

## Sample School District/School Compliance Checklist

### General:

<b>Planning Element</b>	<b>Implemented (Y/N)</b>	<b>Incident Command Section Update Responsibility</b>
School District has a School District Safety Committee that includes community representatives from organizations and agencies with crisis, prevention, emergency management, and emergency services capabilities/responsibilities.		
Each school building within the school district has a School Building Safety Committee. (Smaller school districts may combine their committees if staff is shared among the buildings.)		
If school district/school is in the development stages of their "All Hazards" Safety Plan, a planning timeline has been developed and distributed to planning team members.		
School District/School Building Safety Committee Meetings, along with emergency preparedness training and exercise dates are built into the school district's annual calendar.		

### Legal Aspects:

Planning Element	Implemented (Y/N)	Incident Command Section Update Responsibility
School District/School has an “All Hazards” School/District Safety Plan.		
School District/School “All Hazards” Safety Plan addresses all four phases of an emergency: Prevention/Mitigation, Preparedness, Response, and Recovery.		
A copy of the School District/School “All Hazards” Safety Plan has been distributed to each school, district office, first responder organizations, and municipal and county emergency management agencies, as well as any other pertinent entity.		
School District/School has copies of all applicable statues related to emergency planning and safe schools.		
School District/School conducts at least one disaster response or emergency preparedness plan drill annually (i.e. lockdown, hazardous material, severe weather).		
All applicants for school employment, as well as independent contractors, who have direct contact with students, have obtained state and federal criminal background checks.		
If the school district employs a school police officer, it has annually submitted officer data, including the number employed, the municipalities comprising the school district, and the date and type of training provided to each officer, to the Pennsylvania Department of Education.		
If the school district has received permission from a judge for their officers to carry firearms, the police officers have received mandatory firearms training.		
The school district has submitted at least annually, its school safety report of all new incidents of violence, weapons possession, and possession, use, or sale of controlled substances, alcohol, or tobacco by any person on school property to the Pennsylvania Department of Education, as required by law.		

Each school entity has adopted or amended its existing policy relating to bullying and incorporated the policy into the school entity's code of student conduct.		
The school entity's bullying policy has identified the school staff person responsible for receiving reports of incidents of alleged bullying.		
Prior to admission, the school district/school has obtained a statement from a new student's parents or guardians indicating whether the student has been suspended or expelled from any public or private school for specific offenses.		
The school district/school has requested from the transferring school a certified copy of the new student's disciplinary record.		
Transferring school has transmitted certified copy of the new student's disciplinary record to the new school within ten days of receipt of the request.		
School District/School disciplinary records are available for inspection by the student, parents or guardian, school officials, and state and local law enforcement officials.		
School District/School has maintained a district-wide and school-specific record of all incidents of violence, weapons possession, or convictions or adjudications of delinquency for acts committed by students on school property. (This applies to public and nonpublic school district/schools.)		
School District/School has made a statistical summary of such records available to the public.		
School District has posted a notice in each school building in reference to the safe schools advocate. (This applies only to first class school districts.)		
Upon notification of a violent act committed upon a student, school district/school has notified parents/guardians of any victim of the existence of the safe schools advocate.		
School District/School has cooperated with the safe schools advocate and provided all available information authorized by State law.		

School District has developed a policy, consistent with state law, concerning expulsions for possession of a weapon on school property or related locations. Policy is available for review.		
School District has reported all incidents of weapon possessions and expulsions to local law enforcement.		
School District/School has conducted monthly fire drills.		
School District/School has conducted two emergency evacuation drills on buses during the school year (one is required during the first week of the school term and the second is required during the month of March).		
On or before April 10 of each year, the chief school administrator has certified to the Pennsylvania Department of Education that these required emergency evacuation drills have been conducted.		
Instructional program discouraging the use of tobacco, alcohol, and other drugs has been provided annually to students of all grades.		
In-service training to educators who provide instruction to students on the program discouraging the use of these substances has been provided.		
Governing board has adopted a code of student conduct, as outlined by law.		
Conduct code has been published and distributed to students and parents or guardians.		
Conduct code is available in each school library.		
School District has defined and published offenses that would lead to suspension or expulsion from school, and these are consistent with Pennsylvania Department of Education's uniform definitions for reportable offenses.		
Governing board has adopted reasonable student search policies and procedures.		
School District/School has notified students and parents or guardians of the student search policies and procedures.		

