

***SCHOOL SAFETY CHECKLIST v.6.18***

Arizona Arkansas Louisiana New Mexico Oklahoma Texas

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This checklist is a compilation of documents, actions and policies that SAES believes are important to the safety and security of its member schools and constituents and serves as a comprehensive list of best practices. This checklist is not an exhaustive list, but serves as a foundation for school planning. It is important to consult with local, state, and federal authorities for definitive information regarding school health, safety, and security. Please check (✔) the box if the school has knowledge/evidence that the item has been discussed, considered, and/or addressed. If the item does not apply, please write “n/a” for “not applicable.”

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| --- | --- | --- |
|  | ***Item*** | ✔ |
| ***Organization & Administration, Teaching & Learning*** |  |  |
| **1** | Emergency contact information |  |
| **2** | Medical records retention and access policy, HIPAA requirements re: privacy |  |
| **3** | Student/employee records retention and destruction policy and safe and secure storage, on-site and off-site |  |
| **4** | Family emergency contact information |  |
| **5** | Medical release forms |  |
| **6** | Protocol for handling of communicable and non-communicable diseases, including immunizations/immunization exemptions (if applicable); immunization records up-to-date and in compliance with state requirements/codes |  |
| **7** | Policy for exclusion and/or medication program for reasons of illness |  |
| **8** | Vision and hearing screening |  |
| **9** | Spinal screening |  |
| **10** | Dispensing and storage of medication |  |
| **11** | Blood-borne Pathogens |  |
| **12** | Family and Medical Leave |  |
| **13** | Policy of adult : student ratio on field trips, playground supervision, etc. Field trip and travel liability |  |
| **14** | Policy on alcohol and other drugs |  |
| **15** | *Code of Conduct* which includes expected, responsible employee behaviors and repercussions for negative behaviors |  |
| **16** | Policy on harassment, bullying, hazing, sexual misconduct, and sexual assault |  |
| **17** | Policy on conflict resolution |  |
| **18** | Expectations/policies for student behavior and discipline |  |
| **19** | Requirement for after-school programs, including tutoring and specialty classes |  |
| **20** | Student media release permission |  |
| **21** | *Safeguarding God’s Children*, *Safeguarding God’s People* certification and re-certification, including policy on reporting child abuse/harassment |  |
| **22** | Protocols for screening/background checks and re-checks of adults, including high school and college student employees/volunteers, parent volunteers, homestay/exchange host families |  |
| **23** | Protocols for access to and storage of immigration records (I-9’s, I-20’s, etc.) |  |
| **24** | *Faculty/Staff* or *Employee Handbook* |  |
| **25** | *Parent/Student/Family Handbook(s)* |  |
| **26** | *Residential/Boarding Handbook* |  |
| **27** | Guidelines for Homestay Program |  |
| **28** | Risk Management Plan |  |
| ***Facilities & Safety*** |  |  |
| **1** | Certificate(s) of Occupancy |  |
| **2** | Church-School shared use agreement, if applicable |  |
| **3** | Conduct and document fire, lock down, intruder on campus, severe weather, bomb threat, campus/building evacuation/relocation emergency drills. |  |
| **4** | Fire prevention orientation |  |
| **5** | Inspection of fire and other emergency alarm system |  |
| **6** | Inspection of sprinklers and/or fire extinguishers |  |
| **7** | Inspection of smoke detectors |  |
| **8** | Inspection of carbon monoxide detectors |  |
| **9** | Inspection of HVAC systems |  |
| **10** | Inspection of major electrical connections (inside and outside buildings) |  |
| **11** | Inspection of playground equipment, on a monthly basis |  |
| **12** | Inspection of swimming pool, water safety and pool access |  |
| **13** | Inspection of elevator(s) |  |
| **14** | Inspection of water quality/well water |  |
| **15** | Inspection/registration of school vehicles |  |
| **16** | Asbestos inspection (Asbestos Hazard Emergency Response Act - AHERA) and remediation, if required |  |
| **17** | Lead paint remediation, if required |  |
| **18** | Program licensing (i.e. daycare, non-accredited preschool) |  |
