

District Wide Safety Plan Checklist

School Name

Visit Date

Required Component and Regulatory Citation

Risk Reduction/Prevention and Intervention Components Prevention/Intervention Strategies	Compliance	Evidence	Recommendations
<p>The District-wide School Safety Plan includes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing reporting mechanisms for school violence – Section 155.17(e)(1)(xvii & v)</p>			
Training, Drills, and Exercises	Compliance	Evidence	Recommendations
<p>The plan includes policies and procedures for annual multi-hazard training for staff and students - Section 155.17(e)(1)(xiv)</p>			
<p>The plan includes procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials Section 155.17(e)(1)(xv)</p>			
<p>The plan includes a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in school security capacity - Section 155.17(e)(1)(xviii)</p>			

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Implementation of School Security	Compliance	Evidence	Recommendations
The plan includes policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures – Section 155.17(e)(1)(xii)			
Early Detection of Potentially Violent Behaviors	Compliance	Evidence	Recommendations
The plan includes policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information – Section 155.17(e)(1)(xiii)			
Hazard Identification	Compliance	Evidence	Recommendations
The plan includes the identification of sites of potential emergency Section 155.17(e)(1)(i)			
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Response - Notification and Activation (Internal and External Communications)	Compliance	Evidence	Recommendations
The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident – Section 155.17(e)(1)(vi)			

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The plan includes a system for informing all educational agencies within the school district of a disaster - Section 155.17(e)(1)(xix)			
Response - Notification and Activation (Internal and External Communications) <i>continued</i>	Compliance	Evidence	Recommendations
The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal - Section 155.17(e)(1)(xi)			
Situational Responses Multi-Hazard Response	Compliance	Evidence	Recommendations
The plan includes a description of the district's multi-hazard response plans for taking actions in an emergency - See Section 155.17(e)(1)(xiv) and (xv)			
Responses to Acts of Violence: Implied or Direct Threats	ComplianceP	Evidence	Recommendations
The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school - Section 155.17(e)(1)(iii)			
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Acts of Violence	Compliance	Evidence	Recommendations
The plan includes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence - Section 155.17(e)(1)(iv)			

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Response Protocols	Compliance	Evidence	Recommendations
The plan includes an identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings – Section 155.17(e)(1)(xvi)			
Arrangements for Obtaining Emergency Assistance from Local Government	Compliance	Evidence	Recommendations
The plan includes a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies – Section 155.17(e)(1)(vii)			
Procedures for Obtaining Advice and Assistance from Local Government Officials	Compliance	Evidence	Recommendations
The plan includes procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law - Section 155.17(e)(1)(viii)			
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District Resources Available for Use in an Emergency	Compliance	Evidence	Recommendations
The plan includes an identification of district resources which may be available for use during an emergency - Section 155.17(e)(1)(ix)			
Procedures to Coordinate the Use of School District Resources and Manpower During an Emergency	Compliance	Evidence	Recommendations
The plan includes a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions			

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and of the staff members assigned to provide assistance during emergencies - Section 155.17(e)(1)(x)			
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Protective Action Options	Compliance	Evidence	Recommendations
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The plan includes a description of plans for taking the following actions in response to an emergency where appropriate: (a) school cancellation; and (b) early dismissal - Section 155.17(e)(1)(ii)			
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Optional Components Which May Be Included in the Plan

Recovery – District Support for Buildings	Compliance	Evidence	Recommendations
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The district may elect to include in its plan a description of how district resources will support the School Building Emergency Response Teams and the Post-Incident Response Teams in school(s) after threats of violence or actual violent incidents have occurred.			
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Disaster Mental Health Services	Compliance	Evidence	Recommendations
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The district may elect to include in its plan a description of how the district office will assist in the coordination of Disaster Mental Health Resources in the affected school(s).			
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Required Plan Development Procedures

District-Wide School Safety Team	Compliance	Evidence	Recommendations
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The District-wide School Safety Team was appointed by the Board of Education - Section 155.17(b)			
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The team includes, but is not limited to, representatives of the school board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel – Section 155.17(c)(13)			
The team developed the District-wide School Safety Plan – Section 155.17(b)			
District-Wide School Safety Plan Review and Public Comment	Compliance	Evidence	Recommendations
The District-wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education - Section 155.17(e)(3)			
At least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties, was held prior to adoption of the plan - Section 155.17(e)(3)			
The plan was filed with the Commissioner of Education no later than thirty days after its adoption - Section 155.17(e)(3)			