

CSSRC's Comprehensive School Safety Planning: Elements Checklist

School _____ Date _____ Completed by (Name, Position) _____

ELEMENTS	Current Status/Strategies:	Still Needed:	Assigned to:	Target Date:	Date Completed:
1. PREVENTION/MITIGATION					
1.1 Develop Safe School Planning Teams					
a. District Safety Planning Team					
b. District Crisis Response Team (ICS)					
c. Building Safety Planning Team					
d. Building Crisis Response Team (ICS)					
e. Multi-Agency Crisis Planning Team					
f. Threat Assessment Team					
g. Psychological Recovery Team					
h. Other:					
1.2 Assessment Strategies					
a. Physical Safety /Vulnerability Assessment of School Buildings, Grounds and Equipment					
b. "Hot Spot" mapping					
c. Community-at-large Assessments					
d. Psychological Safety Assessments					
(1) Conduct School Climate Surveys					
• Healthy Kids Colorado Survey					
• CSPV					
• Other:					
1. Student Climate Survey					
2. Staff Climate Survey					
3. Parent Climate Survey					
e. Resource Mapping of Student Safety & Prevention Programs					
f. Other:					
1.3 Provide Adequate & Appropriate Supervision and Training					
a. Staff assignments for supervision: hallways, lavatories, bus stops, exits and playgrounds					
b. Staff Training					
c. SROs					
d. Visitor identification procedures					
e. Other:					
1.4 District Policies & Procedures					
a. School Safety/NIMS compliance					
b. Threat Assessment					
c. Discipline					
d. Harassment & Bullying					



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e. Technology					
f. Drug & Alcohol Prevention					
g. School Engagement & Truancy					
h. Pandemic Procedures					
i. Food Allergies & Handling Procedures					
j. Mail Handling Procedures					
k. Use or non-use of volunteers during or after a crisis					
l. Other Safety Related Policies:					
1.5 Provide Anonymous Reporting System and Training for Students & Staff					
a. SAFE2TELL reporting line implemented & promoted					
b. Other:					
1.6 Develop Written Interagency Information Sharing Agreements with:					
a. Law Enforcement & Juvenile Justice					
b. Community Mental Health Agencies					
1.7 Increase Violence Prevention Awareness for Staff:					
a. Child Abuse					
b. Mental Health Issues i.e. Depression					
c. Suicide Prevention, Response & Reporting					
d. School Engagement & Truancy Prevention					
e. Substance Abuse Awareness & Prevention					
f. Violence Prevention, Awareness & Reporting Procedures					
g. Other:					
1.8 Provide Evidence-Based Violence Prevention Programs/Strategies to Students:					
a. Harassment & Bullying Prevention					
b. Positive Behavioral Interventions & Supports (PBIS)					
c. Suicide Prevention					
d. Drug & Alcohol Prevention					
e. School Engagement/Truancy					



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ELEMENTS	Current Status/Strategies:	Still Needed:	Assigned to:	Target Date:	Date Completed:
f. Social Emotional Learning					
g. Personal Safety & Safe Routes to School instructions					
h. Other:					
1.9 Provide Comprehensive School Health & Psychological Services					
a. Health Education					
b. School Nurses					
c. School Counselors					
d. School Social Workers					
e. School Psychologists					
f. Drug & Alcohol Services					
g. Early Intervention/Problem Solving Team					
h. Establish connections with Community Mental Health Services					
i. Other:					
1.10 Additional Prevention/ Mitigation Considerations					
a. Develop Infectious Diseases Prevention/Mitigation Measures					
(1) Surveillance system in place					
(2) Staff education					
(3) Parent/guardian education					
(4) Preventive hygiene					
(5) Coordination with local health officials					
(6) Sanitation supplies					
b. Food Handling & Storage Precautions					
(1) Food allergy management					
(2) Contamination prevention					
(3) Biosecurity measures					
c. Mail Handling & Delivery Safety					
(1) Establish a central location					
(2) Staff training on safe handling					



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2. Protection					
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2.1 Develop District & School Site-Based Comprehensive School Safety Plans using the Incident Command System (ICS) and Train Teams subject to superintendent's final approval					
2.1a. Training. Train District and School Teams					
(1) District Safety Planning Team					
1. <i>IS-100.SCa ICS for Schools</i>					
2. <i>IS-362.A Multi-Hazard Emergency Training for Schools</i>					
3. <i>Other:</i>					
(2) Multi-Agency Crisis Planning Team					
1. <i>IS-100.SCa ICS for Schools</i>					
2. <i>IS-362.A Multi-Hazard Emergency Training for Schools</i>					
3. <i>Other:</i>					
(3) District Crisis Response Team					
1. <i>IS-100.SCa ICS for Schools</i>					
2. <i>Other:</i>					
(4) Building Safety Planning Team					
1. <i>IS-100.SCa ICS for Schools</i>					
2. <i>IS-362.A Multi-Hazard Emergency Training for Schools</i>					
3. <i>Other:</i>					
(5) Building Crisis Response Team (ICS)					
1. <i>ICS-100.SCa ICS for Schools</i>					
2. <i>Other:</i>					
(6) Develop and Train Threat Assessment Team(s)					
(7) Develop and Train Psychological Recovery Team(s)					
(8) Develop a Damage Assessment Team					
(9) Identify Staff Members Trained in CPR					
(10)Other:					
2.1b. Update Organizational and Supporting Information Essential to the Comprehensive School Safety Plans:					
(1) Update Floor Plans and Site Plans					
(2) Update Topographic, Flood Plain and Street Maps					