| **19** | Pest control protocols |  |
| **20** | Secure and safe playground and other outside areas |  |
| **21** | Parking and/or traffic pattern restriction, carpool guidelines (e.g., for drop-off and pick-up, major school events, etc.) |  |
| **22** | Handicap parking requirements |  |
| **23** | Public street access |  |
| **24** | Construction permits |  |
| **25** | Campus signage |  |
| **26** | Campus lighting |  |
| **27** | Third-party events on campus |  |
| **28** | Use of municipal facilities |  |
| **29** | Tree trimming/removal, landscaping |  |
| **30** | Policy on transporting children in school and personal vehicles, including checks for valid driver’s license, safe driving record, current insurance coverage, verification that no driver is under the influence of anything that caused impaired judgment/reaction/reflex |  |
| **31** | Copies of drivers’ licenses and auto insurance |  |
| **32** | Seat belt/car seat requirements (e.g., passengers may not exceed # of seat belts) |  |
| **33** | Concussion/head injury protocol |  |
| **34** | *Epi-pen* protocol |  |
| **35** | Blueprints & campus maps |  |
| **36** | Regular campus facilities inspection |  |
| **37** | Policy on storage and use of chemicals, cleaning products, and caustic/flammable/poisonous substances in science labs, art studios, janitorial and maintenance areas, kitchens |  |
| **38** | Lab safety protocols |  |
| **39** | Sanitation and hygiene in all areas (hand sanitizers, cleaning, sterilization, etc.) |  |
| **40** | Adequacy and maintenance of facilities |  |
| **41** | Requirements for use of facilities by third-party groups, including insurance coverage and appropriate liability waivers and hold-harmless provisions, even if groups involve a significant number of students enrolled in the school or are supervised by school personnel |  |
| **42** | Requirements for summer facilities use, including insurance coverage and appropriate liability waivers and hold-harmless provisions, even if groups involve a significant number of students enrolled in the school or are supervised by school personnel |  |
| **43** | Requirements for off-site school events |  |
| **44** | Requirements for third-party contractors who provide physical services (i.e., food service, janitorial service, lawn/landscape maintenance, etc.) |  |
| **45** | Emergency ingress/egress safety, expectation of orderliness and tidiness of classrooms, hallways, stairwells, and other areas |  |
| **46** | Requirements for food service (temperature, storage, and handling) |  |
| **47** | Policy on food allergies |  |
| **48** | Policy on animals in classrooms |  |
| **49** | Policy on firearms/weapons on campus |  |
| **50** | CPR and first aid training |  |
| **51** | Extended day supervision and communication |  |
| **52** | Accident/Incident Report Policy, includes parent notification and documentation |  |
| **53** | Safety Incident log |  |
| **54** | Crisis Response Plan - Tailored to meet individual school’s needs. Developed in partnerships with other community groups – law enforcement, fire/safety officials, emergency medical services, health and mental health professionals, media. Composition of crisis management team. School safety committee. Goals: mitigation & prevention, preparedness, response, recovery. Some common examples of crises are:   * Arrests * Bomb threat * Child abuse * Civil unrest * Terrorism * Critical internal changes, such as unanticipated leadership transition * Disturbance or unsafe/unstable situation in school or neighborhood * Epidemic outbreak * Fire/smoke or explosion * Food-borne illnesses * Hazardous materials leak * Intruder/stranger on campus * Lost or missing child * Medical emergency, serious injury or sudden illness or death * Severe weather (earthquake, tornado, snow, hurricane) * Structural or utility failure * Traffic accident (car or school bus) |  |
| **55** | Security of campus from intrusion |  |
| **56** | Emergency communication messaging |  |
| **57** | Maintenance logs |  |
| **58** | Location of classrooms for early childhood classes |  |
| **59** | Safety/security audit to minimize risks |  |

**I acknowledge that this checklist accurately reflects the status of the noted health, safety, and security items at the School.**

**School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of School Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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