

2022 Model Safe School Checklist (approved by State Board of Education on July 12, 2022)

1A.42. (SDE EIA: Aid to Districts Draw Down) For the current fiscal year, in order to draw down funds appropriated in Part IA, Section 1, VIII.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 first, of the current fiscal year. In the current fiscal year, school districts may continue to negotiate with local law enforcement for the provision of School Resource Officers. The annual submission of the Model Safe School Checklist serves as a district's Notice of Completion of its updated school safety plan as required by law.

The Model Safe School Checklist was developed in compliance with Section 59-5-65 of the 1976 Code as amended by the General Assembly in 1990, pursuant to Regulation 43-166 adopted by the State Board of Education. This model checklist has been designed to assist districts in assessing schools' safety strengths and weaknesses as required by state law. It is not intended to establish standards of preparedness or indicate levels of safety met by all school districts.

District Information 1

District Name *

Comprehensive Safety Plan

2 Indicate the date between September 1, 2021 – August 31, 2022 on which your district's Comprehensive Safety Plan was last reviewed/updated? *

Please enter a date:

3 List the name of the Law Enforcement Agencies which assisted your district in updating its Comprehensive Safety Plan. *

Please write your answer here: (For example, East County Sheriff's Office)

4 Identify the agencies, organizations, and individuals who assisted your district in updating its Comprehensive Safety Plan. *

Please choose **all** that apply:

- ☐ Law Enforcement
- ☐ Department of Health and Environmental Control
- ☐ Local Fire Marshal
- ☐ State Fire Marshal
- ☐ Department of Mental Health
- ☐ Emergency Medical Services
- ☐ Public Safety
- ☐ Department of Transportation
- ☐ District Administrators
- ☐ School-Level Administrators
- ☐ Instructional and Support staff (e.g. teachers, counselors, nurses)
- ☐ Food, Maintenance, Building/Grounds Staff (e.g., cafeteria workers, custodians)
- ☐ Other (please specify):

5 Identify the agencies/organizations with which you have shared or will share your updated plan. *

Please choose **all** that apply:

- ☐ Law Enforcement
- ☐ Department of Health and Environmental Control
- ☐ Local Fire Marshal
- ☐ State Fire Marshal
- ☐ Department of Mental Health
- ☐ Emergency Medical Services
- ☐ Public Safety
- ☐ Department of Transportation
- ☐ Our plan is not shared with another agency/organization
- ☐ Other (please specify):

6 Does your District Comprehensive Safety Plan align with *

Please choose the appropriate response for each item:

	Yes	Uncertain	No
Local emergency plans			
County emergency plans			
Regional emergency plans			

7 Does your District Comprehensive Safety Plan follow the National Incident Management System (NIMS) guidelines? *

Please choose **only one** of the following:

- ☐ Yes
- ☐ No

8 Does your District Comprehensive Safety Plan include the following mission areas? *

Please choose the appropriate response for each item:

	Yes	Uncertain	No
Prevention			
Protection			
Mitigation			
Response			
Recovery			

9 Which of the following emergencies are addressed in your District Comprehensive Safety Plan? *

Please choose **all** that apply:

- ☐ Fire
- ☐ Tornado
- ☐ Hurricane
- ☐ Bomb Threat/Explosion
- ☐ School Bus Accident
- ☐ Intruder
- ☐ Active School Shooter
- ☐ Earthquake
- ☐ Riot/Gang Fight
- ☐ Chemical Release or Spill
- ☐ Hostage Situation
- ☐ Suicide
- ☐ All of the above
- ☐ Other (please specify):

10 Please indicate the status of the Comprehensive Safety Plan for each school. *

Please choose **all** that apply:

- ☐ Each school in my district has its individual Comprehensive Safety Plan.
- ☐ Each school's Comprehensive Safety Plan is coordinated with the district's plan.
- ☐ Each school's Comprehensive Safety Plan is developed/revised in collaboration with local first responders and other appropriate agencies.
- ☐ Each school's Comprehensive Safety Plan addresses threats/situations unique to that individual school.
- ☐ Each school reviews and/or revises its Comprehensive Safety Plan annually.
- ☐ Each school's Comprehensive Safety Plan includes emergency and evacuation procedures specifically for students and other individuals with special needs.
- ☐ Each school's Comprehensive Safety Plan includes procedures for addressing emergencies that occur during activities that occur outside of the regular school day, including the weekends.
- ☐ Each school's Comprehensive Safety Plan includes a section on reunification.
- ☐ Each school's Comprehensive Safety Plan includes a section on continuity of operations.

