

# Safe School Plan Template for Georgia Public Schools

Georgia Department of Education

Georgia Emergency Management  
Agency/Homeland Security

O.C.G.A. 20-2-1185 states that every public school shall prepare a Safe School Plan “to provide a safe learning environment for Georgia’s children, teachers, and other school personnel Such plan shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism. The plans shall be prepared with input from students enrolled in that school, parents or legal guardians of such students, teachers in that school, community leaders, other school employees, and school district employees, and local law enforcement, juvenile court, fire service, public safety, and emergency management agencies. The Safe School Plan shall include (1) Training school administrators, teachers, and support staff, including, but not limited to, school resource officers, security officers, secretaries, custodians, and bus drivers, on school violence prevention, school security, school threat assessment, mental health awareness, and school emergency planning best practices; (2) Evaluating and refining school security measures; (3) Updating and exercising school emergency preparedness plans; (4) Strengthening partnerships with public safety officials; and (5) Creating enhanced crisis communications plans and social media strategies.”

This Safe School Plan template is designed to assist schools in the development of a Safe School Plan. Schools are not required to use this template, but it does contain safety elements that should be in each Safe School Plan. Safe School Plans should also include safety features/challenges that are unique to the school in order to prevent and mitigate safety issues.

The Georgia Department of Education and Georgia Emergency Management and Homeland Security Agency staff members are available to review Safe School Plans, provide site risk assessments, and provide other technical assistance regarding school safety and security.



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## **School Crisis Situation Checklist**

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ School personnel have been identified who will carry out each task and who will be the alternate in case the primary person is not available.

\_\_\_ Each assigned school personnel member has been thoroughly trained to carry out his/her task.

1. Evaluate crisis scene/situation
2. Dial 911 – staying on line communicating information as directed, able to give clear directions
3. Signal to staff and students (lockdown or evacuation)
4. Answer phones
5. Meet emergency vehicles/personnel
6. Get evacuation kit box (building floor plans, student information, bus routes, etc.)
7. Get first aid kits (2 kits per building) – kits should include:
  - a. A copy of School Safety Plan (SSP)
  - b. Student sign-out sheets for dismissal to parents/guardians
  - c. A copy of the school facility plan (this should be in SSP)
  - d. Emergency telephone numbers of assistance agencies
  - e. Copy of video depicting interior and exterior of building
  - f. Copies of student/staff emergency contact information
  - g. Flashlight and extra batteries
  - h. Bullhorn and appropriate batteries
  - i. Cell phone or portable radio
  - j. Current county phone book
  - k. A copy of most recent yearbook
  - l. First Aid Kit
  - m. Emergency medical information for students/staff
8. Take student rosters out of the building
9. Call superintendent's office
10. Take communication devices (school radios, cellular phones, etc.)

\_\_\_ School personnel have been identified and trained to conduct the following:

- ☐ Have a central command post established – both inside and outside the building
- ☐ Person designated to accompany emergency personnel through the building
- ☐ Process determined for releasing students to parents and non-parent adults
- ☐ Alternate site designated for student evacuation
- ☐ Decision regarding having school the day following the crisis

## **Safe School Plan Emergency ID Plan**

1. School Site Safety Coordinator:
2. Alternate School Site Safety Coordinator:
3. School personnel to call 911:
4. School personnel to call superintendent's office:
5. School personnel to coordinate staff members trained in First Aid and/or CPR:
6. School personnel to get emergency kits:
7. School personnel to accompany emergency first responders:
8. School personnel responsible for students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential):
9. School personnel to answer telephones:
10. School personnel to collect student rosters:
11. School personnel to update media:
12. School personnel to update parents:
13. Location of central command post – rank order based on circumstances:
  1. Inside front office
  2. Media Center
  3. Cafeteria Outside
  4. Portable Classroom
  5. Football Field
  6. Other - specify
14. Location for media personnel – rank order based on circumstances:
  1. Inside
  2. Gymnasium
  3. Media Center Outside
  4. Side Parking Lot near Gym
  5. Portable Classroom
  6. Other - specify
15. Location of reception area for parents and public – rank order based on circumstance:
  1. Inside
  2. Gymnasium
  3. Cafeteria and outside of cafeteria
  4. Football Field/Playground Area
  5. Side Parking Lot near Cafeteria
  6. Other - specify
16. If students need to be moved off campus they will be transported to:  
First Choice Site:  
Alternate Site:
17. School personnel responsible for releasing students to parents and non-parent adults:
18. School personnel responsible for utilities shut off if necessary:
19. School personnel responsible for directing traffic:
20. School personnel runners to support the Crisis Team:
21. School personnel responsible for accompanying students to the hospital:

## Emergency Kits

### Contents of the school's emergency kit:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Example of emergency kit contents:*

- 10 writing tablets and pens/pencils
- 10 magic makers
- 500 plain white peel-off name tag stickers (used to identify injured students or staff)
- Student release/sign-out sheets
- List of students on off-campus trips
- Five sets of safety gloves
- Floor Plan of the building
- Site Plan of the grounds and surrounding areas
- Copies of photographs of the building (interior and exterior)
- Copies of student and staff emergency contact/release information
- Information regarding any students with medical problems that may be impacted by the evacuation or emergency
- Most recent yearbook and list of students and school personnel
- Flashlight and extra batteries
- Bullhorn and extra batteries
- Cell phone and/or walkie-talkie
- Basic First-Aid kit

List staff members responsible for the emergency kit(s):

[illegible]

\_\_\_\_School has established a **Crisis Planning and Response Team** that includes the following members:

[illegible]



## EMERGENCY EVACUATION and FAMILY REUNIFICATION PROTOCOL

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ An assembly area has been identified at least 1,000 feet away from school in the event it becomes necessary to evacuate the school campus.

\_\_\_ Alternative assembly areas have been identified and shared with school personnel.

\_\_\_ Procedures are in place to remove all students and personnel from athletic fields and playground areas and back into the school.

\_\_\_ Evacuation routes to the assembly points on an evacuation plan have been identified.

\_\_\_ Procedures are in place for the special evacuation needs of the disabled.

\_\_\_ A copy of the evacuation plan is available for school personnel for first responders.

\_\_\_ School personnel and students are aware of and have practiced evacuation procedures and routes.

\_\_\_ A procedure is in place to periodically test the public address system as the primary means of notifying building occupants and other methods of communicating with school personnel.

\_\_\_ Maps indicating primary and secondary evacuation routes are posted in all classrooms (for security reasons, only staff members should know assembly points).

\_\_\_ Teachers are trained to bring their classroom record books with them to the assembly area (s).

\_\_\_ Teachers are trained to verify that students are out of the classrooms and restrooms and workrooms.

\_\_\_ Teachers (or paraprofessionals) are trained to hold open the exit door(s) until all persons in the class have evacuated.

\_\_\_ Teachers are trained to lead students to the designated holding areas/assembly areas.

\_\_\_ Teachers are trained to verify the presence of all students at the assembly site and immediately report students who are not present and furnish those names to school administrators as soon as possible.

\_\_\_ Teachers are trained to remain with their students until administrators sound the “all clear” signal.

