

SAFE SCHOOL PLAN
School Year 2024-2025

SAFE SCHOOL STUDENT & FACULTY POPULATION

Student(s) Population: 0

Faculty/Staff Population: 0

Transportation: 0 (Buses Needed to Evacuate)

Exceptional Ed Student(s) Population: 0

Exceptional Ed Student(s) Transportation:0 (Buses Needed to Evacuate)

Primary Relocation Site: AIC

Primary Reunification Site: AIC

Secondary Relocation Site: AiC

Secondary Reunification Site: AiC

SAFE SCHOOL PLAN
School Year 2024-2025

SAFE SCHOOL EMERGENCY PLANNING COMMITTEE

Principal	:	Phone No.:
Asst. Principal:		Phone No.:
Asst. Principal:		Phone No.:
Other Staff	:	Phone No.:
Other Staff	:	Phone No.:
Counselor	:	Phone No.:
Teacher	:	Phone No.:
Teacher	:	Phone No.:
Custodian	:	Phone No.:
Student	:	
Parent	:	
Law Enforcement:		
Fire Department:		
Community Leader:		
Other	:	
Other	:	
Other	:	
Other	:	

SAFE SCHOOL PLAN
School Year 2024-2025

STAFF EMERGENCY ASSIGNMENTS

Designated staff to prepare and maintain the Emergency Kits:

Designated staff to contact Regional Superintendent:

Designated staff to identify missing/absent students and staff:

Designated staff to locate and identify the injured/sick:

Designated staff to accompany injured/sick to medical facilities:

Identified staff trained in First Aid and CPR:

Designated staff to handle telephone calls:

Designated staff to receive parents/guardians at reunification site(s):

NOTE: All students must be signed out by a parent or guardian.
Please keep sign-out logs.

Designated staff to show emergency personnel utility and ventilation shutoffs:

Designated staff to assist with pedestrian traffic and on-campus vehicle traffic:

Designated staff to make temporary ID badges for staff and emergency personnel:

Name(s) of person(s) to contact after hours for after-school/extra curricular activities and programs:

SAFE SCHOOL PLAN
School Year 2024-2025

EMERGENCY KITS CHECKLIST

ANSWER

A copy of the DCSD Emergency Response Procedures and Protocols Manual	No
A copy of the Safe School/Crisis Management Plan	No
Current call rosters of all students including pertinent medical information, phone number(s), release information and contact(s) information	No
Current list of all staff members including phone numbers and contact information	No
Copy of school or district personnel directory with phone numbers and contact information	No
10 writing tablets and pens/pencils	No
10 working magic makers	No
Signage for Staging Area	No
500 plain white peel-off name tag stickers (used to identify students, staff or Crisis Team)	No
Student release/sign-out sheets	No
Staff sign-in/sign-out sheets	No
List of students on off-campus trips	No
Five sets of safety gloves	No
Floor/Site Plan of the grounds and surrounding areas (Faculty floor plan with utility shut offs and detailed instruction on disablement)	No
Copies of photographs of the building(interior and exterior)	No
Copies of student and staff emergency contact/release information	No
Emergency Medical Information for the students & staff (Info. regarding students & staff with medical problems that may be impacted by evacuation/emergency)	No
Most recent yearbook	No
Flashlight and extra batteries	No
Bullhorn and extra batteries	No
Cell phone and/or walkie-talkie	No

SAFE SCHOOL PLAN
School Year 2024-2025

EMERGENCY KITS CHECKLIST

ANSWER

Basic First-Aid Kit

No

Emergency phone numbers of assistance agencies

No

Set of master keys

No

Bus routes and driver contact information

No

SAFE SCHOOL PLAN
School Year 2024-2025

ATTENDANCE AND DISCIPLINE

ANSWER

Student and parents are informed of student behavioral expectations and school discipline procedures. No

All students and parents receive and sign for a copy of the current Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. No

All students are taught the contents of the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. No

Grade-appropriate Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook tests are administered to all students. No

All absent or new students receive and are taught the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. No

Weapons, Drugs, Safe School Zone, and Bullying Signs are posted. No

The state-sponsored Weapons and Drugs reporting number 1-877-SAY-STOP is posted. No

A daily record of student absences is maintained and parents are contacted. No

Students may be checked out of school ONLY by a parent or guardian. No

The county-sponsored Alert Line reporting number 1-888-475-0482 is posted. No

SAFE SCHOOL PLAN
School Year 2024-2025

REPORTING/TRAINING CHECKLIST ANSWER

Violations of state and federal laws that occur on school property or at school events are reported to a law enforcement agency. No

Response: <Selection List>

A record is kept of disruptive, dangerous incidents on school property or at school events. No

Response: <Selection List>

Administrators are designated to complete and file accident and incident reports. No

Response: <Selection List>

All staff members are aware of child abuse/neglect reporting requirements. No

Response: <Selection List>

All staff members are told to report unsafe and potentially unsafe situations and/or conditions to the administrative staff. No

