

EMERGENCY PLANNING STANDARDS FOR FLORIDA'S SCHOOLS

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Florida Department of Education
Office of Safe Schools

IMPLEMENTATION AND TRAINING

001

THERE IS A PROCEDURES MANUAL CONTAINING THE SCHOOL'S PROCEDURES FOR SECURITY, WHICH INCLUDES DETAILED INSTRUCTIONS FOR IMPLEMENTING THESE PROCEDURES; THE MANUAL IS ISSUED TO ALL PERSONNEL AND IS REVIEWED ANNUALLY AND UPDATED AS NECESSARY.

DISCUSSION: The school cannot operate safely without specific procedures for maintaining security. These procedures should be written and available to all staff, and should address, at a minimum, Registering Visitors, Weapons/Hostage Situations, Hazardous Materials, Bomb Threats, Evacuation, Student Violence, and Natural Disasters. Procedures are included which address Extended Day, Recreation, Itinerant Programs and Contractors, as appropriate.

007

THE SCHOOL HAS A DETAILED PROCEDURE FOR BOMB THREATS AND OTHER THREATS WHICH NECESSITATE EVACUATION AND POLICE INVOLVEMENT.

DISCUSSION: Apart from the obvious danger, bomb threats are disruptive and often cause "copy cat" behavior. Plans must emphasize safety through evacuation, search procedures, and telephone tracing procedures. Telephone tracing procedures must be checked on a periodic basis to ensure that they are operable, if needed. Plans also involve a review of attendance and disciplinary records to assist law enforcement investigations.

012

THERE ARE WRITTEN PLANS THAT SPECIFY PROCEDURES TO BE FOLLOWED IN EMERGENCY SITUATIONS, e.g., FIRE, DISTURBANCE, TAKING OF HOSTAGES, RIOT, ETC. THE PLANS MUST INCLUDE A THOROUGH ANALYSIS OF THE HAZARDS THAT THE SCHOOL COULD FACE, ADDRESS ALL PHASES OF AN EMERGENCY (PREVENTION/MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY) AND INCORPORATE AN INVENTORY OF CRITICAL FACILITIES/INFRASTRUCTURE. THE PLANS WERE DEVELOPED IN COLLABORATION WITH LOCAL EMERGENCY RESPONSE AGENCIES AND ORGANIZATIONS AND OTHER STAKEHOLDERS AS APPROPRIATE. THESE PLANS ARE MADE AVAILABLE TO ALL PERSONNEL AND THEY ARE REVIEWED AND UPDATED AT LEAST ANNUALLY.

DISCUSSION: The plans also designate who should implement emergency procedures. They should specify which personnel should be involved, when and

which authorities and media should be notified how the problem should be contained, and what should be done after the incident is quelled. The plans presuppose regular inspection and maintenance of specialized equipment necessary to implement the procedures. All personnel are familiar with the plans.

013

THE DISTRICT HAS A CRISIS MANAGEMENT TEAM THAT AIDS IN DEALING WITH PSYCHOLOGICAL AND EMOTIONAL TRAUMA REACTIONS, MAKING THE ADJUSTMENT AFTER CRISIS OCCURS, RE-ENTERING THE SCHOOL ENVIRONMENT AND OFFERS RECOMMENDATIONS FOR LONG-TERM SUPPORT.

DISCUSSION: The school and district must be prepared to deal with the aftermath of a critical incident. Trained personnel are available to the school upon request. The school administrators know the crisis team members. Planning has also been conducted with outside agencies to provide additional assistance as needed.

017

TRAINING HAS BEEN PROVIDED TO ALL STAFF REGARDING SECURITY AND CONTROL PROCEDURES. A SPECIAL EFFORT IS MADE TO INSURE THAT SUBSTITUTES AND STUDENT TEACHERS KNOW THESE PROCEDURES.

DISCUSSION: Procedures are of no value, if not implemented. All staff receive a minimum of one training session annually regarding security procedures. The principal, in accordance with the district record retention schedule, maintains documentation of this training.

