

**COMPREHENSIVE SAFE SCHOOLS PLAN  
CHECKLIST**

Area of Focus	Activities			
<b>Policy and Procedures</b>	• The school district has policies regarding weapons, alcohol and other drugs, sexual harassment, intimidation, and bullying.	C	I	N
	• The district has a policy that notifies students/staff that have been threatened.	C	I	N
	• The district has a policy regarding prevention and intervention services.	C	I	N
	• The district has developed a schoolwide discipline plan, policy, and procedure.	C	I	N
	• The district has developed a behavior management program that is consistently applied in each building.	C	I	N
	• There is a data tracking system in place to assess the effectiveness of policy and programs designed to create a safe and drug-free school environment.	C	I	N
	• All schools have a check-in process for all visitors.	C	I	N
	• All schools require students, staff, and visitors to display district I.D. badges.	C	I	N
	• The school district has developed a policy and procedure for developing and maintaining school crisis management plans.	C	I	N
	• The school district has developed a safe and drug-free schools advisory group.	C	I	N
	• Parents, students, and other community members are involved in the development of safe and drug free schools policy and procedures.	C	I	N
	• Each district reports all weapons violations to OSPI via the Weapons in Schools Report.	C	I	N
	• Schools have current policy and procedure regarding search and seizure.	C	I	N
	• Schools have a working agreement with law enforcement regarding how search and seizure, warrant service, and other issues of law will be conducted at school.	C	I	N
<b>Area of Focus</b>	<b>Activities</b>			
<b>Student Training</b>	<b>Student Training:</b>			
	• Students have access to conflict resolution training.	C	I	N
	• Student conflict resolution services are available in grades: K–5 (C I N) 6–8 (C I N) 9–12 (C I N)			
	• Substance abuse intervention services are available for students in grades: K–5 (C I N) 6–8 (C I N) 9–12 (C I N)			
	• Alcohol, tobacco, and other drugs prevention instruction is available for students in all grades.	C	I	N
	• Students are informed and trained regarding preventing sexual harassment.	C	I	N
	• Violence prevention (bullying and intimidation) instruction is offered to students.	C	I	N
	• Students have access to school counseling programs at all grades: K–5 (C I N) 6–8 (C I N) 9–12 (C I N)			
	• Students have been trained on how to respond to evacuation drills.	C	I	N
	• Students have been trained on lockdown and shelter-in-place procedures.	C	I	N
• Students have access to crisis counseling services during and following a traumatic event.	C	I	N	

Circle the correct letter using the following code:

C= Complete, I= In progress, N= Have Not Addressed

**COMPREHENSIVE SAFE SCHOOLS PLAN  
CHECKLIST**

<b>Area of Focus</b>	<b>Activities</b>			
<b>Staff, Students, and Community</b>	<b>School Resource/Security Officers (SRO):</b>			
	• SROs and/or school security officers are present in the district/buildings.	C	I	N
	• SROs have been oriented and trained regarding the operation of schools emphasizing a school- and community-oriented policing model.	C	I	N
	• SROs, law enforcement agencies, and school administrators have developed plans on how to provide safety, security, and crisis management services.	C	I	N
<b>Parent and Community Involvement:</b>	• Parents and other community members have been trained to respond to school:			
	-Evacuations.	C	I	N
	-Lockdowns.	C	I	N
	-Bomb Threats.	C	I	N
	• Parents, <i>students</i> , and other community members participate in safe schools advisory committees.	C	I	N
<b>Area of Focus</b>	<b>Activities</b>			
<b>Communication Systems</b>	• Electronic communication systems exist in all parts of the campus, including portables.	C	I	N
	• Key personnel have two-way radios.	C	I	N
	• Two-way radios have a shared frequency with emergency services.	C	I	N
	• Key personnel have cellular telephones.	C	I	N
	• Back-up communication systems are in place in case there is a power failure.	C	I	N
	• The district has developed a communication plan with county emergency management.	C	I	N
	• All buildings are equipped with closed-circuit digital video system.	C	I	N
	• Phone trees have been developed for all buildings in the district.	C	I	N
	• Plans have been developed on the most appropriate and expedient ways to communicate information about a crisis to staff, students, parents, and the community.	C	I	N
	• The district has a developed plan on how to work with the media during a crisis.	C	I	N
<b>Area of Focus</b>	<b>Activities</b>			
<b>Building/Facilities and Grounds</b>	• All district buildings display appropriate signage prohibiting weapons, drugs, and tobacco.	C	I	N
	• All school buildings have signs that direct visitors to the front office for check-in procedure.	C	I	N
	• All rooms in buildings are numbered with placards visible from the hallway.	C	I	N
	• All rooms in buildings are numbered with placards in windows facing to the outside.	C	I	N
	• Windows in all buildings are in good repair.	C	I	N
	• All windows can be closed and secured.	C	I	N
	• Doors work properly and close securely.	C	I	N
	• Door locks are in good repair.	C	I	N