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ELEMENTS	Current Status/Strategies:	Still Needed:	Assigned to:	Target Date:	Date Completed:
(3) Designate Key Operational Locations Including:					
1. Incident command post					
2. Evacuation sites both on and off-campus					
3. Shelter-in-place zones					
4. Staging areas for emergency personnel					
5. Media communications center					
6. Parent/student reunification sites					
7. Other:					
2.1c. Develop Universal Emergency Actions for All Students and Staff					
(1) Lockdown					
(2) Lockout (Secured Building)					
(3) Shelter-in-Place					
(4) Evacuation					
(5) Release/Reunification					
2.1d. Develop Plans and Procedures for Students and Staff with Disabilities					
(1) Identify Students and Staff Needing Assistance					
(2) Devise Individualized Plan for Assistance and Identify All Those Needed to Implement the Plan					
(3) Have Information Available to Notify First Responders of These Individuals and Designate Staging Areas for Evacuation					
(4) Train All Appropriate Students & Staff Necessary to Assist					
2.1e. Develop Plans and Procedures for Field Trips					
(1) Itinerary appropriate					
(2) Detailed permission slips with medical information					
(3) Overnight accommodations appropriate					
(4) Trained and adequate numbers of adult chaperones					
(5) Emergency Management Plan for					



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trip					
(6) Check of student insurance policies					
2.1f. Develop Plans for the Protection of Electronic Communications					
(1) Damage, unauthorized use, or exploitation of electronic communications system					
(2) Restoration of electronic communications system					
(3) Restoration of services to the systems and information contained therein					
2.1g. Develop Plans and Procedures for Community Users of Facilities					
(1) Policies for outside users including complimentary mission					
(2) Duty to supervise?					
(3) Users complete a facilities or joint use agreement					
(4) Proof of insurance with district named as additional insured on their policy					
(5) Users have an Emergency Management Plan					
(6) Implement a hazard reporting system					
2.2 Establish Written Memoranda of Understanding for Response with:					
a. Law Enforcement & Juvenile Justice					
b. Fire Department					
c. EMS					
d. Community Mental Health Agencies					
e. Other Community Partners:					
2.3 Develop Effective Communications Plans:					
a. Interoperability					
(1) Within district					
(2) With emergency responders					
b. Staff Communications					
(1) Develop process					



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(2) Update contact information periodically					
c. Student Communications					
(1) Develop process & train staff to deliver messages to students					
(2) Develop accountability procedures for crisis					
d. Parent Communications					
(1) Develop emergency notification process & communicate this to parents					
(2) Develop parent/student reunification process & communicate this to parents					
(3) Update parent and emergency information periodically					
e. Media Communication					
(1) Designate PIO					
(2) Designate staging area					
2.4 Conduct Annual Inventory of Safety Equipment and Supplies					
a. Inventory All Assets and Maintain Records of Inventory Including:					
(1) Radios					
(2) Go-kits					
1. Administrators' go-kits					
2. Medical go-kits					
3. Classroom go-kits					
4. Other supplies as needed for your population/ location					
(3) Supplies on hand for an extended shelter-in-place i.e. water, food, flashlights, diapers, etc.					
2.5 Collaborate with First Responders					
a. Enter emergency plans into Automated Critical Asset Management System (ACAMS)					
b. Other:					



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2.6 Training in Emergency Actions and Response for All Staff and Students					
Schedule regular meetings for safety and crisis teams					
Conduct:					
a. Tabletop Exercises					
(1) Scheduled					
(2) After Action Plan Completed					
b. Drills					
(1) Scheduled					
(2) After Action Plan Completed					
c. Functional Exercises					
(1) Scheduled					
(2) After Action Plan completed					
d. Full-Scale Exercises					
(1) Scheduled					
(2) After Action Plans completed					
2.7 Release/Reunification Planning					
Release/Reunification has been identified as a particularly challenging issue for schools and it is recommended that schools focus on this with exercise development, practice and clear policy communication to parents. This process requires accurate accountability of students and release of students to authorized adults.					
a. Develop a plan					
b. Train Staff and Students on the Plan					
c. Communicate the Plan to Parents					