018

SCHOOL PERSONNEL RECEIVE TRAINING IN CPR, FIRST AID AND THE USE OF LIFE-SAVING EQUIPMENT.

DISCUSSION: Schools must have staff trained and currently certified in CPR, first aid and the use of life-saving equipment. The names of the trained individuals are posted in prominent locations throughout the campus. Training is provided by the district.

022

AN ANNUAL SAFETY AND SECURITY ASSESSMENT IS CONDUCTED AT EACH SCHOOL.

DISCUSSION: An annual safety and security assessment is essential in order to ensure that appropriate actions and plans are maintained and ready throughout the certification period. Annual assessments are conducted by administrators from other schools and personnel from the district office. The results of the annual

assessment will be forwarded to the district office. The district on a random basis throughout the certification period will conduct spot review assessments checks.

027

A MOCK CRISIS DRILL IS CONDUCTED EACH SCHOOL YEAR.

DISCUSSION: Drills serve to reinforce roles and responsibilities of staff and students, enhance performance, and to reduce anxiety. Where possible, a drill is conducted early in the school year and is part of the annual assessment. A mock crisis drill will also be performed with each certification review. Schools may have unanticipated evacuations/lockdowns or other crisis responses based upon real, or falsely reported emergency situations. The results of responses from these situations will also be recorded on the district's "Mock Drill Report." One or more of these type of recorded events may meet the requirement of a mock drill if approved by the area superintendent and district security office.

VIOLENCE PREVENTION

032

THE SCHOOL HAS A PROCEDURE REGARDING VISITORS ON CAMPUS.

DISCUSSION: Individuals not properly received at the school's central admittance point pose a significant risk to safety and security. Visitors not wearing the school's visitor I.D. are immediately escorted to point of registration or off campus. Substitute teachers shall be given an identification card identifying them as such. The school has a procedure for the return and/or accounting of the visitor I.D.s. Procedures are in place governing contractors or other outside service personnel.

033

THE SCHOOL HAS A SUPPORTIVE CLIMATE THAT APPRECIATES RACIAL, CULTURAL AND OTHER FORMS OF DIVERSITY.

DISCUSSION: Written procedures alone will not stop or prevent harassment. Students must be educated regarding the school's harassment policy (including sexual harassment) and involved in prevention strategies. The school demonstrates programs and opportunities which foster understanding of others' differences.

034

THE SCHOOL HAS PROGRAMS IN PLACE TO ADDRESS/PREVENT/MITIGATE BULLYING, INTIMIDATION AND HARASSMENT OF STUDENTS AND STAFF. TRAINING IS PROVIDED TO STAFF AND SECONDARY SCHOOL STUDENTS ON THE EARLY WARNING SIGNS OF VIOLENCE.

DISCUSSION: Each school must have a system in place to identify the early warning signs of student violence and to reduce the number of violence risk factors. Such programs include: closed-campus lunches in high schools, structured playground activities, behavioral monitoring, behavioral counseling, student empowerment programs, extended day programs and school reorganizations, tutoring, mentors and Saturday classes.

035

THE SCHOOL IMPLEMENTS THE DISTRICT'S PROCEDURE THAT ADDRESSES SEXUAL PREDATORS AND SEXUAL OFFENDERS NEAR CAMPUS AND BUS STOPS CONSISTENT WITH CHAPTERS 775.21 and 948.03 F.S.

DISCUSSION: The safety of the school and community is the responsibility of each and everyone of us. Suspicious individuals around a bus stop or a playground should be reported to the principal and to local law enforcement. When a known sexual predator or offender lives near a school bus stop, the principal or designee will contact the district office and jointly make a determination regarding whether the stop is to be moved.

037

WRITTEN PROCEDURE GOVERNS THE CONTROL AND USE OF TOOLS, UTENSILS AND CHEMICALS.

DISCUSSION: Tools, utensils, and chemicals which could be used as weapons should be secured and inventoried and not be accessible to students without appropriate supervision.