11 If one or more of the boxes above is not checked, please describe your plan for ensuring that the issue is addressed.

Please write your answer here:

12 Are processes in place in each school to conduct the following assessments? *

Please choose the appropriate response for each item:

Yes Uncertain No

Site assessments (i.e., an assessment that examines the safety, accessibility, and emergency preparedness of the school's buildings and grounds)

Behavioral threat assessments (i.e., an assessment that analyzes communication and behaviors to determine whether or not a student, staff, or other person may pose a threat)

13 As required by your District Comprehensive Safety Plan, identify the groups with which schools share the appropriate sections of their individual safety plans. *

Please choose **all** that apply:

- ☐ Administrators
- ☐ First Responders
- ☐ Regular faculty and staff, including custodians and cafeteria workers
- ☐ Substitute faculty
- ☐ After school faculty and staff
- ☐ Regular volunteers (onsite 3-5 days each week)
- ☐ Bus drivers
- ☐ Students
- ☐ Parents
- ☐ Other (please specify):

14 Which of the following drills were conducted in each school in your district in 2021-22 as required?

Please choose all that apply:

- ☐ Fire (monthly as required by Section 405.2 of the S.C. Fire Code)
- ☐ Weather (tornado, hurricane, earthquake, etc.) --twice annually as required by Section 59 63 910 of S. C. Code of Laws
- ☐ Active Shooter/Intruder --twice annually as required by Section 59 63 910 of S. C. Code of Laws

If any of the required drills were not conducted in each school during 2021-22, list the schools in which required drills were not conducted and describe plans for ensuring that all required drills are conducted in all schools during 2022-23.

15 Which of the following drills were conducted in schools in your district during the 2021-22 academic year? Indicate the number of schools in which drills were conducted.

Please choose all that apply:

Lockdown

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Bomb Threat/Explosion

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Chemical Release/Spill

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Riot/Gang Fight

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Hostage Situation

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Other: (please specify)

- ☐ 1 or more schools
- ☐ All schools
- ☐ No Schools

Communication of Discipline Policies and Procedures

16 When were your district's Discipline Policies and Procedures last reviewed/updated? *

Please enter a date:

17 Identify the groups with which each school's Discipline Policies and Procedures are shared. *

Please choose **all** that apply:

- ☐ Administrators
- ☐ School Resource Officers
- ☐ Regular faculty and staff, including custodians and cafeteria workers
- ☐ Substitute faculty
- ☐ After school faculty and staff
- ☐ Regular volunteers (onsite 3-5 days each week)
- ☐ Students
- ☐ Parents
- ☐ Other:

18 How are each school's Discipline Policies and Procedures communicated?

- ☐ Student Handbook
- ☐ School Website
- ☐ Staff Handbook
- ☐ PTA Meetings
- ☐ Other (please specify)

19 Please check the box(es) related to Discipline Policies and Procedures that apply to each school in your district. *

Please choose **all** that apply:

- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting disruptive incidents that occur on school property.
- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting disruptive incidents that occur on the school bus.
- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting disruptive incidents that occur during school-sponsored events.
- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting illegal activities that occur on school property.
- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting illegal activities that occur on the school bus.
- ☐ Each school's Discipline Policies and Procedures outlines processes for reporting illegal activities that occur during school-sponsored activities.

20 If one or more of the boxes above is not checked, please describe your plan for ensuring that the issue is addressed.
Please write your answer here:

21 Which of the following groups receive training on the proper procedures for reporting disruptive and illegal incidents? *
Please choose **all** that apply:

- ☐ Administrators
- ☐ School Resource Officers
- ☐ Regular faculty and staff, including custodians and cafeteria workers
- ☐ Substitute faculty
- ☐ After school faculty and staff
- ☐ Regular volunteers (onsite 3-5 days each week)
- ☐ Students
- ☐ Parents
- ☐ Other:

22 Identify the district-level person responsible for reviewing/analyzing discipline data to detect recurring problems likely to jeopardize school safety. *

Please write your answer(s) here:

Title

How often are data reviewed/analyzed?