Response: <Selection List>

All staff members are told to report incidents of bullying and any other types of harassment. No

Response: <Selection List>

At least one hour of personal safety instruction is scheduled for the staff. No

Response: <Selection List>

Each teacher receives a copy of the Emergency Response Procedures and Protocols manual. No

Response: <Selection List>

All staff members have or will receive information on the policy relative to student restraint. No

Response: <Selection List>

The District will facilitate training of all school-based and support staff on violence prevention. Staff has been informed and are expected to participate in training. No

Response: <Selection List>

All staff received training on the advanced weapons deterrent systems. No

Response: <Selection List>

All school staff received training regarding the DCSD Safe School Audit for ensuring school safety. No

Response: <Selection List>

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

All windows are in good repair with no broken or missing windows. Response: <Selection List>	No
Surveillance cameras and monitors are in good working order. Response: <Selection List>	No
Staff members are trained on the proper use and maintenance of surveillance cameras. Response: <Selection List>	No
All cameras are operable and the monitors are placed where staff can see them. Response: <Selection List>	No
Glass in entrance doors is safety glass. Response: <Selection List>	No
Door-locking hardware is in proper working order. Response: <Selection List>	No
Door panic bars are operable and in good working condition. Response: <Selection List>	No
Handrails and non-slip steps are provided in stairways. Response: <Selection List>	No
Access to electrical panels in all areas is restricted. Response: <Selection List>	No
All portals/hatches are secured with hasps and padlocks. Response: <Selection List>	No
Mobile classrooms, outbuildings, and storage sheds are secured and locked. Response: <Selection List>	No
Building access control is assigned to an administrator. Response: <Selection List>	No
Keys and duplicates are kept in a locked key cabinet. Response: <Selection List>	No
Master keys are kept to a minimum and the control access system is monitored. Response: <Selection List>	No
Keys and employee IDs are collected from employees who no longer work in the office. Response: <Selection List>	No
All keys are checked in and accounted for at the end of the school year. Response: <Selection List>	No

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

Areas around the building and mobile classrooms are lighted. Response: <Selection List>	No
Chemical storage areas are locked and inventoried on a regular basis. Response: <Selection List>	No
Science lab equipment and chemicals are secured and inventoried on a regular basis. Response: <Selection List>	No
Access to bus loading areas is restricted during arrival and dismissal. Response: <Selection List>	No
Staff members are assigned to student parking areas at arrival and dismissal. Response: <Selection List>	No
Parking areas are supervised during the school day or can be seen from the school. Response: <Selection List>	No
An area is designated as the pick-up/drop-off area for car riders. Response: <Selection List>	No
Exterior and interior walls are free from graffiti. Response: <Selection List>	No
Graffiti is reported to the school police immediately and not cleaned until cleared by police. Response: <Selection List>	No
School personnel know locations of shutoffs for water, gas, HVAC vents. Response: <Selection List>	No
Hallways are clear of travel impediments during the school day and during night activities. Response: <Selection List>	No
Vehicle access to playground/athletic areas is restricted. Response: <Selection List>	No
All playground/athletic areas are fenced and are supervised when students are present. Response: <Selection List>	No
Playground and athletic equipment is in good repair and is inspected frequently. Response: <Selection List>	No

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

Visitor policy signs and trespassing signs are displayed in plain view and are in good repair. Response: <Selection List>	No
All visitors, including parents, are required to sign in at the front office and wear an ID badge. Response: <Selection List>	No
All visitors check out upon leaving the building and turn in their ID badge. Response: <Selection List>	No
Visitor parking is clearly marked. Response: <Selection List>	No
All employees wear ID badges at all times during work/school hours. Response: <Selection List>	No
All commercial deliveries are made at one designated entrance. Response: <Selection List>	No
All commercial deliveries are inventoried by an employee. Response: <Selection List>	No
Delivery persons are accompanied by an employee. Response: <Selection List>	No
All food deliveries are inspected and inventoried by food service personnel. Response: <Selection List>	No
Students are issued parking permits for school parking only upon proof of a valid driver's license. Response: <Selection List>	No
Student access to parking areas during the school day is restricted. Response: <Selection List>	No
Student drivers are aware that vehicles are subject to search when on school property. Response: <Selection List>	No
Employees are aware of their responsibility for items in their vehicle while on DCSD property. Response: <Selection List>	No
Students are restricted from entering or remaining in vacant classrooms. Response: <Selection List>	No

