procedure to address grief and loss counseling, etc.?				
Procedure to address memorials, spontaneous or planned?				
Procedures for after incident critique, and reporting?				