School District/School has notified students and given the opportunity to be present when locker searches are conducted. (This does not apply to searches that are conducted without warning due to reasonable suspicion that there is a threat to the health, welfare, or safety of students in the school.)		
Governing board has adopted a plan for the collection, maintenance and dissemination of student records.		
Student records plan has been maintained and updated by the school entity as required by changes in state or federal law.		
School entity has a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students.		
School entity has a student assistance program that addresses alcohol, chemical, and tobacco abuse.		
School District/School has followed the procedures outlined for disciplinary action against students who are eligible for special education.		
School administrators, school teachers, and school nurses have reported suspected child abuse cases.		
All applicants for school employment have obtained a Child Abuse History Clearance from the Pennsylvania Department of Public Welfare.		

**Basic School District/School Plan Format:**

<b>Planning Element</b>	<b>Implemented (Y/N)</b>	<b>Incident Command Section Update Responsibility</b>
The school district/school plan has a Purpose statement that generally identifies emergency responsibilities for its district/buildings and its staff.		
The school district/school plan has a Scope explanation of what is covered in the plan and for whom this plan applies, as well as their actions and activities.		
The school district/school plan has a Situation and Assumptions section which covers planning facts and assumptions that the school district/school took into consideration in their planning efforts. The section is either specific to the school district/school locale or based on general facts and assumptions on the Commonwealth of Pennsylvania.		
The school district/school plan has a Concept of Operations that explains the method by which the school district/school will manage incidents that affect them, addresses succession in the school district, discusses the location and back-up of the Incident Command Post, and addresses documentation and reporting procedures for casualties and damages the school district/school may suffer.		
The school district/school plan has an Emergency Management Responsibilities section that addresses the responsibilities and authorities for the emergency phases of an incident.		
The school district/school plan has an Administrative section that addresses issues, such as identification cards for staff with emergency assignments, tracking of purchases and their receipts, and planning tools for the Incident Command Post.		
The school district/school plan has a Logistics section that addresses logistical support for the Incident Command Post and the tracking and recording of emergency supplies and equipment.		

<p>The school district/school plan addresses Mutual Aid Agreement or Memorandum of Understanding with first responder organizations, other school districts/schools, and non-profit organizations, such as the American Red Cross for sheltering purposes. The plan also addresses annual review and update of these agreements and understandings.</p>		
<p>The school district/school plan has a Training and Exercises section that addresses mandatory training and exercises required under state and federal law.</p>		
<p>The school district/school plan has a Plan Development, Maintenance and Distribution section that addresses who is responsible for developing the school district/school plan, how and who will maintain it, when it will be updated, and who will handle the distribution of the plan and to what agencies and organizations.</p>		

## Prevention & Mitigation Phase:

Planning Element	Implemented (Y/N)	Incident Command Section Update Responsibility
The school district/school plan-Prevention & Mitigation section includes a description of the general characteristics of the school district/school, such as incidents experienced in the past, internal and external resources available, geographic (e.g. flood prone area, proximity to major highway, high crime area) and demographic data.		
The school district/school plan-Prevention & Mitigation section includes a description of how the school district/school will identify the hazards that affect their facilities.		
The school district/school plan-Prevention & Mitigation section includes a description of how the school district/school will carry out an inspection of the school district/school for structural and nonstructural vulnerabilities.		
The school district/school has performed a risk and hazard vulnerability assessment. The assessment was performed by an outside contractor or a multi-disciplinary team consisting of school district/school personnel, emergency management, and first responder personnel.		
The school district/school has distributed the hazard vulnerability assessment to first responder organizations and municipal and county emergency management agencies.		
The school district/school plan-Prevention & Mitigation section includes the results of any previous and current risk and hazard vulnerability assessment efforts.		
Identified hazards have reviewed and organized into School Building Level, School District Level, or Community-Wide Level.		
The school district/school has a Threat Assessment Team that includes at a minimum an administrator, law enforcement, school police or other trained security staff.		

