

Office of School Preparedness and Emergency Planning

Service Request Form

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Month Day Year

Region

County

Name of District and/or Agency

Chief School Administrator or Name of Agency Contact

If District, Specify

Contact No. 1

Contact No. 2

Contact Email

Address1

Address2

City

State

Zip Code

For Schools: Contact Information (If Different Than Above)

Principal Name

Contact No. 1

Contact Email

Address1

Address2

City

State

Zip Code

Contact Person Name

Contact Title

Contact No. 1

Email

OSPEP SERVICES: Indicate the type of service you are requesting.

Technical Assistance

Safety & Security Plan Review

A review of district and school safety & security plans. Guidance & recommendations will be provided to achieve safe and secure school environments and meet LEA Minimum Requirements. Must send plan in advance. Allow 1 month to process. [Estimate Time: 3 hours]

Site Visit & Assessment of Facilities

An on-site walk through your facility to assess target hardening initiatives. [Estimate Time: 2 hours]

Safety Exercise/Drill Observation

Observation of your school exercise/drill and assistance in improving future drills. Feedback provided. [Estimate Time: 1-2 hours]

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Presentations & Trainings

School Safety & Security Plan Development

A presentation to address policy & procedures required in emergency management plans consistent with the 4 phases of crisis management and in accordance to the LEA Minimum Requirements (NJAC 6A:16-5.1) released August 2011. **(Minimum 15 Participants)** [Estimate Time: 3 hours]

The Changing Face of School Safety

A presentation on school safety & security in the U.S. and N.J. A look at how threats have evolved, and key questions to frame future school safety plans and strategies. **(Minimum 20 participants)** [Estimate Time: 1-2 hours]

Internet Safety

A presentation to highlight current trends relating to internet use by school-aged children, the danger of sexual predators, & tips on successfully navigating through the internet. **(Minimum 20 participants)**. [Estimate Time: 2 hours]

Other

Collaboration & Planning

Coordination of, and participation in, stakeholder-based meetings relating to school safety.

Town Hall Meetings

Advocacy, information on services, and remarks on importance of school safety.

Other -

Please Specify

DATE SELECTION: MUST List three (3) possible dates for your request. Allow 2-4 weeks for processing. OSPEP will contact you to confirm the date and time.

Date 1	<input style="width: 90%;" type="text"/>	Time		Start	End
				<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Date 2	<input style="width: 90%;" type="text"/>	Time		Start	End
				<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Date 3	<input style="width: 90%;" type="text"/>	Time		Start	End
				<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

No. of Attendees

Target Audience Description

Example: Principals, Teaching Staff, Support Staff, Etc.

Please email the completed request form to schoolsecurity@doe.state.nj.us. Any questions, please call (609) 633-6681

Do not write below this line: FOR OFFICE USE ONLY

Request Reviewed (*Initial*)

Date Reviewed

Assigned to OSPEP/OTHER

Date Confirmed

Requests Notes, If any

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