

SAFE SCHOOL PLAN

What is a Safe School Plan?

A plan provides the school administration and teachers the means of dealing with threats to the safety of staff and students. The plan attempts to maintain a safe school and provide the means to restore order when it is needed.

Who is involved in writing a Safe School Plan?

A safe school committee (school employees – teachers, administrators, and educational support personnel) will look at and write short-term plans and long-term plans established by the state and local board. The safe school committee shall review this plan yearly or after any major incident.

Who implements Safe School Procedures?

The implementation should start with administration. There should be continuous practice of parts of the plan for example monthly fire drills, and possibly inclement weather activities. It has become the practice of certain districts to practice bomb threat drills, intruder alert (lock-down procedures) and others. School employees should have training yearly to clearly understand procedures and possible intercom codes for alerts. (Please be advised, some school systems are now calling their Safe School Plan “Multi-Hazard Plans”.)

Resources

Teacher Working Conditions Survey - <http://ncteachingconditions.org/>

NCAE Center for Teaching and Learning – angela.farthing@ncae.org

Your local UniServ Consultant can be contacted through your Association Representative

Some things to do if school personnel are assaulted:

- Notify the principal, supervisor or their designee
- Ensure that law enforcement is notified
- Secure medical assistance as needed. Remember to document injuries
- Identify the assailant(s) and victims(s). Isolate the assailants in a predetermined location
- Notify the guidance office so that they may address the student’s counseling needs
- Administration should have a replacement ready to teach the victimized teacher’s classes
- Administration should meet with faculty and staff, if necessary, to diffuse rumors and reassure them that proper procedures are being followed
- NCAE members should contact their NCAE UniServ as quickly as possible. If the victim is unable to call, the Association Representative should contact the UniServ to report that an episode of violence has occurred
- Request an Episode of Violence Report Form from the school or human resources office



School Safety Checklist

	Yes	No
1. There is a policy for dealing with violence and vandalism.	_____	_____
2. There is an incident reporting system.	_____	_____
3. The incident reporting system is available to all staff.	_____	_____
4. There is statistical information available as a scope of the problems at the school and in the community.	_____	_____
5. The school staff, the school board, and the community have discussed the current and anticipated safety issues in our schools.	_____	_____
6. Security is designed to meet the needs of this school.	_____	_____
7. Teachers, administrators, and support staff are aware of their rights and responsibilities under the law.	_____	_____
8. There is a working relationship with local law enforcement.	_____	_____
9. Students and parents are aware of expectations and the school discipline codes.	_____	_____
10. There are contingency action plans to deal with student disruptions and vandalism.	_____	_____
11. There is a policy for restitution or prosecution of perpetrators of violence and vandalism.	_____	_____
12. There is a plan in place for bomb threats that does not require school staff to search the building for explosives.	_____	_____