\_\_\_ School personnel are preselected to collect critical information and to manage and monitor students at the assembly site(s).

\_\_\_ School personnel have been designated to take the ***Emergency Kit*** to the assembly area (s).

\_\_\_ Administrators and other school personnel are trained to collect lists of unaccounted for students from staff members and compare with the daily attendance absentee list and share the list with emergency response personnel.

\_\_\_ Administrators and other school personnel are trained to account for all students in the assembly area(s) to facilitate an orderly transfer of students to their parents.

\_\_\_ A procedure is in place to communicate and confirm that the building has been cleared.

\_\_\_ A procedure has been developed to direct parents to the assembly site(s) to pick up students and verify their guardianship of the student and sign for the release of students.

\_\_\_ School personnel have been trained to instruct parents or guardians to leave the site to make room for others once they have signed out their student.

\_\_\_ The school principal and/or other school personnel are trained to notify school transportation to begin routing school buses to the assembly area(s).

\_\_\_ School personnel have been identified to notify local law enforcement and emergency agencies of the incident/situation and inform them of traffic routing procedures of school buses.

\_\_\_ A news media area has been identified and media provided with detailed instructions to be read to the public in order to direct concerned relatives to the assembly site(s).

\_\_\_ A manifest for each school bus is established ahead of time to account for all students riding buses.

\_\_\_ School personnel have been trained to check the school bus manifest to account for every student.

\_\_\_ At the assembly site(s), designated school personnel have been assigned to identify all students and identify all non-uniformed personnel.

\_\_\_ School personnel have been trained to monitor students not riding buses and not picked up by parents or guardians to remain in the assembly area(s) until an authorized person arrives to pick them up.

\_\_\_ School personnel have been identified and trained to maintain contact with police/fire department(s) to stay informed about conditions at the school site.

\_\_\_ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

***\_\_\_ IN THE EVENT OF A FULL-SCALE SCHOOL EVACUATION EMERGENCY, DOES THE LOCAL FIRE DEPARTMENT AND LAW ENFORCEMENT AGENCIES KNOW HOW MANY STUDENTS AND SCHOOL PERSONNEL ARE IN THE SCHOOL?***

***\_\_\_ DO THE FIRST RESPONDERS HAVE A COPY OF THE SCHOOL FLOOR PLAN?***

***TRAINING: Georgia Emergency Management and Homeland Security Agency or local emergency management staff can provide training for Emergency Evacuation and Family Reunification Protocol.***

### ACCIDENT or ILLNESS

The names and location of staff members certified in First Aid and CPR should be made available to every school employee in the building. A fully stocked First Aid Kit should be readily available at all times in different areas of the school building.

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ List school personnel with first aid/CPR training and their location in the building:

| Name | Position | Location |
|------|----------|----------|
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\_\_\_ School personnel have received Stop-the-Bleed Training from the Georgia Trauma Foundation (if school personnel have not received the training, the training is scheduled for \_\_\_\_\_)

\_\_\_ A procedure is in place to contact first aid/CPR trained staff.

\_\_\_ A procedure is in place to contact emergency personnel.

\_\_\_ A procedure is in place with the school nurse to identify the nature of the student's illness.

\_\_\_ A procedure is in place to isolate the ill student as necessary.

\_\_\_ A procedure is in place to contact local public health as necessary.

\_\_\_ A procedure is in place to control access to the area where the student(s) is receiving assistance.

\_\_\_ A procedure is in place to contact family members.

\_\_\_ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_ A procedure is in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING: Georgia Emergency Management and Homeland Security Agency or local emergency management staff can provide training for Accident or Illness.**

## **BOMB THREATS/SUSPICIOUS PACKAGES**

*Check the following to indicate compliance or leave blank if incomplete.*

### **☞ Daily Precautions**

\_\_\_ School personnel have been trained to routinely check their areas for any suspicious packages or items.

\_\_\_ School personnel have been trained what to do if they find a suspicious item, which should never be moved or touched.

\_\_\_ School personnel have been trained to notify school administrators when a suspicious item is found.

\_\_\_ A procedure is in place to isolate the area until law enforcement personnel have assessed the item.

\_\_\_ School personnel have been trained to lock classrooms and other rooms when not in use.

\_\_\_ School maintenance personnel have been trained to lock all doors after cleaning classrooms and other areas.

\_\_\_ School personnel who handle mail and packages are trained on how to recognize suspicious letters or packages (i.e., excess postage on a small package or letter indicates that the object was not weighed by the Post Office; no postage or non-canceled postage; handwritten notes such as “to be opened by Mr. Smith;” leaks, stains or sharp points, wires, etc.).

### **☞ Bomb or Bomb Threat Response (Also see *Emergency Evacuation Procedures*)**

\_\_\_ School personnel are trained on how to respond to a written or verbal bomb threat.

\_\_\_ School personnel and students are to move to the predetermined assembly points at least 1,000 feet away from the building using predetermined routes and exits.

\_\_\_ School personnel are trained to re-direct students if the predetermined routes pass near the location of the bomb or device.

\_\_\_ Procedures are in place for the special evacuation needs of the disabled.

\_\_\_ A procedure is in place to ensure that all school personnel and students have left the building, including checks of hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.

\_\_\_ School personnel have been designated to take the ***Emergency Kit*** to the assembly area (s).

\_\_\_ A procedure is in place to communicate and confirm that the building has been cleared.

\_\_\_ School personnel have been designated to account for all students by checking with teachers in the assembly area(s).

\_\_\_ School personnel and students have trained to remain in the assembly area until the “all clear” signal is sent.

\_\_\_ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_ School personnel have been designated to call the school district central office.

\_\_\_ A procedure is in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

## Bomb Threat Call Checklist

*(IMPORTANT: Place a copy of the checklist next to each school phone)*

### Ask the Caller:

1. Where is the bomb right now?
2. What does the bomb look like?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?

### Exact Wording of Bomb Threat:

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Caller Information: Sex:      Race:      Age:      Length of Call:

Caller's Voice (check appropriate descriptions):    Calm    Nasal    Slurred    Soft  
Angry    Whispered    Stutter    Loud    Accent    Excited    lisp    Disguised  
Laughter    Slow    Cracking    Raspy    Crying    Normal    Familiar Voice?    Who?

Background Sounds:    Traffic    Voices    Music    House Noises    Static    Clear  
Office Noises    Factory    Long Distance    Machinery    PA System    Other:

Threat Language:    Well-Spoken    Incoherent    Offensive Words    Message Read  
Taped    Irrational

Notifications:    911/School Police/Local Police/Central Office    Other

### Call Received By:

Name:

Title/Position:

Telephone Number:

Date:

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## **CLOSING OF SCHOOL – SHELTER-IN-PLACE**

*Check the following to indicate compliance or leave blank if incomplete.*

### **☞ Precautions Before the School Day**

\_\_\_ School personnel instructed to listen to local radio and television broadcasts and look for text messages for information about school closures.

\_\_\_ Procedure in place to notify parents/guardians of school closures.

### **☞ Closure During the School Day**

\_\_\_ Procedure in place to check on condition of building and surrounding neighborhood.