042

SECONDARY SCHOOL STUDENTS ARE TRAINED IN CONFLICT RESOLUTION METHODS, MEDIATION, OR OTHER VIOLENCE PREVENTION TECHNIQUES.

DISCUSSION: Students should receive training in methods of conflict resolution, which reduce violence and increase harmony on the school campus. The school actively promotes and emphasizes these programs and techniques.

047

EACH STUDENT RECEIVES A CODE OF STUDENT CONDUCT AND DISCIPLINE. ITS CONTENTS ARE DISCUSSED WITH ALL STUDENTS.

DISCUSSION: The Code of Conduct is covered thoroughly in assemblies and/or individual classes. Schools demonstrate an effort to explain and reinforce the importance of the Code. Prohibited items are outlined for all students

052

THE DISTRICT/SCHOOLS HAVE A COOPERATIVE AGREEMENT WITH THE DEPARTMENT OF JUVENILE JUSTICE TO PROVIDE SERVICES ON THE CAMPUS OF MIDDLE AND HIGH SCHOOLS.

DISCUSSION: Many students are under Court ordered supervision. Information regarding these students should be freely exchanged, as permitted by State Statutes and inter-agency agreements. Space should be provided for DJJ staff to be located on each campus where there is a significant community control population. Schools know the name and telephone number of the Juvenile Probation Officers assigned to their student population. Violations of all court orders are reported in an expeditious manner.

057

INDIVIDUALS WHO DISRUPT THE CAMPUS OR POSE A THREAT TO THE SAFE ORDERLY ENVIRONMENT OF THE SCHOOL ARE LEGALLY RESTRICTED FROM THE ENTERING ONTO SCHOOL PROPERTY.

DISCUSSION: Written procedures regarding trespass warnings are in place and available to all administrative staff. Law Enforcement is contacted whenever an individual remains on school property after being noticed to leave. Actions against trespassers will take place at the direction of the principal.

062

STUDENTS MAKING THREATS OF VIOLENCE RECEIVE DISCIPLINARY ACTION AND ARE HANDLED IN ACCORDANCE WITH DISTRICT PROCEDURES.

DISCUSSION: Threats of violence might well be a precursor to violent acts. Each student making a threat receives disciplinary action in accordance with the Code of Student Conduct. The degree of each threat is assessed and discussed with the student's parent or guardian. School personnel are familiar with and follow the district procedure for "Intent to Harm Self or Others." That document is placed in the school's procedure manual and referenced to standard 062. Referrals to community agencies are made as appropriate.

EMERGENCIES & DISASTERS

065

WRITTEN PROCEDURES PROVIDE FOR SEPARATE LOCATIONS FOR MEDIA OPERATIONS, STUDENT ASSEMBLY, AND PARENT REQUEST/ RELEASE AREAS IN THE EVENT OF AN EMERGENCY WHERE STUDENTS ARE EVACUATED FROM CAMPUS BUILDINGS.

DISCUSSION: Emergencies at a school will likely draw concerned parents and the media. Separate areas for parents and the media need to be pre-established. The locations should be accessible and a sufficient size to accommodate a large number of parents. The principal's designees should be assigned to each site to answer questions. Communication with the school site is maintained.

066

CONTINGENCY PROCEDURES HAVE BEEN DEVELOPED IN CONJUNCTION WITH THE DISTRICT TO ADDRESS FACILITIES THAT ARE NOT AVAILABLE TO STUDENTS AND STAFF DUE TO DAMAGE, CONTAMINATION, USE AS AN EMERGENCY SHELTER, ETC. SIMILAR PROCEDURES HAVE BEEN DEVELOPED WITH DISTRICT INVOLVEMENT IN THE EVENT MANY TEACHERS OR STAFF ARE NOT AVAILABLE (AS IN A LARGE-SCALE DISASTER).

DISCUSSION: In a large-scale disaster or emergency, buildings or entire campuses may become unusable. Plans for re-opening schools in alternative locations are an important part of disaster planning. Similarly, plans must be available to staff facilities when the regular staff may be effected by the event and therefore, unable or unwilling to report for work.

