

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			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School master schedule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School staff roster with emergency numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Members of district wide planning team and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency responders and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of individuals who will be contacted in an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size, location & use of all buildings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of staff and students normally present along with any scheduled daily differences in population.

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

SECTION III

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gang Awareness & Education.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internet Safety .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peer Mediation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
REVIEW OF DOCUMENTS/DATA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Violence & Vandalism Report (EVVRS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Security Incident Reports (SSIR)
ALL-HAZARDS ANALYSIS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical environment in/around school building & community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School climate & culture.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technological (cyber-security, computer usage).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural disaster risk.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crime & violence potential, including current/emerging gang activity.

SECTION IV			
Y	N	I/P	REQUIREMENTS
COMMUNICATION PROCEDURES			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Responders
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/Guardians
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media
PROCEDURES AND PROTOCOLS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assisting the special needs population (students & staff).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accountability of students during a crisis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary and alternate evacuation locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District wide continuity of operations & education plan.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Security/Bio-Security.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active shooter situation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockdown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bomb Threat or Incident.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media Communication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shelter-in-Place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reverse Evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student or staff member suicide or death.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Transportation Incident (accident, breakdown, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Incident.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm or Fire Emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas Leak or Hazardous Materials Incident.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Misconduct.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspicious Mail.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing Student or Staff Member.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural Disaster or Extreme Weather Conditions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student/Parent Reunification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the school safety and security plan has been disseminated to local law enforcement and appropriate emergency responders.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to school district facility map(s) and/or blue prints are available to local law enforcement and appropriate emergency responders.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each classroom has an emergency response guide.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each school building has at least one Administrator Emergency Tool Kit.
INFORMATION TO BE LOCATED/IDENTIFIED			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility shutoff locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid and emergency supply locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical/hazardous material storage locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher locations.

SECTION VI			
Y	N	I/P	REQUIREMENTS
MENTAL HEALTH PROTOCOLS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitor staff and students for post traumatic emotional impact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide access to post traumatic services for students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct debriefing sessions for staff and emergency responders.

SECTION VII			
Y	N	I/P	REQUIREMENTS
PLAN MAINTENANCE			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide for and document annual review of the plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annually review your chain-of-command with staff and review assigned responsibilities.