



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**TO:** District Superintendents

**FROM:** Sabrina Moore, PhD, Director  
Office of Student Intervention Services

**DATE:** May 15, 2015

**RE:** Model Safe School Checklist Notice of Completion

In October 2014, the South Carolina Department of Education (SCDE), along with 24 other state educational agencies, was awarded a Grant to States for Emergency Management from the United States Department of Education (USED). One of the goals of the grant is to increase the SCDE's internal capacity to provide district-level training that will result in an increased number of districts in our state with high quality emergency operations plans.

To assist South Carolina and other states in establishing baseline data, the USED has developed the *District Emergency Operations Plan (EOP) Self-Assessment Tool*. The *Self-Assessment Tool* will also help the SCDE identify training and resources needed to meet districts' short- and long-term needs. After the training and resource needs have been identified, the SCDE will coordinate and facilitate a series of workshops and seminars designed to improve the quality of existing EOPs.

Attached is a copy of the *Self-Assessment Tool* for your review. After reviewing the questions, please share them with the individual who is most familiar with your district's school safety checklist and ask that individual to complete the online [Self-Assessment Tool](#) no later than June 30, 2015. **Only one assessment should be completed for each district.**

By completing the online [Self-Assessment Tool](#), districts will have met the requirement of proviso [1A.50](#) (SDE-EIA: XII.A.1 - Aid to Districts Draw Down) which states, "For the current fiscal year, in order to draw down funds appropriated in Part IA, Section 1, XII.A.1, Aid to Districts, school districts, Palmetto Unified District and the Department of Juvenile Justice must work with local law enforcement agencies, and when necessary, state law enforcement agencies in order to ensure that the district has an updated school safety plan in place. The safety plan must include safety directives in the classroom, a safe student and staff exit strategy and necessary safety staff. Notice of completion of the updated plan must be submitted to the Department of Education no later than September 1 of the current fiscal year." **The completion of the online [Self-Assessment Tool](#) will serve as the Notice of Completion for 2015.**

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To provide additional information about the emergency management grant and answer questions about the *Self-Assessment Tool*, staff from the Office of Student Intervention Services will conduct a brief [Emergency Management Webinar](#) on Wednesday, May 27, at 10 a.m. Registration is not required; however, participants are encouraged to log in to the [Emergency Management Webinar](#) by 9:45 a.m. on May 27.

If you have any questions, please contact Kim Smith at (803) 734-8113 or me at (803) 734-8433.