067

WRITTEN PROCEDURE PROVIDES FOR COMMUNICATION WITH EMERGENCY SERVICES AND THE DISTRICT OFFICE IN THE EVENT OF AN EMERGENCY.

DISCUSSION: Emergency numbers must be readily available. In emergency situations, when conventional means of communication may be disrupted or are not recommended, the school has a plan to communicate with faculty, with emergency services, and the district office.

072

PROCEDURES EXIST FOR DEALING WITH SPILLS OF HAZARDOUS TOXIC MATERIALS. THE PROCEDURES SHOULD ADDRESS AT A MINIMUM RECOGNITION OF AN EVENT, EVACUATION AND ACCOUNTABILITY MEASURES, SHELTER-IN-PLACE, AND INCIDENT COMMAND STRUCTURE.

DISCUSSION: Serious threats exist related to toxic and hazardous material spills. Clear and detailed plans related to toxic/hazardous spills must exist for each school. Questions related to hazardous materials are resolved by local officials or the "North American Emergency Response Guide Book" (<http://www.cfdonline.org/gydebook.htm>).

077

EACH SCHOOL HAS A SECURITY TEAM TRAINED (CRITICAL INCIDENT COMMAND) IN ALL POLICIES AND PROCEDURES RELATED TO SAFETY AND SECURITY.

DISCUSSION: The safety of the school greatly depends upon the school's security team. Members are selected by the principal and may include the SRO, assistant principals, campus advisors, and other personnel as appropriate. The faculty knows and can readily identify the security team members and follow their direction. Each security team member has at least two identified back-ups.

082

EACH SCHOOL HAS A DETAILED MAP OF THE CAMPUS READILY AVAILABLE FOR EMERGENCY PERSONNEL.

DISCUSSION: Emergency personnel may not be familiar with the campus. A number of detailed maps should be available in administrative areas and in security manuals. Various maps must clearly show the campus buildings, entrance and egress, fenced areas, out buildings, electrical and mechanical areas and the schools position to access streets and intersections. Maps should also be on file with the local law enforcement agency, security department and with the Area Superintendent (235.192 F.S.)

087

EACH SCHOOL HAS A DETAILED PROCEDURE REGARDING MEDIA CONTACTS

DISCUSSION: Any emergency situation will generate media attention. One individual from the school's security team is designated to speak with the media regarding emergency situations. The media can also be used to assist with parental and student notifications. School procedures also outline the reporting responsibility to the district office. Media releases should be coordinated with any emergency agencies responding to a situation on campus.

092

PROCEDURES EXIST FOR WIND AND OTHER WEATHER HAZARDS COMMON IN FLORIDA. PROCEDURES SPECIFICALLY IDENTIFY ADEQUATE "SAFE AREA" SPACE AND CLEARLY OUTLINE EVACUATION PROCEDURES. WHERE THE SCHOOL HAS BEEN DESIGNATED FOR USE AS AN EMERGENCY SHELTER, STAFF AND ADMINISTRATORS ARE TRAINED IN THEIR ROLES AS SHELTER MANAGERS.

DISCUSSION: Serious threats exist related to hurricanes, tornadoes, and major storms. Clear and detailed plans must exist for each school. Those sites designated as an emergency shelter have additional plans which outline staff

assignments, duties, and specific security and safety procedures related to the responsibilities of their emergency shelter.

PROTECTION OF STUDENTS & STAFF

097

THE SCHOOL HAS ONE CENTRAL POINT FOR RECEIVING ALL VISITORS.

DISCUSSION: Central control is essential for limiting access to the school campus. All visitors should be checked-in and issued a guest pass from one location. Visitors should then be escorted to their destination. Times of entry and exit should be recorded. Passes are collected upon the guest's departure.

100

THE SCHOOL HAS PROCEDURES THAT EXTEND SECURITY STANDARDS TO SCHOOL TRANSPORTATION AND SCHOOL-SPONSORED EVENTS.

