

## **Section One: Minimum Requirements per Board of Education Rule 511 IAC 6.1-2-2.5**

### **1. Plan Developed in Consultation with Local Public Safety Agencies**

### **2. Appropriate Warning Systems**

- a. Suggested Practices
  - i. Light and sound fire alarms
  - ii. Plain language notification via intercom

### **3. Procedures for Notifying Other Agencies and Organizations**

- a. Suggested Practices
  - i. Clear protocol outlining who can call 911; notify office
  - ii. Dispatch test
  - iii. Phones are labeled with emergency information
    - how to dial 911 (if an outside line is needed 8+911)
    - room number should be listed

### **4. Posting of Evacuation Routes**

### **5. Emergency Preparedness Instruction for Staff and Students**

- a. Suggested Practices
  - i. Flipcharts
  - ii. Procedure to inform substitute/temporary staff
  - iii. Substitute/temporary staff lockdown procedure
  - iv. Documentation that policies and procedures have been reviewed
  - v. Staff should know location of the closest AED, pull station, exit door number, room number and school address

### **6. Public Information Procedures**

- a. Suggested Practices
  - i. Media releases prepared
  - ii. Positive messages/use of social networking
  - iii. Predetermined media staging area
  - iv. Spokesperson for corporation identified

## **Section Two: Response Protocols per Board of Education Rule 511 IAC 6.1-2-2.5**

### **1. Fire**

- a. Suggested Practices
  - i. Evacuation routes reviewed with local fire department
  - ii. Fire extinguisher training – staff, maintenance, transportation and/or food service staff
  - iii. Fire department participate in drills

### **2. Natural Disasters / Adverse Weather**

- a. Suggested Practices
  - i. Tornado
  - ii. Earthquake
  - iii. Flood

### **3. Nuclear Contamination**

### **4. Exposure to Chemicals**

### **5. Manmade Occurrences**

- a. Suggested Practices
  - i. Intruder/suspicious person
  - ii. Disruptive/unruly person
  - iii. Active shooter
  - iv. Weapon on campus
  - v. Student search
  - vi. Bomb threat/suspicious package
    - o Staff members trained to take bomb threat phone call
    - o Bomb threat protocol/checklist near main office phone
  - vii. Hostage
  - viii. Kidnapping

## **Section Three: Additional Indiana Codes Regarding School Safety**

### **1. Safe School Committee for the School Corporation; IC 5-2-10.1-12**

- a. Address unsafe conditions, crime prevention, school violence
- b. Provide professional development
- c. Methods to improve communications with community, staff, students

### **2. Drills**

- a. One tornado drill per semester (per IC 20-34-3-20)
- b. One manmade occurrence drill per semester (per IC 20-34-3-20)
- c. One fire drill per month (per Sec. 405.2, IFC)
  - i. Two fire drills can be replaced with a manmade occurrence or tornado drill
    - 1) Cannot replace the first fire drill of the year. (first 10 days of school)
    - 2) Replacement drills cannot be done in consecutive months
- d. Suggested Practices
  - i. Reverse evacuation/room clear/hallway lockdown
  - ii. Tabletop drills
  - iii. Functional and full scale exercises
  - iv. Training with local first responders
  - v. Drills conducted between classes/at lunch/arrival/dismissal

### **3. Provide floor plans to first responders; IC 5-2-10.1-12**

- a. Suggested Practices
  - i. Exits marked
  - ii. Interior rooms and hallways marked
  - iii. Location of hazardous materials
  - iv. Utility valve shutoffs marked on floor plans
  - v. Exterior doors are labeled inside and outside
  - vi. Encourage police/fire to walkthrough school buildings

### **4. Special needs students/staff**

- a. Autism training for school based police officers (per IC 20-26-5-31)
- b. Special provision made for special needs students/staff
- c. Suggested Practices
  - i. Accessibility of specialized equipment
  - ii. Implement "buddy system" ensuring these staff/students have person responsible for their safety
  - iii. Means of communication (EL signs)

### **5. Discipline rules prohibiting bullying; IC 20-33-8-13.5**

- a. Bullying prohibited
- b. Provisions for education, parental involvement, reporting, investigation, and intervention
- c. Implementation of policy (anonymous reporting, follow up, monitor hotspots)

## **Section Four: Additional Suggested Practices per School Safety Academy**

### **1. Threat assessment**

- a. Threat assessment protocol/assessment team
  - i. Forge partnerships with local law enforcement, State Police, Homeland Security and mental health specialists
  - ii. County Commission meetings strengthen partnerships in the community
- b. Online monitoring of school website and social media outlets
  - i. Anonymous reporting system allows students, staff and community to report “If you see something, say something”
  - ii. Student groups can help identify trends or ongoing concerns
- c. Familiar with sex offender registry
  - i. Bus stops
  - ii. Serious Sex Offender as defined in IC35-42-4-14

## **2. County Commission Established**

- a. Information sharing among schools, courts, first responders
- b. MOU’s established
- c. School/police liaison
- d. Pandemic planning – collaboration with local health department

## **3. Access Control**

- a. Exterior doors locked – be aware of “piggybacking” through secured doors
- b. Visitors guided to main office- empower staff to refuse entry
- c. Identification checked
- d. Name badges/visitor passes
- e. Staff members trained to report unauthorized persons
- f. First responders have access to building (knobbox, keycard, fob)
- g. Deliveries

## **4. Cameras/Radios**

- a. Appropriate locations
- b. Monitored
- c. Protecting people, not things
- d. Law enforcement access
- e. Additional batteries for radios

## **5. Mobile office/crisis kits**

- a. Copy of safety plan
- b. First aid kits
- c. Emergency contact information for staff/students
- d. Student release forms
- e. Emergency vests
- f. Paper/pens

## **6. Relocation protocol**

- a. Memorandum of understanding with offsite location
- b. Keys to access offsite location
- c. Transportation
- d. Emergency contact information for staff/students

- e. Reunification process

## **7. Death of student/staff**

- a. Notification process
- b. Crisis center established
- c. Counseling services available

## **8. After school events involving community organizations and sporting events**

- a. Clear posting of policies
- b. Announcements
- c. Crowd management
- d. Concussion information
- e. Rental agreements with documented safe zones

## **9. School as shelter**

- a. Transportation
- b. Memorandum of Understanding (MOU)
- c. Access control
- d. Supplies (water/food/radios)

## **10. NIMS/ICS**

- a. Clear outline of Incident Command Systems
- b. Duplication of responsibilities
- c. Key personnel trained in ICS 100/200 and IS 700/800
- d. Institutionalized ICS by using structure at all events (sporting events, prom, etc.)

## **11. Safety Equipment**

- a. AED's- removable
- b. Mass call system

## **12. Morning/Afternoon Procedures**

- a. Continued access control
- b. Supervision

## **13. Other**

- a. Site survey