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

At the end of the work/school day, all exterior doors and restrooms are checked. Response: <Selection List>	No
Classroom-to-office communications is operable and routinely tested. Response: <Selection List>	No
Walkie-talkies are strategically located throughout the building and are in fair working condition. Response: <Selection List>	No
All school equipment has been labeled and inventoried. Response: <Selection List>	No
An updated equipment inventory is maintained throughout the school year. Response: <Selection List>	No
All fundraising money or checks are given to the bookkeeper daily. Response: <Selection List>	No
All fundraising money or checks are placed in the school vault daily. Response: <Selection List>	No
Building vault has controlled access and can be opened from the inside. Response: <Selection List>	No
School cafeteria daily receipts are transported with an escort to the office/vault area. Response: <Selection List>	No
Cafeteria is arranged so tables and chairs do not block access to doors. Response: <Selection List>	No
Fire extinguisher, First Aid Kit, and Choking Posters are in the break-area/cafeteria. Response: <Selection List>	No
Student medicine procedures are available to student and parents. Response: <Selection List>	No
Student medicine is identified by name, doctor, dispensing instructions, and is dated. Response: <Selection List>	No
Student medicine is secured (locked) with controlled access at all times. Response: <Selection List>	No

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

Students sign and date each time they take their medication. Response: <Selection List>	No
Students take their medication in the office area. Students may keep asthma medication or Epi-Pen with them if they have a doctors note. Response: <Selection List>	No
All student medication is picked up by parent at the end of the school year. Response: <Selection List>	No
School staff is aware of proper response to blood and other body fluid spills. Response: <Selection List>	No
Students/staff use lab/science safety equipment at all times during experiments and lessons. Response: <Selection List>	No
Science/lab safety procedures are posted, reviewed, and practiced. Response: <Selection List>	No
Fire extinguishers are located throughout the building and are routinely inspected. Response: <Selection List>	No
The locations of fire extinguishers are clearly marked and fire extinguishers are accessible. Response: <Selection List>	No
Staff members have been trained on proper use of fire extinguishers. Response: <Selection List>	No
Mechanical rooms and other hazardous material storage areas are locked. Response: <Selection List>	No
Area at and near the dumpster is clean and free of flammables. Response: <Selection List>	No
All vehicles are kept out of all fire lanes at all times. Response: <Selection List>	No
Boiler room is clean, free of debris, and is NOT used for storage. Response: <Selection List>	No
Access to boiler room is restricted and the boiler room is routinely inspected. Response: <Selection List>	No

SAFETY AND SECURITY CHECKLIST

ANSWER

Restrooms are clean and are inspected on a regularly basis throughout the day.

No

Response: <Selection List>

Procedures are in place to evacuate disabled students and staff/visitors.

No

Response: <Selection List>

Copies of the Emergency Response Procedures and Protocols manual are distributed to all staff members.

No

Response: <Selection List>

New and temporary staff members are informed of emergency and safety procedures.

No

Response: <Selection List>

The staff is trained in Intruder Alert Procedures, including the alert and clear signals.

No

Response: <Selection List>

School bus safety rules are distributed to all students.

No

Response: <Selection List>

All students participate in school bus emergency evacuations drills twice per year.

No

Response: <Selection List>

For every field trip, a complete manifest of students and staff is on each school bus and a copy is left at the school.

No

Response: <Selection List>

The intrusion alarm system and fire alarm system are operational and are periodically inspected and tested.

No

Response: <Selection List>

A list is maintained of staff members who are trained and authorized to activate and deactivate the alarm system.

No

Response: <Selection List>

The Midland Digital Weather/Hazard Alert Monitor is operational and located where staff can hear the alarm. NOTE: Contact Student Relations if the monitor is not operational.

No

Response: <Selection List>

All students and staff members are brought into the building from mobile classrooms during storm warnings.

No

Response: <Selection List>

Emergency early dismissal procedures are in place and practiced.

No

Response: <Selection List>

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER

Staff members are designated to secure the building after school hours.

No

Response: <Selection List>

A list is maintained of after-school/extra-curricular activities and programs.

No

Response: <Selection List>

On teacher work days and other non-student days, including summer days, staff work schedules are arranged for the safety of the staff and security of the building.

No

Response: <Selection List>

The Front Office Area is arranged with security in mind: surveillance camera, desks facing the doorway, clear check-in and check-out procedures, walkie-talkie available at all times.

No

Response: <Selection List>

The school has implemented an anti-bullying and anti-harassment program/strategy.

No

Response: <Selection List>

A procedure has been established to track reports made by students and staff of bullying and harassment incidents.

No

Response: <Selection List>

A procedure has been established to investigate reports made by victims of bullying or reports made by their parents.

No

Response: <Selection List>

The school has a committee charged with developing a plan for the analysis of discipline, attendance, other student surveys/data and staff surveys in order to develop prevention activities and strategies.

No

Response: <Selection List>

Elementary Schools: The school has implemented or has plans to implement the DeKalb County Fire Departments Risk Watch Program.

No

Response: <Selection List>

Procedures have been developed for two-way communication with portable classrooms/modules.

No

Response: <Selection List>

Portable classrooms are locked when unoccupied.

No

Response: <Selection List>

Portable classroom doors are locked when class is in session.

No

Response: <Selection List>

SAFE SCHOOL PLAN
School Year 2024-2025

SAFETY AND SECURITY CHECKLIST

ANSWER