\_\_\_ Procedure in place to notify central office of building, neighborhood, and weather conditions.

\_\_\_ Procedure in place to keep students and staff away from possible hazardous conditions, such as iced, slippery, blocked sidewalks, steps, walkways, etc.

\_\_\_ Procedure in place to inform parents/guardian of early school closure.

\_\_\_ Procedure in place to contact all school bus drivers to pick up students during the school day.

\_\_\_ Procedure in place for students will remain in classrooms until buses arrive.

\_\_\_ Procedure in place to ensure that all students and school personnel have left the building.

\_\_\_ Procedures are in place to secure the building and grounds.

### **☞ Shelter-in-Place (students remain in the building overnight)**

If weather conditions (or other reasons) create the necessity for overnight housing, the building must be secured and student movement limited.

\_\_\_ School personnel and the building is prepared for shelter-in-place.

\_\_\_ Procedures are in place to ensure access to food, water, first-aid, sleeping areas, communications, utilities, first-aid kits.

\_\_\_ Procedure is in place to determine if students should be kept at the school for overnight housing.

\_\_\_ Procedure is in place to notify local law enforcement, and local emergency management and fire and rescue.

\_\_\_ Procedure is in place to contact the central office and the news media.

\_\_\_ Procedure is in place if the HVAC and other systems are centralized to contact the Service Center to ensure that the school's climate control system is **not** turned off.

\_\_\_ School personnel have been designated to contact family members and will continue to do so throughout the night.

\_\_\_ School has designated areas of the building to house students and school personnel during the shelter-in-place.

\_\_\_ School has designated areas of the building that are off-limits for students.

\_\_\_ School personnel have been assigned supervision duties and shifts during the night to account for and supervise all students.

\_\_\_ School has set up an indoor security perimeter to ensure the safety and supervision of the students.

\_\_\_ Procedure is in place to account for every student during the night.

**DEATH OF A STAFF MEMBER OR STUDENT OR  
SUICIDE at SCHOOL (or Threat)**

*Check the following to indicate compliance or leave blank if incomplete.*

Administrative staff should contact the following immediately upon learning of the death of a staff member or student:

- ☐ Procedures are in place to contact emergency personnel.
  - ☐ Procedures are in place to secure the area and keep all students away.
  - ☐ Procedures are in place to contact the parents/guardian or other family members of the student.
  - ☐ Procedures are in place to notify school personnel.
  - ☐ Procedures are in place to contact the central office.
  - ☐ School personnel have been trained on suicide awareness.
  - ☐ School personnel have been trained on reporting suicide threats or signs of suicide ideation to the counseling staff.
  - ☐ Procedures are in place to manage internal and external communications, including the news media.
  - ☐ Procedures are in place to communicate with the school community.
  - ☐ Procedures are in place to respond to students and monitoring their reactions.
  - ☐ School personnel have been trained on how to respond to this type of incident.
  - ☐ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.
  - ☐ Resources have been identified ahead of time to respond to students and staff grief and fear.
  - ☐ Resources have been identified if they need to be mobilized to respond to widespread grief and fear.
  - ☐ School personnel have been identified to specifically respond to this type of incident.
- School personnel assigned:

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## **FIRE**

A fire or smoke in the building requires immediate evacuation of the building. A safe, orderly evacuation depends on effective fire drill practices.

*Check the following to indicate compliance or leave blank if incomplete.*

### **☞ Response (See *Emergency Evacuation*)**

\_\_\_ Procedures are in place to call **911**.

\_\_\_ Procedures are in place to ensure that the fire alarm system is inspected and operational.

\_\_\_ Procedures are in place to initiate an emergency evacuation.

\_\_\_ Procedures are in place and school personnel have been assigned to assist disabled students and school personnel to evacuate.

\_\_\_ School personnel and students have at least once a month practiced fire drills/evacuation, including the use of alternative evacuation routes.

\_\_\_ Procedures are in place to ensure that all school personnel and students have left the building.

\_\_\_ Procedures are in place to check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.

\_\_\_ School personnel have been designated to take the Emergency Kit to the assembly area (s).

\_\_\_ School personnel have received training on how to use a fire extinguisher.

\_\_\_ Fire extinguisher locations are clearly marked and regularly inspected.

\_\_\_ Designated school personnel have been trained to account for all students by checking with teachers in the assembly area (s).

\_\_\_ School personnel have been trained to survey students at the assembly point (s) to check for injuries or trauma.

\_\_\_ School personnel and students have been trained to remain in the assembly area until the “all clear” signal is sent.

\_\_\_ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

NOTE: In Georgia schools, one fire drill *shall* be conducted each month that school is in session and recorded on the Georgia Fire Safety and Insurance Commission website. The Georgia State Fire Code also permits schools to substitute a severe weather drill for its required monthly fire drill during the months of February and November.

**TRAINING: Georgia Emergency Management and Homeland Security Agency, local emergency management, and local fire department staff can provide training for Fire prevention and evacuation**

## HAZARDOUS MATERIALS/THREAT

Chemical/Biological/Nuclear Threat or Accident

*Check the following to indicate compliance or leave blank if incomplete.*

### ☛ Preparation

\_\_\_ Potential hazardous material sites have been identified and shared with local emergency management (i.e. above ground industry storage containers, railroad tracks, etc.)

\_\_\_ Procedures are in place to determine transportation routes during an emergency evacuation due to hazardous material.

\_\_\_ Procedures are in place to assemble school buses for an emergency evacuation.

\_\_\_ Safe routes and assembly areas for staff and students **inside** and **outside** of the building have been established.

\_\_\_ All chemicals in Science classes are identified and properly stored.

### ☛ INSIDE Building Hazardous Materials Accident or Threat (See *Emergency Evacuation*)

\_\_\_ Procedures are in place to call 911.

\_\_\_ Procedures are in place to immediately remove all students and school personnel from the area.

\_\_\_ Procedures are in place to seal off the area (s) around and near the accident.

\_\_\_ School personnel have been trained to avoid any contact with hazardous material.

\_\_\_ Procedures are in place to immediately shut down air-conditioning and ventilation units.

\_\_\_ School personnel are trained to provide emergency responders with a list of chemicals in the building.

### ☛ OUTSIDE Building Hazardous Materials Accident or Threat

**NOTE:** Schools usually receive emergency notice from either emergency personnel or citizens of hazardous material accidents or threats originating outside of the school building. If the notice comes from non-emergency sources, the school administrative staff should contact emergency personnel at **911** and the Department of School Police or Local Police to confirm or refute the report. If the notice comes from emergency sources, the following procedures should be immediately initiated.

\_\_\_ Procedures are in place to remove all students and school personnel from athletic fields and playground areas and back into the school.

\_\_\_ School personnel have been designated to ensure that students and staff do not leave the building.

\_\_\_ School personnel are trained to account for all students.

\_\_\_ School personnel have been designated to contact transportation to keep school buses out of the hazardous material accident/threat area.

\_\_\_ Procedures are in place to inform school personnel that precautionary measures are being taken due to a report of an incident near the school.

\_\_\_ Procedures are in place to close all windows and outside doors.

