School Safety Plan Evaluation Tool
for K12 schools

Developed by [Safe Havens International](#)

This tool is based upon the [United States Department of Education](#) and [Jane's](#) models for school safety planning. These are the most comprehensive planning models available, and the [United States Department of Education plan model](#) is a national standard. We urge you to conduct a critical review of your current plan using this four-part tool as a guide to identify any gaps or weaknesses in the plan so they can be addressed *before* a tragedy occurs. As a non-profit center, our goal is to help school and community officials create and maintain a reasonably safe learning environment for our children and those who dedicate their lives to educate them. Please feel free to contact us for any assistance we may be able to provide at either chris@weakfish.org or mike@weakfish.org or through www.safehavensinternational.org.

Part One
There should be four distinct plan sections:

1. **Prevention/Mitigation** *The plan contains a specific and distinct prevention and mitigation plan section. This plan section outlines the measures in use to prevent crime, violence, accidents and disruptive events as well as those designed to minimize the negative impact of those events that cannot be prevented or that may occur in spite of prevention efforts.*

2. **Preparedness** *The plan contains a specific and separate preparedness plan to provide specific guidance to staff in the event of an emergency, crisis or disaster.*

3. **Response** *The plan contains a specific response plan which helps to ensure the preparedness plan is actually implemented while staff are functioning under what may be stressful and chaotic conditions. This plan establishes a system for crisis team members to document their actions during the response phase.*

4. **Recovery** *The plan contains a specific written recovery plan which outlines specific measures to be implemented to help students, staff, parents and public safety responders cope with the emotional aftermath of traumatic incidents. The recovery plan also addresses in written form the business continuity plan to ensure that the business of education can be resumed and/or continued rapidly and efficiently in the event of significant damage to facilities and/or systems.*

Part Two

Does the plan include these key concepts?

1. The plan is compliant with the National Incident Management System (NIMS). The plan includes specific and detailed descriptions of the incident command system.

 Yes ___   No___

2. The plan utilizes the all-hazards approach to planning and is based upon a formal hazard and vulnerability assessment process including:

   a. A review of the local emergency management agency community hazard assessment

   Yes___   No___

   b. Annual tactical site surveys of all schools, school owned facilities and any facilities leased by the school/school system for major events (such as athletic events and graduation ceremonies)

   Yes___   No___

   c. Reviews of incident data for all safety and security incidents reported on or adjacent to school property

   Yes___   No___

   d. Safety surveys of students, *all* staff and parents

   Yes___   No___

3. The plan has been updated and revised within the past year

   Yes ___   No ___

4. Obsolete plan components have been recovered from staff to prevent conflicting protocols or training

   Yes ___   No ___

Planning collaboration:
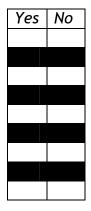### *The plan has been developed with assistance from:*

Area response and community service agencies and organizations

Yes	No

1. The local emergency management agency
2. All local law enforcement agencies
3. All local fire departments
4. Local emergency medical services
5. Local Public Health agency
6. Local coroner/medical examiner
7. American Red Cross
8. Courts
9. Local prosecutor
10. Area mental health
11. Area media
12. Area military base personnel

Internal departments/personnel

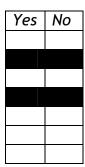| Yes	No

1. School police/security
2. Facilities
3. Transportation
4. Mental health
5. School nurses
6. Risk management
7. Student services
8. Legal council
9. Special needs education
10. Food services
11. Finance

Part Three:
Plan distribution

Yes	No
■	■
■	■
■	■
■	■

1. A copy of the entire plan has been provided to the school legal counsel
2. A copy of the plan has been provided to the insurance agency or risk management pool administrator
3. Each employee is issued the appropriate ready-reference flip chart for their job classification
4. A written log of distribution is maintained for all plan components that are issued
5. Copies of the plan have been provided to local law enforcement, fire service and emergency management agencies

Part Four
Evaluation and testing of the plan

Yes	No	
		1. The plan has been reviewed and evaluated by an external emergency management practitioner
■	■	2. Tested through a series of drills and exercises with at least one full scale exercise (Preparedness section of the plan)
		3. Evaluated by the state department of education
		4. Evaluated by the state emergency management agency
		5. The plan has been submitted to the risk management group / insurance company for complimentary review (and possible rate reduction)

For schools and school systems that are in the later stages of the planning process, a progressive exercise program has been established that involves:

Drills as appropriate to local hazards:

Yes	No	
		Lockdown
		Shelter in place
		Reverse Evacuation
		Severe Weather
		Earthquake

Other exercises which include (but are not limited to):

Yes	No	
		Tabletop Exercises
		Functional Exercises
		Full-Scale Exercise

Note: We strongly recommend making sure the following types of scenarios have been gamed out using a combination of tabletop, functional and full-scale exercises **after** plans have been completed and all staff issued their components and receiving proper briefing/training on the plan:

Yes	No	
		Severe Weather
		Chemical Incident
		Biological Incident
		Major act of violence
		Act of Terrorism