Circle the correct letter using the following code:  
C= Complete, I= In progress, N= Have Not Addressed



**COMPREHENSIVE SAFE SCHOOLS PLAN  
CHECKLIST**

Area of Focus	Activities	
<b>Traffic and Pupil Transportation Services</b>	<b>Traffic:</b>	
	<ul style="list-style-type: none"> <li>• Parking spaces for parents and visitors are clearly marked.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• All parking areas and school bus lanes are supervised during high traffic times.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Security cameras are installed in student parking lots at high schools.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Crossing guards are in place at all crosswalks adjacent and contiguous to campus.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Vehicle access to playground areas is restricted.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Student drop-off areas are free from miscellaneous traffic and away from main streets.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• On campus school bus drop-off points are away from areas where parents and others drive autos to drop-off and pick-up students.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• There is adequate entrance and egress in each parking lot.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Bloodletting kit—gloves—cleaning materials.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• First aid kits and youth emergency supplies.</li> </ul>	C I N
	<b>Pupil Transportation:</b>	
	<ul style="list-style-type: none"> <li>• All school busses are equipped with appropriate first aid kits and other emergency supplies.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Bus drivers have all necessary report forms and paper work in case of an accident.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• School bus drivers have lists/rosters of riders day-to-day.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Busses are equipped with cell phones, two-way radios and GPS systems.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• Bus drivers have all current licenses, certifications, and training required by state and federal guidelines.</li> </ul>	C I N
<ul style="list-style-type: none"> <li>• Bus drivers have current first aid/CPR certifications.</li> </ul>	C I N	
<ul style="list-style-type: none"> <li>• Bus drivers are aware of students that are medically fragile and can provide initial first aid intervention.</li> </ul>	C I N	
<ul style="list-style-type: none"> <li>• Bus drivers have been trained in student behavior management and how to diffuse angry people.</li> </ul>	C I N	
<b>All-Hazards/Crisis Management Response</b>	<b>Crisis Planning:</b>	
	<ul style="list-style-type: none"> <li>• The school district has developed crisis management/response teams in all buildings.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• The district has formal written comprehensive crisis management/response plans for each building that incorporate elements of prevention, intervention, crisis response, and post-crisis recovery.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• The crisis response plans fit within the structure of the Incident Command System used by emergency services.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>• The school district has formal working agreements with:</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>-Media.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>-Fire, law enforcement.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>-Emergency medical services.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>-County emergency management services.</li> </ul>	C I N
	<ul style="list-style-type: none"> <li>-Mental health.</li> </ul>	C I N
<ul style="list-style-type: none"> <li>-Red Cross.</li> </ul>	C I N	
<ul style="list-style-type: none"> <li>-Juvenile court, probation/parole, and CPS.</li> </ul>	C I N	
<ul style="list-style-type: none"> <li>• Each agency is involved with crisis planning.</li> </ul>	C I N	

Circle the correct letter using the following code:

C= Complete, I= In progress, N= Have Not Addressed

**COMPREHENSIVE SAFE SCHOOLS PLAN  
CHECKLIST**

	<ul style="list-style-type: none"> <li>• The school district and each building are knowledgeable about the response time for each emergency service.</li> <li>• The district has conducted a threat assessment for each building and the surrounding community/neighborhood.</li> <li>• All hazardous materials in the building are inventoried and accounted for and stored in a safe and secure location.</li> <li>• Chemicals in the building's science labs are inventoried, accounted for, and stored in a safe and secure location.</li> <li>• All students who are medically fragile or who use a wheelchair can be evacuated/locked down safely and in a timely manner.</li> <li>• Evacuation and lockdown plans include a timely accounting for students and staff</li> </ul> <p><b>Equipment/Emergency Supplies:</b></p> <ul style="list-style-type: none"> <li>• The district has coordinated with other agencies for emergency supplies. <ul style="list-style-type: none"> <li>-County emergency management.</li> <li>-Red Cross.</li> </ul> </li> <li>• Each building has assembled an emergency kit for responding to crisis.</li> <li>• Flashlights are strategically placed to search dark unlit areas of the school building during a power outage.</li> <li>• Key building and district personnel have brightly colored vests to wear during a crisis. Each vest will be labeled with the person's name and position during the response. Key district/building staff have been trained in CPR and first aid and have all of the necessary supplies at their disposal.</li> </ul> <p><b>Crisis Counseling Services:</b></p> <ul style="list-style-type: none"> <li>• The Educational Service District has a crisis counseling team that can be called upon for help.</li> <li>• District school counselors have been trained to provide crisis intervention services.</li> <li>• School counselors have been trained in critical incidence stress debriefing.</li> <li>• The school district works in conjunction with the local mental health agency to provide additional counseling services.</li> <li>• The school district works with the local ministerial association to provide additional crisis intervention services.</li> </ul>	<p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p> <p>C I N</p>
--	--	---