Training

23 In which of the following areas does each school in your district have a roster of individuals trained/certified? *

Please choose **all** that apply:

- ☐ First Aid
- ☐ CPR
- ☐ Use of defibrillators
- ☐ Stop the Bleed Kits
- ☐ Threat assessment (weapons detection, impending mental health crisis, etc.)
- ☐ Active Shooter/Intruder
- ☐ Other (please specify):

Assessment of Building and Grounds

24 Please check the box(es) that identify equipment and areas that are inspected routinely and regularly at each school in your district. *

Please choose **all** that apply:

- ☐ Locks on all entrance doors
- ☐ Visitor background check system
- ☐ Locks on all classroom doors
- ☐ Locks on mechanical room doors
- ☐ Locks on hazardous material storage areas
- ☐ Classroom/Office lights
- ☐ Stairway and hallway lights
- ☐ All outside lighting
- ☐ Emergency lights
- ☐ PA system
- ☐ Security cameras
- ☐ Electrical systems
- ☐ Parking areas to ensure high visibility, free from tall trees, shrubbery,
- ☐ Student pick-up and drop-off areas
- ☐ Bus loading and unloading areas
- ☐ Pathways used by students with disabilities
- ☐ Exit doors to ensure they are free of items that might obscure the visibility of signs
- ☐ Stairway handrails, steps, etc.
- ☐ Other (please specify):

25 If one or more of the boxes above is not checked, please describe your plan for ensuring that routine equipment inspections will occur in each school.

Please write your answer here:

26 Which of the following systems are inspected in accordance with State law and regulations? *

Please choose **all** that apply:

- ☐ Fire Alarm
- ☐ Fire Sprinkler
- ☐ Kitchen Hood
- ☐ Kitchen Health and Sanitation
- ☐ Other (please specify):

27 If one or more of the systems listed above is not checked, please describe your plan for ensuring future inspections in accordance with State law and regulations.

Please write your answer here:

28 If the inspection of any systems reveals deficiencies, explain the process for ensuring that identified deficiencies are corrected.

Please write your answer here:

Procedures for Handling Visitors

29 Does each school in your district have a visitor management system or procedure designed to track the number of visitors on campus at any given time? *

Please choose **only one** of the following:

- ☐ Yes. NOTE: If the visitor management system or procedure has changed since 2021, please explain.
- ☐ No. Please describe the district's plan--including the date--to implement a visitor management system or procedure at all schools.

Make a comment on your choice here:

30 Does every school in your district have a visitor management system or procedure that identifies sex offenders and other individuals who might pose a threat to faculty, staff, and students? *

Please choose **only one** of the following:

- ☐ Yes. NOTE: If the visitor management system or procedure has changed since 2021, please explain.
- ☐ No. Please describe the district's plan--including the date--to implement a visitor management system or procedure as all schools.

Make a comment on your choice here:

Assignment of Personnel in Emergencies

31 Which of the following individuals serve on the emergency management team in each school in your district? *

Please choose **all** that apply:

- ☐ School administrator
- ☐ SRO/law enforcement
- ☐ School counselor
- ☐ Social worker
- ☐ Mental health professional
- ☐ Other first responders (EMT, fire)
- ☐ District-level safety coordinator or representative
- ☐ Not every school in my district has an emergency management team.
- ☐ Other: (please specify by title or role)

The emergency management team is responsible for developing/revising the comprehensive safety plan and for ensuring the school's plan is implemented/activated during a crisis. This team also coordinates prevention, protection, mitigation, response, and recovery activities with external partners.

32 Proviso 1.74 requires all schools to identify key staff to serve on a threat assessment team. Which of the following individuals serve on the threat assessment team in each school in your district? *

Please choose **all** that apply:

- ☐ School administrator
- ☐ SRO/law enforcement agent
- ☐ School counselor
- ☐ Social worker
- ☐ Mental health professional
- ☐ Behavior intervention specialist
- ☐ District-level safety coordinator or representative
- ☐ Not every school in my district has a threat assessment team.
- ☐ Other (please specify by title or role):

The threat assessment team (which may be called by another name, including “crisis management” or “crisis intervention”) is responsible for identifying and assessing persons whose behavior could pose a risk to themselves or others in the school.