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3. RESPONSE

3.1 Implement Protocols for Universal Emergency Actions					
3.1a. Lockdown					
(1) Identify appropriate "safe" zones within the building					
(2) Plan the procedures for lock-down					
3.1b. Lockout/Secure Perimeter					
(1) Plan the procedures for lockout					
3.1c. Shelter-in-Place					
(1) Identify appropriate "safe" zones within the building					
(2) Plan the procedures for shelter-in-place					
3.1d. Evacuation					
(1) Identify on-site evacuation locations					
Identify two off-site emergency evacuation locations					
(2) Check all evacuation sites annually for safety compliance					
(3) Plan the procedures for evacuation					
(4) Identify students/staff needing special assistance for evacuation and develop Individualized Evacuation Plans					
3.2 Institute Response Procedures for the Following Circumstances:					
3.2a. Human-made Crises:					
(1) Bomb threats					
(2) Hostage situations					
(3) Intruder					
(4) Missing students/kidnapping					
(5) Report of a weapon on campus					
(6) Suspicious packages					
(7) Threats					
(8) Weapons/violence incidents					
3.2b. Accidents and Medical Emergencies:					
(1) Fire					
(2) Hazardous materials					
(3) Medical emergencies:					



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1. <i>Food allergies</i>					
2. <i>Injury/illness/death</i>					
3. <i>Reasons to call 911</i>					
4. <i>Guidelines for medical transport</i>					
5. <i>Medical transport plan</i>					
3.2c. Transportation Accidents					
3.2d. Utility Failures					
3.2e. Pandemic Response Plan					
3.2f. Weather and Other Natural Disasters:					
(1) Weather alerts					
(2) Snowstorms					
(3) Thunderstorms/Flash Flooding/Hail & Lightning					
(4) Tornadoes					
(5) Earthquakes					
3.2g. Other Specific Crises					
(1) Child Abuse					
(2) Death of a Student					
(3) Death of a Staff Member					
(4) Memorials at school					
(5) Restraint/physical intervention procedures					
(6) Self-injury and other risk behaviors					
(7) Sexual Assault					
(8) Suicide					
1. <i>Suicide threat/ideation</i>					
2. <i>Suicide attempt</i>					
3. <i>Suicide completion</i>					
4. <i>Suicide and memorials</i>					
(9) Site specific hazards i.e. mountain lions, bears, snakes, etc.					
3.3 Complete After Action Reports					



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4. RECOVERY					
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4.1 Physical/Structural Recovery					
a. Ensure safety at educational site					
b. Assess critical infrastructure and support services and consideration of utilizing an alternative educational site					
c. Determine availability of equipment and supplies					
d. Resume transportation and food services					
e. Insurance support					
f. Documentation and photos					
g. Liability/Legal Issues					
4.2 Business Recovery – Business continuity plan (BCP) or continuity of operations plan (COOP)					
a. Restore district administrative functions					
b. Ensure staff are supported					
c. Payroll system functioning					
d. Accounts payable and receivables restored					
e. Student registration in place					
f. Other records systems as needed					
g. Decision making in place for					
(1) school closings/alternate sites					
(2) restoration of business functions					
(3) rapid execution of contracts					
4.3 Restoration of Academic Learning – primary function of schools and all other elements of recovery phase will impact academics					
a. Decision making process in place for alterations to academic locations and/or routines					
b. On-going communication with staff, students and parents					
4.4 Psychological/Emotional Recovery					
4.4a.Reaffirm Physical Health & Safety					
(1) Safety measure addressed					
(2) Security measures visible					



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4.4b. Support Psychological Recovery					
(1) Immediate mobilization of Recovery Teams					
<ul style="list-style-type: none"> • Psychological First Aid 					
<ul style="list-style-type: none"> • PREPaRE Trained 					
<ul style="list-style-type: none"> • FEMA IS-100.SCa & IS-362.A 					
<ul style="list-style-type: none"> • Other training: 					
(2) Conduct Psychological Triage					
1. Primary level					
2. Secondary level					
3. Tertiary level					
(3) Immediate recovery also includes:					
1. Limiting students/staff to trauma					
2. Providing ongoing assessment of emotional needs of students, staff, families, and responders					
3. Consider establishing a "Safe Room"					
4. Communicate with students, staff, families and media					
(4) Implement long-term recovery efforts					
1. Utilize community mental health partners					
2. Provide ongoing student updates & assessments					
3. Provide ongoing staff updates & assessments					
4. Provide necessary assistance to the caregivers					
5. Conduct team member "debriefings"					
6. Continue parent communication					
7. Continue community information					
8. Carefully consider memorials					
9. Plan for anniversaries					
4.5 Capture Lessons Learned and Make Necessary Revisions to All Plans					

