

# SAFETY PLAN CHECK LIST

## **I. ROUTINE PROCEDURES:**

- A. Hours in effect -----
- B. Chain of command -----
- C. Post & assignment schedule for SSA's  
and other staff with safety related assignments-----
- D. Communications/Reporting/Response-----
- E. Exit security – “no unmonitored open doors” -----
- F. Visitor screening-----
- G. Intruder alert-----
- H. Procedures for:
  - 1) Breakfast program -----
  - 2) Entering students -----
  - 3) Lunch periods-----
  - 4) Dismissal -----
  - 5) After school programs scheduled for afternoon and/or  
evening (including PSAL) events-----

I. Safety plans and procedures should be integrated/coordinated to the extent possible in buildings with multiple programs and/or be site specific in schools with multiple physical sites.

## **II. EMERGENCY PROCEDURES:**

- A. Notification:
  - 1) Police -----
  - 2) Division of School Safety-----
  - 3) Superintendent-----
- B. Assignments for:
  - 1) Supervisors-----
  - 2) Deans -----
  - 3) Other out of class staff-----
  - 4) SSO's -----
  - 5) Teachers -----
  - 6) Paras -----
- C. Communications/Command Center-----

### D. Building Wide Crisis Response Procedure:

All plans should include a building-wide crisis response procedure which provides all school staff with a mechanism for summoning assistance in a medical or other emergency situation. This should be analogous to a “911” system and provide staff with some reasonable expectation of an appropriate and timely response.

- E. Include contingency plans for coverage of student cafeterias/lunchrooms in the event of staff absence.
- F. All safety plans should include specific procedural instructions to accompany the Bomb Threat Check List so that school administrators and staff have a clear understanding of all response thresholds, protocols and evacuation rationale.

## **III. TEACHER REMOVAL OF “DISRUPTIVE” STUDENTS FROM CLASSROOMS:**

The board has directed that every school develop a plan for the removal of “disruptive” students. The plan for teacher removal of “disruptive” students from the classroom should be appended to the school safety plan. This will allow the Chapter Leader to grieve any violation of the student removal plan as an expedite school safety grievance under Article 10.