\_\_\_Procedures are in place to shut down air-conditioning and ventilation units or contact the Service Center to do so and prepare to move students away from windows and doors.

\_\_\_Procedures are in place to quickly evacuate the facility, **based on the directions of emergency personnel** using the procedures in the *Emergency Evacuation Section of this plan*.

\_\_\_Procedures are in place to have first aid trained staff members on alert.

\_\_\_Procedures are in place to remain in lockdown mode until the “all clear” signal/message is received from emergency personnel.

\_\_\_Procedures are in place to inspect building after the incident for any contamination.

\_\_\_Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_A procedure is in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency or local emergency management staff can provide training for Hazardous Material incidents.*

## **INTRUDER/SUSPICIOUS PERSON HOSTAGE/BARRICADE**

An intruder/suspicious person is someone whose presence is uninvited and unwelcome and/or whose behavior jeopardizes the safety of the school building.

*Check the following to indicate compliance or leave blank if incomplete.*

- ☐ Procedures and physical design restrict access to the building.
- ☐ All exterior doors are locked and have signs that provide directions to visitors advising them to use the main entrance.
- ☐ School personnel and students are instructed not to open locked doors for persons trying to enter the building from the outside.
- ☐ School uses a visitor identification name-tag system. Visitor tags should be disposable.
- ☐ School designated a school personnel to periodically check all exterior doors to ensure that they are secured (*NOTE: schools may NOT use chains to secure exterior doors; they must be accessible as emergency exits*).
- ☐ Procedures are in place to call 911.
- ☐ Procedures are in place to immediately order a lockdown.
- ☐ School personnel and students have been trained on the urgency of a lockdown; it is essential that the lockdown take place immediately.
- ☐ Procedures are in place to notify all school personnel of a lockdown, including all locations in the building such as the gymnasium, kitchen, media center, etc.
- ☐ Procedures are in place to notify school personnel on playground/athletic fields of the lockdown and instructions.
- ☐ Procedures are in place to notify school bus drivers to remain away from the school.
- ☐ School personnel and students have been trained to remain in the classroom until the all-clear signal is given.
- ☐ School personnel have been trained to close or cover all windows and blinds.
- ☐ School personnel and students have been trained to remain calm and quiet.
- ☐ School personnel have been trained to seek protection if not in a classroom – nearby classroom, for example.
- ☐ Procedures are in place to monitor the location of the intruder/suspicious person using the surveillance cameras and monitors and walkie/talkies and communicating with law enforcement.
- ☐ School personnel is trained to remain in lockdown mode until the “all clear” signal/message is received.
- ☐ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.
- ☐ A procedure is in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency or local emergency management staff can provide training for Intruders.*

## STUDENT DISRUPTION/CIVIL DISTURBANCES

*Check the following to indicate compliance or leave blank if incomplete.*

➡ **Level 1 Disturbance** - Disruption is confined to one area, but no threat to students or staff.

➡ **Level 2 Disturbance** - Disruption forces are mobile and/or pose a threat to students and/or staff.

➡ **Level 3 Disturbance** - Disruption is widespread with large-scale student participation and is a serious threat to students and staff.

\_\_\_ School personnel are trained on the three levels of disturbance and appropriate actions for each level.

\_\_\_ School personnel are trained to call 911 for **Level 2** or **3** disturbances.

\_\_\_ School personnel are trained on how to report disturbances.

\_\_\_ School personnel are trained on how to isolate the disruption.

\_\_\_ School personnel are trained on how to clear the immediate area, including restrooms and hallways.

\_\_\_ Procedures are in place to order a lockdown for **Level 2** or **3** disturbances.

\_\_\_ Procedures are in place to assemble staff members trained in CPR and First Aid if needed.

\_\_\_ School personnel are trained on how to deescalate angry students or a crowd of students without endangering their safety.

\_\_\_ School personnel are trained to prevent students from going to their lockers during or after a disturbance.

\_\_\_ Procedures are in place to for close supervision of students during dismissal and boarding of buses after a disturbance.

\_\_\_ Procedures are in place to coordinate with police to ensure adequate protection of students and school personnel following **Level 2** or **3** disturbance until they have left the premises.

\_\_\_ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, local emergency management, or local law enforcement staff can provide training for Student Disruptions.*

## **STUDENT RUNAWAY/ABDUCTION/ MISSING STUDENT**

*Check the following to indicate compliance or leave blank if incomplete.*

### **☞ Preparation**

- ☐ Procedures are in place to account for every student during the school day.
- ☐ Procedures are in place for daily attendance and notification of parents when students are absent.
- ☐ Procedures are in place for field-trip student rosters on each bus and a copy at the school.
- ☐ Procedures are in place at field-trip destination to account for all students upon arrival and prior to departure.
- ☐ School personnel are trained report any suspicious persons loitering on or near the school campus.
- ☐ Procedures are in place to limit access to the building and require identification and accountability procedures for adults who enter the school.
- ☐ Procedures are in place to when releasing students to parents or guardians.

### **☞ Response (State law prohibits the exchange of child custody on school property.)**

- ☐ School personnel are trained on how to handle a missing child or abduction.
- ☐ School personnel are trained to call **911**.
- ☐ Procedures are in place to have a description or picture of the missing student ready to give law enforcement.
- ☐ Procedures are in place to notify the parents/guardians.
- ☐ Procedures are in place to notify transportation if the student normally rides the bus.
- ☐ Procedures are in place to conduct a room-by-room search for the student and other potential hiding areas.
- ☐ Procedures are in place to survey students from the missing student's class for information.
- ☐ Procedures are in place to closely monitor siblings of the missing student.
- ☐ Procedures are in place to notify other schools if siblings of the missing student attend a different school.
- ☐ Procedures are in place to secure the perimeter of the building.
- ☐ Procedures are in place to curtail outside activities until the situation has stabilized.
- ☐ Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.
- ☐ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING: Georgia Emergency Management and Homeland Security Agency, local emergency management, or local law enforcement staff can provide training for Student Runaway/Missing Children.**

## **REPORT OF A WEAPON ON CAMPUS**

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_Procedures are in place and school personnel have been trained to immediately inform the school resource officer or call 911 if a weapon is suspected on a student.

\_\_\_Procedures are in place for the school resource officer or other law enforcement officer to be contacted with information about the student, location of the student, and the possible weapon.

\_\_\_Procedures are in place for the school resource officer or other law enforcement officer and an administrator to escort the suspected student.

\_\_\_Procedures are in place for school personnel to carry all of the student's belongings at a safe distance.

\_\_\_Procedures are in place so the student always walks in front of the escort; never allow the student to walk behind any member of the escort.

\_\_\_Procedures are in place to ensure that the student is not allowed to put his/her hands in pockets or to approach his/her belongings, nor should the student be allowed to go to a classroom or restroom while on the way to a private area.

\_\_\_Procedures should be in place and school personnel trained to allow the school resource officer or other law enforcement officer to follow their procedures for search and seizure.

\_\_\_School personnel, other than school resource officers, are told to NEVER attempt to unload a firearm or handle a firearm.