<p>The school district/school plan-Prevention &amp; Mitigation section includes provisions that are in place in the school district/school to address school violence threats. It addresses lockdown procedures, how a threat of violence is handled, and how the school district/school is promoting a violence free environment.</p>		
<p>School District/School conducts an annual Threat Assessment Inquiry.</p>		
<p>The school district/school plan-Prevention &amp; Mitigation section includes information on the school district/school legal representation and insurance policy or policies.</p>		
<p>The school district/school plan-Prevention &amp; Mitigation section includes features and procedures that the school district/school has in place to prevent or reduce the effects from hazards that may affect them. (e.g. access control, emergency generators, shelter-in-place procedures)</p>		
<p>School District/School conducts an annual compliance audit.</p>		
<p>School District/School conducts an annual Climate Survey.</p>		

### Preparedness Phase:

Planning Element	Implemented (Y/N)	Incident Command Section Update Responsibility
The school district/school plan-Preparedness section includes descriptions of existing Memorandum of Understanding or Mutual Aid Agreements.		
The school district/school plan-Preparedness section includes copies of existing Memorandum of Understanding and Mutual Aid Agreements.		
The school district/school plan-Preparedness section includes a list of the chosen agencies, organizations and businesses, resource type, and their representatives contact information. The list includes at a minimum a primary member and a back-up for each representative.		
The school district/school plan-Preparedness Section includes a School District/School Resource List (resource type, number available, location and restock information).		
The School District/School Resource List has been reviewed every 90 days or after a major incident for currency.		
The school district/school plan-Preparedness Section includes a list of school district/school positions with names, office phone numbers, 24 hour phone numbers, fax numbers, and e-mail addresses.		
The School District/School Personnel List has been reviewed every 90 days for currency.		
If school district/school has received federal preparedness funding, National Incident Management System has been implemented.		
School District/School has surveyed school district/school staff for special skills that can be used during an incident.		
School District/School plan-Preparedness section includes Incident Command Team Assignment List.		
School District/School has implemented a Buddy System program to cover classrooms in the event of substitutes, Incident Command Team assignments, or casualties.		

School District/School has distributed information about their emergency procedures to parents/guardians at the beginning of the school year and again before typical seasonal natural disaster periods (winter storms, tornadoes, flooding).		
School District/School has established a staff, student, and visitor control system and policy outlining identification and responsibilities in maintaining access control to the school district/school buildings and grounds.		
School District/School plan-Preparedness section includes a copy of the staff, student, and visitor policy.		
The school district/school has distributed the staff, student, and visitor policy to all staff, parents/guardians, and school organizations.		
The School District/School Incident Command Team has a portable “toolbox” available for use during an incident.		
The school district/school has assigned a member of the Incident Command Team to maintain and update the “toolbox”.		
School District/School classrooms have portable emergency “Go Kits”.		
School District/School Safety Team has selected Assembly Areas and Alternate Assembly Areas for staff and students for both Sheltering in Place and Evacuation.		
School District/School Safety Team has coordinated any required transportation needs and evacuation routes for off-site Assembly Areas.		
School District/School has Memorandum of Understanding with off-site facilities selected as Assembly Areas.		
School District/School plan-Preparedness section includes a list of locations, points of contact, and 24-hour numbers for each Assembly Area.		
School District/School has posted evacuation routes throughout the building.		
School District/School has provided evacuation routes to emergency management and first responder organizations.		

