



COLORADO

Office of School Safety

Department of Public Safety

**Comprehensive School
Safety Planning
Checklist**

Elements	Current Status/Strategies	Still Needed:	Assigned To:	Target Date:	Date Completed:
1. PREVENTION/MITIGATION					
1.1 Identification of Teams					
1.2 Assessment Strategies					
a. Physical Safety/Vulnerability Assessment of School Buildings; Grounds; and Equipment.					
c. Community-at-large assessments					
1.3 Provide Adequate and Appropriate Supervision and Training					
1.4 Policies and Procedures					
b. Threat Assessment					
(1) OSS Essentials of School Threat Assessment: Preventing Targeted School Violence					
c. Discipline					
1.5 Provide Anonymous Reporting www.safe2tell.org					
1.6 Develop Written Interagency Information Sharing Agreements (HB 00-1119 and SB 00-133):					
a. Law Enforcement and Juvenile Justice					
1.7 Increase Violence Prevention Awareness for Staff					
a. Child Abuse Awareness and Reporting Responsibilities					
c. Suicide Prevention; Response; and Reporting					
e. Substance Use Awareness; Prevention; and Response					
1.8 Provide Evidence-Based Violence Prevention Programs/Strategies to Students					
h. Other					
1.9 Provide Comprehensive School Health and Psychological Services					
c. School Counselors					
e. School Psychologists					
g. Early Intervention/Problem Solving Team					

Comprehensive School Safety Planning:
Suggested Elements for Districts and Schools

1.10 Additional Prevention/Mitigation Considerations (Recommended by U.S. Department of Education)					
b. Food Handling and Storage Precautions					
c. Mail Handling and Delivery Safety					
2. Protection					
2.1 a. Train District and School Teams					
2.1 b. Update Organizational and Supporting Information Essential to the Comprehensive School Safety Plans:					
2.1 c. Develop Universal Emergency Actions for All Students and Staff					
2.1 e. Develop Plans and Procedures for Field Trips					
2.1 f. Develop Plans for the Protection of Electronic Communications					
2.1 g. Develop Plans and Procedures for Community Users of Facilities					
a. Law Enforcement and Juvenile Justice (SB00-133; HB00-1119)					
c. Emergency Medical Services (SB08-181)					
2.3 Develop and Implement Effective Communications					
a. Interoperability					
b. Staff communications					
c. Student communications					
d. Parent communications					
e. Media communications					
2.4 Conduct Annual Inventories of Safety Equipment and Supplies					
a. Inventory all assets and maintain records of inventory; including:					
(2) Go-Kits: These kits should be always packed and ready and should accompany the appropriate staff person each time a drill is practiced.					
2.5 First Responders Collaboration					
2.7 Release/Reunification Planning					
a. Develop a plan					
b. Train staff and students on the plan					
3. Response					
Considerations in a Crisis Response					
3.1 Implement Protocols for Emergency Actions					

Comprehensive School Safety Planning:
Suggested Elements for Districts and Schools

3.2 Institute Response Procedures for the Following Circumstances:					
3.2 a. Human-made Crises:					
3.2 b. Accidents and Medical Emergencies:					
3.2 e. Pandemic Response Plan					
3.2 g. Other Specific Crises:					
3.3 After Action Reports					
4. Recovery					
4.1. Physical/Structural Recovery					
4.4 Psychological/Emotional Recovery					
(1) Immediate mobilization of the District/School Psychological Recovery Teams who have been previously trained					
(2) Teams conduct Psychological Triage					
(3) Implementing immediate recovery also includes:					
(4) Implement long-term recovery efforts.					
4.5 Capture Lessons Learned and Make Necessary Revisions to All Plans					