\_\_\_Procedure is in place to show the school resource officer or other law enforcement officer the student's locker. School personnel should never open a student's locker who is suspected of possessing a weapon.

\_\_\_School personnel are told to never confront or attempt to disarm a student who is suspected of possessing a weapon.

\_\_\_School personnel are trained to follow the instructions and protocols of school resource officers or other law enforcement personnel if the suspect is in a classroom or other crowded area, because the approach to the student should be carefully planned.

\_\_\_Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

## **ACTIVE SHOOTER**

\_\_\_School personnel have been trained on and practiced active shooter response.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, local emergency management, or local law enforcement staff can provide training for Report of Weapon on Campus and Active Shooter.*

## TORNADO

*Check the following to indicate compliance or leave blank if incomplete.*

### ➡ Definitions

- **Tornado WATCH:** Indicates that weather conditions are present that **may** develop into a tornado. *Move students from all mobile classrooms to the main building.*
- ⇒ **Tornado WARNING:** Indicates that a tornado has been sighted in the immediate area. *Protective measures must be taken immediately, starting with moving students from all mobile classrooms to the main building.*

### ➡ Preparedness

\_\_\_ School personnel are trained to understand the difference between a watch and a warning.

\_\_\_ School has designated the best areas to serve as shelters, such as interior rooms, hallways, lowest floors, enclosed smaller areas away from glass, etc. and shared that with school personnel.

\_\_\_ Diagrams of the building with marked safe areas are provided to school personnel that include the quickest route to access the safest areas.

\_\_\_ School personnel are trained to avoid the use of gyms and other areas with wide roof spans and glass.

\_\_\_ A tornado response plan is developed that shows safe places in the building for school personnel and students to move to during a tornado.

\_\_\_ A communication plan is in place to quickly move students and school personnel to safe locations in the building, including the use of lower floors and/or interior areas such as hallways (without skylights).

\_\_\_ First Aid supplies are current, conveniently located, and school personnel are designated that know how to apply first aid.

\_\_\_ At least twice a year, school personnel and students practice severe weather drills.

\_\_\_ School has a weather monitor device that alerts staff to tornado watches and warnings.

### Response to WARNING

\_\_\_ Procedures are in place to move students from all temporary or mobile classrooms to the main building.

\_\_\_ Procedures are in place to bring all students inside the building immediately.

\_\_\_ School personnel and students are instructed to take personal belongings only to provide extra protection from flying or falling debris (e.g., notebooks or coats to hold over head and shoulders).

\_\_\_ Procedures are in place to secure the building by closing windows and doors.

\_\_\_ School personnel and students are trained to seek cover in the designated safe areas and to take a protective seated position with hands/arms covering the head, neck and face.

\_\_\_ School personnel are trained to secure or store articles, when possible, that may become missiles indoors.

\_\_\_ Staff members trained in CPR and First Aid should be assigned to the sheltered areas.

\_\_\_ Procedures are in place to prohibit school personnel and students from leaving the building during a warning.



\_\_\_Procedures are in place to communicate with bus drivers on field trips to notify them of the warning and instruct them on finding appropriate sheltering.

\_\_\_Teachers are trained to keep their class rosters with them during the drill and remain with the class to be sure all students are present and are taking safety precautions.

\_\_\_Procedures are in place to decide if and when student can be released from school (students should not be released during a warning).

\_\_\_School personnel and students are trained to remain in the safe areas until the all clear signal is given.

\_\_\_Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

\_\_\_Procedures are in place to inspect the building after the storm and before students return to the school.

\_\_\_Early dismissal procedures are in place if the storm caused damage to the school.

\_\_\_Procedures are in place if parents come to the school to check on and to check out their children that includes an orderly check out procedure requiring identification and using student attendance logs.

\_\_\_A protocol is in place to determine if the school is safe to return to normal operations.

\_\_\_Procedures are in place to notify school personnel and parents/guardians about the status of the school.

\_\_\_Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, National Weather Services, local emergency management, or local law enforcement staff can provide training for Tornado and other severe weather situations.*

## FLOODING

*Check the following to indicate compliance or leave blank if incomplete.*

- \_\_\_ School personnel know the local history of flooding near the school.
- \_\_\_ School personnel know what a river, stream, or lake height forecast means in terms of the school, community, bus routes and student residential areas.
- \_\_\_ School personnel know local elevations.
- \_\_\_ Procedures are in place for transportation routes to avoid flood-prone areas.
- \_\_\_ Procedures are in place for students living in flood affected areas to be taken home early, kept at school, or taken to relatives.
- \_\_\_ School personnel are designated to monitor weather conditions in the affected areas via radio, internet, or television broadcasts.
- \_\_\_ School personnel are trained to closely monitor dismissal to keep students away from flooded areas, flooding, or possible flooding areas.
- \_\_\_ School personnel and students have been trained about walking home from school to stay away from creeks, rivers, stream, lakes, dams, and any flooding areas or areas with flash flood potential.
- \_\_\_ Procedures are in place to shut off the water at mains so that contaminated water will not back up into the school water supply system.
- \_\_\_ Procedures are in place to quickly evacuate students in accordance with emergency early dismissal procedures when there is a risk of flooding.
- \_\_\_ Procedures are in place if conditions do not allow students to evacuate. Use of shelter-in-place procedures are planned.
- \_\_\_ Procedures are in place to respond to a flash flood.
- \_\_\_ School personnel are trained how and where to relocate students from low-lying levels/areas.
- \_\_\_ Procedures are in place to unplug electrical equipment.
- \_\_\_ A protocol is in place to determine if the school is safe to return to normal operations.
- \_\_\_ Procedures are in place to notify school personnel and parents/guardians about the status of the school.
- \_\_\_ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, National Weather Services, local emergency management, or local law enforcement staff can provide training for Flooding and other severe weather situations.*

## EARTHQUAKE

Parts of Georgia are a MODERATE-EXPECTED EARTHQUAKE DAMAGE ZONE, according to the United States Geological Survey. Therefore, schools should be prepared.

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ School personnel and students are trained to take cover under desks, when possible, and cover their heads and necks.

\_\_\_ School personnel are trained to stay away from glass, heavy objects that could tilt over, outside windows and doors, shelves, and any objects that could fall.

\_\_\_ School personnel are trained to move students away from windows and relocate to the hallways or stairwells.

\_\_\_ School personnel are trained to immediately evacuate students if the earthquake begins to cause damage to the inside school building structure using emergency evacuation procedures, including accounting for all students and school personnel.

\_\_\_ School personnel are trained to move away from buildings, trees, fences, vehicles, poles, utility lines, and any other objects that could fall.

\_\_\_ School personnel are trained to stay away from the building and not reenter the building after an earthquake.

\_\_\_ Procedures are in place to have the building inspected before school personnel and students are allowed to re-enter the building.

\_\_\_ A protocol is in place to determine if the school is safe to return to normal operations.

\_\_\_ Procedures are in place to notify school personnel and parents/guardians about the status of the school.

\_\_\_ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, National Weather Services, local emergency management, or local law enforcement staff can provide training for Earthquakes.*

## HURRICANE

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ Procedures are in place to monitor weather reports and be available to receive calls from emergency personnel, central office, GEMA/HS, and/or the National Weather Service.

