

School Safety Planning Tabletop

Instructions:

Participants are invited to use this document to take notes during the panel presentation. During the tabletop exercise, discuss the following questions with others at your table. You may use this document to begin the process to assess the strengths and areas needed for improvement in your school/district.

What are the physical and psychological safety priorities for your district/school?

What are the risks if these priorities are not met?

What steps are needed to establish/improve a comprehensive approach?

Do we have the right people in place?

What resources are needed to address your priorities?

Review the table below. Are these elements in place in your district/school? What areas need improvement? Who will assist you to review the checklist?

What are your next steps to develop/improve your district/school safety planning and crisis response?

SAMPLE SCHOOL SAFETY PREVENTION AND MITIGATION PLANNING ELEMENTS

Activities	Current Status/Strategies:	Still Needed:	Assigned To:	Resources Needed:	Target Date:	Evaluation
1.1 Develop Safe School Planning Teams						
a. District Safety Planning Team						
b. District Crisis Response Team (Incident Command System - 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						
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 and School Climate Surveys						
e. Resource Mapping of Student Safety & Prevention Programs						
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						
1.4 District Policies & Procedures						
a. School Safety/National Incident Management System (NIMS) compliance						
b. Threat Assessment						
c. Discipline						
d. Harassment & Bullying						
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						

1.5 Provide Anonymous Reporting System and Training for Students & Staff						
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						
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						
f. Psychological Wellness						
g. Personal Safety & Safe Routes to School instructions						
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						
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						
NOT INCLUDED:						
Protection						
Response						
Recovery						

Adapted from:

Colorado School Safety Resource Center Comprehensive School Safety Planning: Elements Checklist www.Colorado.gov/CSSRC Complete checklist available from: https://cdpsdocs.state.co.us/safeschools/CSSRC%20Documents/CSSRC_Comprehensive_School_Safety_Plan_Checklist.pdf