33 Which of the following individuals who serve on school threat assessment teams participated in training on the *South Carolina School-Based Behavioral Threat Assessment and Management Guide* during 2021-22? *

Please choose **all** that apply:

- ☐ School administrator
- ☐ SRO/law enforcement agent
- ☐ School counselor
- ☐ Social worker
- ☐ Mental health professional
- ☐ Behavior intervention specialist
- ☐ District-level safety coordinator or representative
- ☐ Other (please specify by title or role):

34 In what areas related to threat assessment or student mental/behavioral health (i.e., anxiety, post-traumatic stress, suicide, de-escalation strategies, etc.) does your district need additional training or resources?

Short answer

35 If every school in your district does not have BOTH an emergency management team AND a threat assessment team, explain the process and give the timeline for establishing the team(s). *

Please choose **only one** of the following:

- Yes. Every school in my district has BOTH an emergency management team AND a threat assessment team.
- No. Every school in my district does not have BOTH an emergency management team AND a threat assessment team.

Make a comment on your choice here:

Emergency Communication and Management Procedures

36 Identify the mechanisms (i.e., phone, text, e-mail, etc.) your district uses to communicate with the following groups during an emergency situation.

First Responders

District administrators

Faculty and staff

Students

Parents

The media

37 In the event of power outage, what life safety devices will remain operative in each school in your district? *

Please choose **all** that apply:

- Telephones
- Fire equipment
- Alarm systems
- Two-way radios
- Defibrillators
- P.A. system
- Other:

When reviewing your safety plans, please note the length of time each safety device will remain operative (# of minutes, hours, or days).

38 Identify the groups for which updated rosters are readily available at each school in the event of an emergency. *

Please choose **all** that apply:

- ☐ District emergency contact team (including transportation, maintenance, public information, etc.)
- ☐ Faculty and certified personnel, including those who need special accommodations in emergency situations
- ☐ Non-certified personnel, including bus drivers, custodians, cafeteria workers and other staff, including those who need special accommodations in emergency situations
- ☐ Afterschool and weekend staff, including those who need special accommodations in emergency situations
- ☐ All students, including students who need special accommodations in emergency situations
- ☐ Other:

39 If updated rosters are not readily available at each school in your district in the event of an emergency, indicate the projected timeline by which this practice will be implemented.

Please write your answer here:

Month and year

Transportation Rules and Accident Procedures

40 Identify the areas in which district bus drivers receive annual training. *

Please choose **all** that apply:

- ☐ School bus discipline
- ☐ Safety
- ☐ Accident procedures
- ☐ Evacuation, including that related to individuals with special needs
- ☐ My district does not conduct annual training for bus drivers
- ☐ Other:

41 Identify the mechanisms used to notify bus drivers when the emergency evacuation of buildings and grounds is necessary. *

Please choose **all** that apply:

- ☐ Phone
- ☐ Text
- ☐ Email
- ☐ Other:

In other words, how do drivers know not to return to campus when an emergency occurs?

42 To which of the following groups are school bus safety rules and accident procedures distributed? *

Please choose **all** that apply:

- ☐ Bus drivers
- ☐ Teachers
- ☐ Students
- ☐ Parents
- ☐ School administrators
- ☐ Other:

43 How often do students participate in school bus emergency evacuation drills? *

Please choose **all** that apply:

- ☐ Annually
- ☐ Once each semester
- ☐ Once each quarter
- ☐ Students do not participate in bus emergency evacuation drills.
- ☐ Other:

44 Which of the following school bus-related practices are currently in place at each school in your district? *

Please choose **all** that apply:

- ☐ Bus route passenger lists are maintained at each school.
- ☐ Bus route passenger lists are updated as changes occur.
- ☐ For field trips and extracurricular activities, bus route passenger lists are filed in the school's administrative office.
- ☐ For field trips and extracurricular activities, bus route descriptions are filed in the school's administrative office.
- ☐ Other:

45 If any of the above school bus-related practices are not in place, indicate the timeline by which the practices will be established.

Please write your answer here:

Month and year

46 Cybersecurity

Does your district have policies and procedures in place to prevent cybersecurity attacks and to address cybersecurity threats? *

Choose one of the following answers

- ☐ Yes, our district does have a plan to guard against or handle cyberattacks.
- ☐ No, our district does not have a plan to guard against or handle cyberattacks.

Has your district experienced a cybersecurity attack in the past year? If yes, please explain how the district resolved the breach. *