\_\_\_ Procedures are in place to bring all outdoor equipment inside of the building when possible.

\_\_\_ Procedures are in place to move equipment away from doors and windows.

\_\_\_ Procedures are in place to unplug all electrical equipment.

\_\_\_ Procedures are in place to remove all objects that may fall to floor level.

\_\_\_ Procedures are in place to contact GEMA/HS for more information on building preparations.

\_\_\_ If the building has been designated as an evacuation shelter, procedures are in place to work with local emergency management and GEMA/HS.

\_\_\_ Procedures are in place to work with GEMA/HS to develop a plan to provide provisions for temporary shelter and for checking-in and checking-out evacuees.

\_\_\_ Procedures are in place to check school activity calendar to identify school activities or events that conflict within the estimated time period for the hurricane in order to reschedule those activities and announce to students, staff, and public.

\_\_\_ Procedures are in place with local emergency management to carefully survey the building after the hurricane has passed to assess danger.

\_\_\_ School personnel are trained to not enter the building until an assessment has been completed by local emergency management.

\_\_\_ Procedures are in place to take photographs of any building and grounds damage.

\_\_\_ A protocol is in place to determine if the school is safe to return to normal operations.

\_\_\_ Procedures are in place to notify school personnel and parents/guardians about the status of the school.

\_\_\_ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, National Weather Services, local emergency management, or local law enforcement staff can provide training for Hurricanes and other severe weather situations.*

## **BACTERIA OR MICROORGANISM THREAT**

Receipt of or threat to receive a bacteria-laced or microorganism-laced letter, box, container, envelope.

*Check the following to indicate compliance or leave blank if incomplete.*

\_\_\_ School personnel who handle mail and packages are trained to recognize unusual packages or letters (e.g., excess postage on a small package or letter indicates that the object was not weighed by the Post Office, no postage or non-canceled postage, handwritten notes such as “to be opened by Mr. Smith,” leaks, stains or sharp points.

\_\_\_ Students and volunteers are NOT allowed to open or handle school mail.

\_\_\_ School personnel are trained to call 911 to report a suspicious package.

\_\_\_ School personnel are trained to isolate letter or package and leave the area.

\_\_\_ Procedures are in place to evacuate and seal off the area of building (*See **Emergency Evacuation***).

\_\_\_ School personnel are assigned to prevent others from entering the area.

\_\_\_ Procedures are in place to isolate victim or victims who have come into contact with letter or package.

\_\_\_ Procedures are in place to identify victims fully with name, address, and telephone number for first responders and health officials.

\_\_\_ A protocol is in place to determine if the school is safe to return to normal operations.

\_\_\_ Procedures are in place to notify school personnel and parents/guardians about the status of the school.

\_\_\_ Procedures are in place for administrative staff to prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

**TRAINING:** *Georgia Emergency Management and Homeland Security Agency, local emergency management, or local law enforcement staff can provide training for Biological Incidents.*

## TRAINING REQUIREMENTS CHECKLIST

O.C.G.A. 20-2-1185 mandates each school to develop a Safe School Plan. The State Code also lists areas of mandatory training for all school personnel including administrators, teachers, school resource officers, security officers, secretaries, custodians, and bus drivers. A check indicates that the training is completed.

- ☐ **School violence prevention\***<sup>1</sup>
- ☐ **School security\***
- ☐ **School site treat assessment\***
- ☐ **Mental health awareness\*\***
- ☐ **School emergency planning\***

\*GEMA/Homeland Security, local emergency management, and local law enforcement offer the training.

\*\*Georgia Department of Education offers the training.

<sup>1</sup>Implementation of the *Second Step Violence Prevention Program* meets the training requirement.

## **PREPAREDNESS AND RESPONSE PROTOCOLS FOR OTHER SITUATIONS**

Include in this section safe school plans for circumstances and conditions unique to the school, such as nearby railroad tracks, nearby above ground storage tanks (or industrial park), nearby airport, nearby correction facility, nearby expressway, nearby tractor-trailer truck route, nearby river, nearby flood plain, etc.

### **Example Items to Include in this Section**

#### **School is near an airport**

\_\_\_ Does the school have an evacuation plan based on the location of the airport and flight patterns?

\_\_\_ Does the airport staff know how to communicate with the school in the event of an emergency at or near the airport?

\_\_\_ Does the school have a way to communicate with the airport staff?

\_\_\_ Does the local fire department have an airport emergency plan; if so, does it include the school?

#### **School is near above-ground chemical storage tanks or an industrial park**

\_\_\_ Does the school have an evacuation plan based on the location of the storage tanks or industrial park?

\_\_\_ Does the chemical storage company or companies in the industrial park know how to communicate with the school in the event of an emergency?

\_\_\_ Does the school have a way to communicate with companies with the chemical storage tanks or with companies in the industrial park?

\_\_\_ Does the school have identified staff that can turn off the HVAC fresh-air mix?

\_\_\_ Does the local fire department have an emergency plan that includes the school?

#### **School is near railroad tracks**

\_\_\_ Does the school have a barrier to mitigate the effects of a derailment, such as berm between the tracks and the school?

\_\_\_ Does the school have an evacuation plan based on a possible derailment?

\_\_\_ Does the local fire department have an emergency plan? If so, does it include the school?

# **Safe School Plan Site Assessment Checklist**

The Safe School Plan Site Assessment Checklist is offered as a self-assessment for schools. When a school answers a checklist item with a “no,” that or those items should be brought to the attention of the school district’s central office for discussion on plans to address that or those issues identified in the Safe School Plan Site Assessment.

Schools should attach the completed Safe School Plan Site Assessment Checklist to its Safe School Plan.



## Safe School Plan Site Assessment Checklist

| <i>Building and Maintenance</i>   | Yes | No | N/A |
|---|-----|----|-----|
| 1. If a classroom is vacant, students are restricted from entering unsupervised   |     |    |     |
| 2. The bathroom walls are free of graffiti  |     |    |     |
| 3. The entrance lobby is visible from the main office   |     |    |     |
| 4. Chemical storage areas are locked  |     |    |     |
| 5. Hallways are free of travel impediments  |     |    |     |
| 6. Boiler room/Power supply rooms are clean, free of debris, is not used for storage, access is controlled, and is inspected. |     |    |     |
| 7. Restrooms are inspected for cleanliness and safety on a regular basis  |     |    |     |
| 8. Surveillance cameras and monitors are installed in strategic locations and are monitored                                   |     |    |     |
| <i>Lighting</i>   | Yes | No | N/A |
| 1. The hallways are properly lighted  |     |    |     |
| 2. Bathrooms are properly lighted   |     |    |     |
| 3. Access to electrical panels is restricted  |     |    |     |
| 4. Hallways have emergency lighting and they are periodically tested  |     |    |     |
| <i>Doors</i>  | Yes | No | N/A |
| 1. Faculty members are required to lock classrooms upon leaving   |     |    |     |
| 2. All outside entries to the building are locked, controlled, and supervised   |     |    |     |
| 3. Doors accessing internal courtyards are locked to prevent outside entry  |     |    |     |
| 4. Mechanical rooms/hazardous material storage areas are kept locked  |     |    |     |
| 5. School has a record of maintenance work orders on doors/windows  |     |    |     |
| 6. Areas accessible to intruders are secure   |     |    |     |

