## **School Safety & Security Plan Review Checklist**



## New Jersey Department of Education August 2011

Each school safety and security plan must be reviewed at least once a year. It is recommended that this review be conducted by the third week in October, which coincides with Violence Awareness Week. Additionally, the plan must be reviewed and updated anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Pursuant to *N.J.A.C.* 6A:16-5.2, districts are required to include all key stakeholders in a collaborative effort to insure the safety of students, faculty and staff of all public schools throughout the State of New Jersey.

	SECTION I		
Y	N	I/P	REQUIREMENTS
			INTRODUCTION
			A. Table of Contents.
			B. School master schedule.
			C. School staff roster with emergency numbers.
			D. Members of district wide planning team and contact information.
			E. Emergency responders and contact information.
			F. List of individuals who will be contacted in an emergency.
			G. Size, location & use of all buildings.
			H. Number of staff and students normally present along with any scheduled daily differences in population.

			SECTION II
Y	N	I/P	REQUIREMENTS
			STAKEHOLDER RESPONSIBILITIES
			A. Identify stakeholders to be included in the school safety and security planning process (district and school level).
			B. Identify members of the district-wide crisis response team.
			C. Create a chain-of-command to carry out the district-wide plan.
			D. Establish and communicate the warning signals or commands that alert staff and students to various emergency responses.
			E. Identify members of each building-based crisis response team.
			F. Create a chain-of-command to carry out the building-based plan.
			G. Assign faculty and staff to primary and alternate emergency roles.
			H. Train all members on their responsibilities when a crisis occurs.
			I. Assess staff for specialized training or skills (CPR, EMT, etc.).

			SECTION III
Y	N	I/P	REQUIREMENTS
			TARGET-HARDENING INITIATIVES
			A. Building Access.
			B. Visitor Policy.
			C. Delivery Procedures.
			D. Vendor & Contractor Policies.
			E. Student Transportation Security (school buses, walking routes).
			F. Master key/access code distribution policy.
			G. Vehicular access & parking.
			H. Storage areas (food, chemical, equipment, medication).
			I. HVAC system security.
			J. Each school facility has visible signage identifying school.
			K. Areas where students congregate (bus stop) and associated pathways are adequate to avoid overcrowding.
			L. Access into each school building is controllable through designated entry points. Main point of entry is clearly identifiable.
			M. Entry points are kept to a minimum and are clearly marked.
			N. Main office has communication capability with all classrooms.
			O. All windows lock securely; hardware and frames in good condition.
			P. Windows intended for secondary means of escape are not blocked, and can be readily opened from the inside.
			POLICIES
			Q. Gang(s).
			R. Bullying, Harassment and Intimidation.
	PREVENTION/INTERVENTION PROGRAMS		
			S. Anti-bullying (cyber-bullying).
			T. Character Education.
			U. Conflict Resolution.
			V. Gang Awareness & Education.

W. Internet Safety.		
X. Peer Mediation.		
Y. Other:		
Z. Other:		
AA. Other:		
REVIEW OF DOCUMENTS/DATA		
BB. Electronic Violence & Vandalism Report (EVVRS)		
CC. School Security Incident Reports (SSIR)		
ALL-HAZARDS ANALYSIS		
DD. Physical environment in/around school building & community.		
EE. School climate & culture.		
FF. Technological (cyber-security, computer usage).		
GG. Natural disaster risk.		
HH. Crime & violence potential, including current/emerging gang activity.		

	SECTION IV			
Y	N	I/P	REQUIREMENTS	
			COMMUNICATION PROCEDURES	
			A. Emergency Responders	
			B. Staff	
			C. Students	
			D. Parents/Guardians	
			E. Media	
	PROCEDURES AND PROTOCOLS			
			F. Assisting the special needs population (students & staff).	
			G. Accountability of students during a crisis.	
			H. Primary and alternate evacuation locations.	
			I. District wide continuity of operations & education plan.	
			J. Food Security/Bio-Security.	

K. Active shooter situation.
L. Lockdown.
M. Evacuation.
N. Bomb Threat or Incident.
O. Media Communication.
P. Shelter-in-Place.
Q. Reverse Evacuation.
R. Student or staff member suicide or death.
S. School Transportation Incident (accident, breakdown, etc.)
T. Field Trip Incident.
U. Fire Alarm or Fire Emergency.
V. Gas Leak or Hazardous Materials Incident.
W. Staff Misconduct.
X. Suspicious Mail.
Y. Missing Student or Staff Member.
Z. Natural Disaster or Extreme Weather Conditions.
AA. Student/Parent Reunification.
BB. Before and after school programs, non-traditional vendors and other school facility users.

	SECTION V			
Y	N	I/P	REQUIREMENTS	
	DISSEMINATION OF TOOLS AND RESOURCES			
			A. A copy of the school safety and security plan has been disseminated to local law enforcement and appropriate emergency responders.	
			B. Access to school district facility map(s) and/or blue prints are available to local law enforcement and appropriate emergency responders.	
			C. Each classroom has an emergency response guide.	
			D. Each school building has at least one Administrator Emergency Tool Kit.	

INFORMATION TO BE LOCATED/IDENTIFIED		
	E. Utility shutoff locations.	
	F. First aid and emergency supply locations.	
	G. Chemical/hazardous material storage locations.	
	H. Fire extinguisher locations.	

	SECTION VI		
Y	N	I/P	REQUIREMENTS
	MENTAL HEALTH PROTOCOLS		
			A. Monitor staff and students for post traumatic emotional impact.
			B. Provide access to post traumatic services for students and staff.
			C. Conduct debriefing sessions for staff and emergency responders.

	SECTION VII		
Y	N	I/P	REQUIREMENTS
	PLAN MAINTENANCE		
			A. Provide for and document annual review of the plan.
			B. Conduct annual in-service training of staff regarding plan revision, warning and response signals, evacuation routes, assembly areas, emergency procedures, communication protocols, and chain-of command.
			C. Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.
			D. Annually review your chain-of-command with staff and review assigned responsibilities.