School District/School Safety Team has selected Assembly Areas and Alternation Assembly Areas for response equipment, medical operations, media staging, parent/student reunification, Incident Command Post, etc.		
School District/School has worked with school district/school nurses, emergency management, and first responder organizations to develop an Emergency Care Plan for students and staff with special needs.		
School District/School plan-Preparedness section includes a copy of the Emergency Care Plan for students and staff with special needs.		
School Districts/Schools have conducted an annual survey of students and staff to ensure the list is up-to-date.		
The school district/school has a copy of staff and students with special needs in the Incident Command Team "Toolbox".		
The school district/school has developed a training plan for school personnel on emergency preparedness.		
The school district/school has trained all staff to some level of emergency preparedness depending on their roles and responsibilities during an incident.		
If the school district is receiving federal preparedness funds, the school district has trained all personnel with emergency roles and responsibilities in the appropriate National Incident Management Team training.		
The school district/school has provided age-appropriate emergency preparedness training for all students in the district/school.		
School District/School Incident Command Team has attended recommended Homeland Security Exercise and Evaluation Program.		

In addition to the federal and state required exercises, the school district/school has conducted, in coordination with community partners, other drills, tabletop, functional, or full-scale exercises.		
School District/School has documented the results of the exercises in After-Action Reports.		
School District/School has created an Improvement Plan to assist in correcting areas needing improvement.		
School District/School has updated their "All Hazards" School Safety Plan annually and distributed changes to the previous recipients.		

### Response Phase:

Planning Element	Implemented (Y/N)	Incident Command Section Update Responsibility
The school district/school plan-Response section includes an Emergency Decision Making Flowchart.		
The school district/school plan-Response section includes a copy of the school district/school Incident Command Chart.		
The school district/school plan-Response section includes procedures for each of the functional Incident Command System areas, as well as for others that may be pertinent to the school district/school.		
The school district/school plan-Response section includes checklists for each type of hazard that affects the school district/school.		
The school district/school plan-Response section includes a Chart of Immediate Response Actions appropriate for the school district/school.		
School District/School has developed Parent/Guardian/Student Reunification Procedures.		
The school district/school plan-Response section includes a copy of the Parent/Guardian/Student Reunification Procedures.		
The School District/School Incident Command Team "Toolbox" includes sufficient copies of the Emergency Release Card.		
School District/School has communicated the Parent/Guardian/Student Reunification Procedures to all staff, parents or guardians.		
The school district/school plan-Response section includes a copy of the Buddy System List.		
The School District/School Incident Command Team "Toolbox" includes a Media Communications Checklist.		
The School District/School Incident Command Team "Toolbox" includes an Initial Media Release Template.		

## Recovery Phase:

<b>Planning Element</b>	<b>Implemented (Y/N)</b>	<b>Incident Command Section Update Responsibility</b>
The school district/school plan-Recovery section includes short term interventions and long term solutions for recovery. It also addresses communication, psychological first aid, community crisis counseling response teams, administrative, and environmental issues.		
The school district/school plan-Recovery section addresses documentation of all actions, meetings, and decisions made throughout the life cycle of the incident.		
The school district/school plan-Recovery section addresses documentation (including photos) of any damage incurred for insurance purposes and possible disaster declaration assistance.		
The school district/school plan-Recovery section addresses implementation of the Succession Plan.		
The school district/school plan-Recovery section addresses review of the Incident After Action Report and necessary updates to the school district/school plan.		
School District/School has provided staff and parents or guardians with information on recognizing signs and symptoms of stress reaction in children.		
The school district/school plan-Recovery section addresses the debriefing of the School District/School Incident Command Team, including a separate briefing for superintendents/principals with an outside crisis counseling response team.		
The school district/school plan-Recovery section addresses safety concerns of the parents/guardians.		
The school district/school plan-Recovery section addresses Memorial Services, Permanent Memorials, and Anniversary Events.		
School District/School has developed a policy on the conduct of Memorial Services, Permanent Memorials, and Anniversary Events.		

The school district/school plan-Recovery section includes a copy of the school district/school Memorial and Anniversary policy.		
The school district/school plan-Recovery section addresses the environmental, both structural and sanitation/hygiene, issues after an incident.		
School District/School has outside assistance on their resource list for clean-up.		
The school district/school plan-Recovery section addresses the “First Day Back at School” including having Mental Health Teams on site, staff meeting, establishing a “Safe Room”, media management, and allowance of classroom discussion of the incident, as appropriate.		