## Safe School Plan Site Assessment Checklist

| <i>Signage</i>  |     |    |     |
|---|-----|----|-----|
|   | Yes | No | N/A |
| 1. Inside exit signs are clearly visible and lighted                      |     |    |     |
| 2. Visitor signs are posted   |     |    |     |
| 3. Weapons law signs/stickers are posted                                  |     |    |     |
| 4. Tobacco free campus signs/stickers are posted                          |     |    |     |
| 5. Choking guidelines posted in cafeteria                                 |     |    |     |
| 6. Lab safety procedures are posted and reviewed                          |     |    |     |
| 7. Fire extinguisher locations are clearly marked and regularly inspected |     |    |     |
| 8. School staff is trained on the use of fire extinguishers.              |     |    |     |
| 9. Stadium evacuation procedures are posted                               |     |    |     |
| 10. Child abuse/neglect reporting phone number is posted                  |     |    |     |

| <i>Extracurricular/Play Areas</i>  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
| 1. Play areas are fenced   |     |    |     |
| 2. Visual surveillance of play area is available                               |     |    |     |
| 3. Vehicular access to play areas is restricted                                |     |    |     |
| 4. Play equipment, bleachers, benches are in good condition                    |     |    |     |
| 5. Play/extracurricular areas are supervised when students are present         |     |    |     |
| 6. The school ground is free of obstacles, graffiti, trash, and debris         |     |    |     |
| 7. Emergency vehicles can access play and athletic fields easily               |     |    |     |
| 8. Surveillance cameras are installed in strategic locations to view play area |     |    |     |

## Safe School Plan Site Assessment Checklist

| <i>Signage</i>   | Yes | No | N/A |
|--|-----|----|-----|
| 1. School Safety Zone signs are posted   |     |    |     |
| 2. Clearly marked visitor entrance to main office                                |     |    |     |
| 3. Visitor and handicapped parking areas are clearly marked                      |     |    |     |
| <i>Lighting</i>  | Yes | No | N/A |
| 1. There is adequate lighting around the building                                |     |    |     |
| 2. Lighting is provided at the entrances   |     |    |     |
| 3. Directional lights aimed at the building                                      |     |    |     |
| <i>Windows and Doors</i>   | Yes | No | N/A |
| 1. Windows and doors are in good repair  |     |    |     |
| 2. Windows and doors are adequately secured after hours                          |     |    |     |
| <i>Student Transportation Issues</i>   | Yes | No | N/A |
| 1. Staff members are assigned to bus area during loading/unloading               |     |    |     |
| 2. Access to bus loading/unloading areas is restricted during arrival/ dismissal |     |    |     |
| 3. An area is designated as the pick-up/drop-off zone for non-bus riders         |     |    |     |
| 4. An emergency dismissal procedure is in place                                  |     |    |     |

## Safe School Plan Site Assessment Checklist

| <i>Cyber</i>  |     |    |     |
|---|-----|----|-----|
|   | Yes | No | N/A |
| 1. Does your School Safety Plan include instructions on how to handle a Cyber related incident?               |     |    |     |
| 2. If so, is the plan tested? and how often?  |     |    |     |
| 3. How is leadership advised of a cyber-related incident?   |     |    |     |
| 4. Is anyone on your staff trained in how to respond/report Cyber Incidents?                                  |     |    |     |
| 5. Does your school maintain an inventory of all issued computers/devices?                                    |     |    |     |
| 6. Is the staff required to periodically change their passwords? If so, how often?                            |     |    |     |
| 7. Do you use passwords of 8 characters or more?  |     |    |     |
| 8. Do you verify that former staff access has been locked or deleted?   |     |    |     |
| 9. Are routine back- ups of your system performed?  |     |    |     |
| 10. Does your system automatically lock you out after 3-5 unsuccessful attempts to log in?                    |     |    |     |
| 11. Is the staff allowed to download software without approval?   |     |    |     |
| 12. Are students taught about Cyber Security?   |     |    |     |
| 13. Are safety measures in place to protect the school from students accessing School issued devices?         |     |    |     |
| 14. Does your school/district have Cyber Insurance?   |     |    |     |
| <i>Security</i>   |     |    |     |
|   | Yes | No | N/A |
| 1. Unused areas of the school can be closed off at any time   |     |    |     |
| 2. Two-way communication is possible with administrators, school resource officers, and local law enforcement |     |    |     |
| 3. Teachers have the capability of communicating to main office from classroom                                |     |    |     |
| 4. There is a central alarm system  |     |    |     |
| 5. Photo ID cards/badges are issued to all employees and are visible  |     |    |     |
| 6. Visitors are required to sign in and out   |     |    |     |

## Safe School Plan Site Assessment Checklist

|  |     |    |     |
|--|-----|----|-----|
|  |     |    |     |
| 7. Visitor/guests badges are issued  |     |    |     |
| 8. Shrubbery and trees do not block sight lines of campus  |     |    |     |
| 9. Law enforcement monitors school grounds after regular school hours and can contact school administrator(s)                  |     |    |     |
| 10. Security alarms are tested on a regular basis  |     |    |     |
| 11. Proper photo ID is required of vendors, repairmen, etc.  |     |    |     |
| 12. Procedures are in place in the cafeteria loading dock area to secure the outside door and identify persons before entering |     |    |     |
| 13. Security procedures are in place for cafeteria staff or any other staff member that handles cash                           |     |    |     |
| <i>Law Enforcement Role</i>  | Yes | No | N/A |
| 1. A School Resource Officer or other law enforcement staff member is assigned to the school or regularly visits the school    |     |    |     |
| 2. Incidents of crime that occur on school property/events are reported to law enforcement and other appropriate agencies      |     |    |     |
| 3. Law enforcement and emergency management personnel are involved in the development of school safety plan                    |     |    |     |
| 4. The school and law enforcement have an agreement of understanding that defines the roles and responsibilities of each group |     |    |     |
| 5. Local law enforcement provides after hours patrols of the school site   |     |    |     |
| <i>Emergency/Crisis Plan</i>   | Yes | No | N/A |
| 1. The school has a Safe School Plan   |     |    |     |
| 2. The Safe School plan includes all categories as required by Georgia law   |     |    |     |
| 3. The Safe School Plan is reviewed and updated each year  |     |    |     |
| 4. The staff has received training on emergency procedures   |     |    |     |
| 5. The staff has access to and has practiced the Safe School Plan  |     |    |     |
| 6. The Safe School Plan has been reviewed by local emergency management and law enforcement                                    |     |    |     |
| 7. Primary and secondary evacuation sites have been pre-determined for fire (500') & bomb threat (1000')                       |     |    |     |
| 8. Emergency table-top exercises and/or practices have been conducted with staff   |     |    |     |

