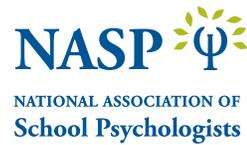




Workshop 1 (3rd Edition, 2019)



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Handout 7: Comprehensive Safety Plan Checklist

This is a general comprehensive safe school plan checklist and can be tailored to fit the specific needs of individual schools. It includes a focus on overall school safety and climate components and also addresses key elements of crisis preparedness.

Directions: Check those safety plan elements below that your school/district has completed and that are being implemented with fidelity.

COMPREHENSIVE SCHOOL SAFETY PLAN CHECKLIST

PREVENTION AND MITIGATION

School Safety and Climate

- Develop a safety team and assign duties.
- Assess school safety strengths and needs.
 - Conduct multihazard or vulnerability assessment.
 - Conduct physical safety assessment.
 - Conduct psychological safety and climate assessment.
- Analyze physical safety and psychological safety/climate assessment data to identify areas of strength in regard to crisis planning and school safety.
- Analyze physical safety and psychological safety/climate assessment data to identify areas of need or concerns in regard safety and crisis preparedness.
- Create a safe school climate.
 - Implement evidence-based prevention programs in areas of need identified in the psychological safety assessment (e.g., violence and bullying prevention).
 - Implement evidence-based prevention programs in areas of need identified in the physical safety assessment (e.g., CPTED, increased supervision, more lighting).
 - Implement evidence-based academic programs to meet various needs and levels.
 - Implement measures to build supportive factors and positive youth development.
 - Enforce fair and consistent policies and procedures.
 - Develop school security and discipline policies.
 - Increase violence prevention awareness.
 - Provide anonymous reporting.
 - Develop school mental health referral procedures.
 - Provide comprehensive mental health and health services.
 - Establish multitiered systems of supports (MTSS) programs.
- Collaborate with key stakeholders, including parents.

COMPREHENSIVE SCHOOL SAFETY PLAN CHECKLIST

Crisis Prevention and Mitigation

- Collaborate with community response agencies and service providers regarding Emergency Operations Plan (EOP) procedures.
- Conduct staff training to implement high-quality prevention and intervention programming with fidelity.
- Conduct staff training to ensure crisis protocols are efficiently and effectively executed.
- Emphasize communication and reporting.

Notes:

PROTECTION

School Safety and Climate

- Identify staff development needs in regard to comprehensive school safety initiatives.
- Provide staff development in regard to school comprehensive safety initiatives and programs.
- Establish an ongoing data-based evaluation system for collecting and evaluating school climate and safety data.
- Assign data evaluation responsibilities regarding school safety initiatives and programs.

Crisis Protection

- Identify staff development needs, encompassing topics related to school crisis prevention through recovery.
- Provide staff development, encompassing topics related to school crisis prevention through recovery.
- Develop an ICS (Incident Command System) crisis team and plans.
- Train safety and crisis team members in their roles and responsibilities.
- Hold regularly scheduled safety and crisis team meetings to assess ongoing school climate and safety.
- Conduct crisis drills and exercises.
- Develop standard response and recovery plans and procedures.
- Evaluate and modify crisis plans according to feedback from drills or exercises.
- Develop resource lists.
- Develop a recording system to record expenditures and costs of crisis response expenditures in the future.

Notes:

COMPREHENSIVE SCHOOL SAFETY PLAN CHECKLIST

RESPONSE

School Safety and Climate

- Respond to needs of at-risk students (i.e., threat and suicide assessment, mental health supports and referrals, multitiered interventions and supports).
- Provide interventions to meet identified needs and build skills (e.g., social skills groups, anger management groups).
- Continue to analyze safety data and program effectiveness data.
- Respond to safety concerns.

Crisis Response

- Identify type of crisis and activate crisis team.
- Identify and implement appropriate level of emergency response needed.
- Verify facts and implement effective communication or notification plans.
- Begin initial psychological triage and assessment to identify crisis exposure.
- Provide immediate, multitiered crisis interventions to ensure physical and psychological safety.
- Make contact to activate additional resources, if needed.
- Activate appropriate functional and/or hazard specific annexes.
- Debrief with staff and crisis team; plan for short-term needs.

Notes:

RECOVERY

School Safety and Climate

- Focus on reestablishing social support systems.
- Continue to monitor safe schools and climate data.
- Continue to monitor whole-school recovery (i.e., physical and psychological safety).
- Implement additional supports and prevention programming to facilitate recovery and mitigate development of future challenges.

Crisis Recovery

- Secure and restore physical structure and safety.
- Conduct ongoing psychological triage.
- Continue to provide crisis interventions.
- Rotate crisis interveners, if needed due to fatigue.
- Communicate with staff, parents, and community regarding physical and psychological supports.
- Collaborate with stakeholders and community support agencies.

COMPREHENSIVE SCHOOL SAFETY PLAN CHECKLIST

- Plan for memorial activities (establish guidelines and parameters if necessary).
- Communicate to parents the safety measures being implemented.
- Provide staff support.
- Return to structure and routine as soon as feasible.
- Plan for long-term needs and consider implementing additional training for staff regarding mental health and psychological first aid, framework for trauma-informed and trauma-sensitive schools.
- Conduct after-action report (AAR) and modify EOP accordingly.
- Evaluate effectiveness of crisis plan.
- Track expenditures and submit reimbursement, if appropriate.

Notes:

Note. Adapted from *PREPaRE Workshop 1: Crisis Prevention and Preparedness: Comprehensive School Safety Planning* (2nd ed.), by M. A. Reeves et al., 2011, Bethesda, MD: National Association of School Psychologists. Copyright 2011 by the National Association of School Psychologists. Adapted with permission.

Note. Although the fillable text fields will expand to accommodate long responses, any text that is not visible within the boundaries of the field will also not be visible when the document is printed. Any users who wish to print this completed form should copy their responses to a Word document, to be printed separately and attached to this form, so that no text is lost.

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