## Safe School Plan Site Assessment Checklist

|  |     |    |     |
|--|-----|----|-----|
|  |     |    |     |
| 9. A reunification site has been established in case of emergency evacuation   |     |    |     |
| 10. School staff is aware of proper response to blood and body fluid spills  |     |    |     |
| 11. An appropriate number of staff members are trained in CPR  |     |    |     |
| 12. Fire/tornado drills are conducted as required by Georgia law   |     |    |     |
| 13. Intruder alert drills are conducted  |     |    |     |
| 14. Evacuation and alternative routes are posted   |     |    |     |
| <i>Administrative Procedures</i>   | Yes | No | N/A |
| 1. The principal and administrative staff are highly visible   |     |    |     |
| 2. The Student Code of Conduct is revised and reviewed annually with school personnel and students   |     |    |     |
| 3. Students and/or parents sign for receipt of Student Code of Conduct   |     |    |     |
| 4. Behavioral expectations and consequences for violations are clearly outlined  |     |    |     |
| 5. Disciplinary consequences are fairly and consistently enforced  |     |    |     |
| 6. A chain-of-command has been established when the principal is away  |     |    |     |
| 7. Security measures/administrative supervision is established for extracurricular activities  |     |    |     |
| 8. Staff members are assigned to supervise students (halls/bus/restrooms/cafeteria)  |     |    |     |
| 9. Student medicines are secured (locked cabinet/desk)   |     |    |     |
| 10. Student check-out procedures are in place; only to an authorized adult   |     |    |     |
| 11. Teachers/administrators are aware of mandatory reporting requirements (weapons, drugs, child abuse, etc.)                                      |     |    |     |
| 12. Federal/state laws regarding students with disabilities are followed   |     |    |     |
| 13. Policies and procedures have been developed to allow students to transfer to another school if they are a victim of a violent criminal offense |     |    |     |
| 14. School personnel know the location of shutoffs for gas, water, HVAC, etc.  |     |    |     |

## Safe School Plan Site Assessment Checklist

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| 15. School files and records are maintained in locked, fireproof containers or vaults   |     |    |     |
| 16. There is a control system in place to monitor keys and duplicates and/or card access systems                                |     |    |     |
| <i>Data Collection and Reporting</i>  | Yes | No | N/A |
| 1. An incident reporting database has been established.   |     |    |     |
| 2. Discipline incidents are accurately recorded.  |     |    |     |
| 3. Discipline incidents are regularly monitored.  |     |    |     |
| 4. Administrators are aware of mandatory reporting requirements (weapons, drugs, child abuse, etc.).                            |     |    |     |
| 5. Chronic discipline procedures have been developed concerning students with recurring problems – referral to MTSS/RTI.        |     |    |     |
| 6. Students are referred to a disciplinary tribunal hearing committee or hearing officer for serious violations of school rules |     |    |     |
| 7. Unsafe School Choice Option (USCO) offenses are accurately reported  |     |    |     |
| <b>Prevention, Intervention, Planning, Communications, Collaboration</b>  |     |    |     |
|   | Yes | No | N/A |
| 1. School implements PBIS to improve school climate.  |     |    |     |
| 2. Students have access to conflict resolution/peer mediation programs.   |     |    |     |
| 3. Diversity awareness is emphasized.   |     |    |     |
| 4. Academic programs are available after a crisis to rebuild student skills.  |     |    |     |
| 5. Students and parents are aware of school student support resources.  |     |    |     |
| 6. Counselors facilitate student assistance programs/groups.  |     |    |     |
| 7. Students have opportunities to be actively involved safety planning and recovery.  |     |    |     |
| 8. Parents are encouraged to volunteer and play an active role in the school.   |     |    |     |
| 9. Suicide prevention programs are in place.  |     |    |     |

## Safe School Plan Site Assessment Checklist

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| 10. The school connects with community emergency responders to identify local hazards.  |  |  |  |
| 11. School incorporates violence prevention strategies such as Second Step into the school.   |  |  |  |
| 12. Review incident data and alter Safe School Plan to respond to the data.   |  |  |  |
| 13. Discussions have been held with local law enforcement and others on how to best handle student violence.  |  |  |  |
| 14. An assessment/survey was conducted to determine how crises impact the school.   |  |  |  |
| 15. Crisis plans exist in the district, school, and community.  |  |  |  |
| 16. A list of stakeholders involved in crisis planning is maintained.   |  |  |  |
| 17. Procedures are in place for communicating with staff, students, families, and the media.  |  |  |  |
| 18. Procedures are in place to account for students during a crisis.  |  |  |  |
| 19. The school gathers information about the school facility, such as school building and grounds maps, and the location of utility shutoffs.   |  |  |  |
| 20. Necessary equipment has been identified assist staff in a crisis.   |  |  |  |
| 21. Stakeholders have been identified to be involved in developing the crisis management plan. Stakeholders provide feedback on sections of the plan that pertain to them. <i>(For example, ask families to comment on procedures for communicating with them during a crisis.)</i> |  |  |  |
| 22. A working relationship has been established with emergency responders. It is important to learn how these organizations function and how you will work with each other during a crisis.   |  |  |  |
| 23. School leadership understands the kinds of support municipalities/counties can provide during a crisis, as well as any plans the city/county has for schools during a crisis.   |  |  |  |
| 24. Is the administrative staff aware of Incident Command protocols?  |  |  |  |
| 25. Procedures are in place for emergency responders so that they have complete access to the building.   |  |  |  |



## Safe School Plan Site Assessment Checklist

|   | Yes | No | N/A |
|---|-----|----|-----|
| 26. The evacuation plan includes backup buildings to serve as emergency shelters such as nearby community center, religious institutions, businesses, or other schools. Agreements for using these spaces have been negotiated or reconfirmed prior to the beginning of each school year.   |     |    |     |
| 27. All staff members understand and have practiced lockdown procedures.  |     |    |     |
| 28. Shelter-in-Place plans have been developed. Students and staff are held in the building and the building is secured. Plans are in place to provide security, identify students and school personnel, feed and house students and school personnel, and to connect parents/guardians and emergency management and law enforcement. |     |    |     |
| 29. Procedures are in place and staff have been identified to find and share safe school floor plans for first responders during an emergency.  |     |    |     |
| 30. Procedures are in place to inform families of release procedures before a crisis occurs. Accurate and practiced procedures for tracking student release and ensuring that students are only released to authorized individuals.   |     |    |     |
| 31. Staff understands they should <u>not delay calling 911</u> . It is better to have emergency responders on the scene as soon as possible, even if the incident has even resolved by the time they arrive, than to delay calling and risk further injury and damage.  |     |    |     |
| 32. Designate a location for emergency medical responders to treat the seriously injured. The school plan should identify qualified staff to work with emergency medical responders.  |     |    |     |
| 33. All information released to the media and public should be funneled through a single public information officer.  |     |    |     |
| Recovery  | Yes | No | N/A |
| 1. Staff has been identified to check condition of building before re-opening.  |     |    |     |
| 2. Plans are in place for the Crisis Team to aid recovery.  |     |    |     |
| 3. Plans are in place to inform staff and parents of support services available for crisis recovery.  |     |    |     |

## Safe School Plan Site Assessment Checklist

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### Notes