DISCUSSION: Emergencies can and do happen involving school sponsored transportation. Appropriate procedures must be in place, bus drivers are held to the same level of accountability in knowing and carrying out plans as are school faculty and staff. Plans must also be in place for school sponsored events, including sporting events and dances.

102

THE SCHOOL HAS A PROCEDURE REGARDING THE RELEASE OF STUDENTS TO PARENTS, GUARDIANS, OR OTHER PERSONS

DISCUSSION: Once in school, students are the responsibility of the principal. Early release must be governed by a strict sign-out procedure to ensure the students' safety. Identification checks are done where school personnel do not personally know the parent/guardian.

107

THE SCHOOL HAS WRITTEN PROCEDURES REGARDING INTERVIEWS OF STUDENTS BY LAW ENFORCEMENT AND THE DEPARTMENT OF CHILDREN AND FAMILIES.

DISCUSSION: Once in school, students are the responsibility of the principal. Staff must be aware of the roles and responsibilities of state and local agencies. Care must be taken to safeguard the rights of students while ensuring our full cooperation with state and local agencies.

112

THE SCHOOL HAS A WRITTEN PROCEDURE WHICH COVERS PARENTAL NOTIFICATIONS REGARDING ISSUES OF STUDENT SAFETY.

DISCUSSION: The principal has an obligation to notify parents/guardians of issues, which may effect the student's safety and well being. Statements/threats regarding suicide, homicide, gang activity, fear of harm on or off school property, must be reported to the parent/guardian (unless abuse allegation involving parent/guardian has been communicated) and to law enforcement if appropriate.

117

WRITTEN PROCEDURES ARE FOLLOWED REGARDING CLASSROOM AND STUDENT SUPERVISION.

DISCUSSION: Classrooms should never be left unsupervised. During class change, adequate supervision is provided.

118

SUPERVISION AND SECURITY IS SUCH THAT STUDENTS FEEL SAFE IN ALL AREAS OF THE CAMPUS WHICH ARE AVAILABLE FOR STUDENT TRAFFIC AND/OR ACTIVITIES.

DISCUSSION: Students, nor staff should feel that there is an area "owned" by a group or individual which threatens any one individual's daily activities. School administrators should take formal and/or informal polls on this issue to determine if such areas exist. Incident/disciplinary reports should not indicate that one area has a high incidence of violent acts without corrective action being taken.

122

WRITTEN PROCEDURE PROVIDES THAT ALL STUDENTS INJURED IN AN INCIDENT RECEIVE IMMEDIATE ATTENTION. PARENTS ARE NOTIFIED AS APPROPRIATE.

DISCUSSION: For minor injuries, students should be referred to the school nurse for assessment. Emergency medical personnel are summoned where there is indication of serious injury. Parents are notified of any significant injury.

127

WRITTEN POLICY AND PROCEDURE LIMITS THE USE OF PHYSICAL INTERVENTION/FORCE TO INSTANCES OF SELF-PROTECTION, PROTECTION OF STUDENTS OR OTHERS, PROPERTY DAMAGE, AND IN ACCORDANCE WITH APPLICABLE STATE STATUTES. A WRITTEN

REPORT IS SUBMITTED TO THE PRINCIPAL EACH TIME PHYSICAL INTERVENTION/FORCE IS USED.

DISCUSSION: Staff should avoid physical contact with students. Only in wholly justifiable instances may physical intervention/force be used. When physical force is used a report is made to the principal.

132

WRITTEN PROCEDURE GOVERNS STUDENT SEARCHES.

DISCUSSION: Searches of students, lockers and vehicles are conducted when there is reasonable suspicion that the student has contraband and is in violation of the district's Code of Student Conduct. Unless there is a weapon involved, the student should be asked to show any concealed items in pockets, etc. Full or partial "strip searches" are prohibited. Entrances to the campus shall post notice that vehicles may be subject to search. The school has in place a procedure to search for weapons, which involves the SRO or local law enforcement agency.

137

WRITTEN PROCEDURE GOVERNS SAFETY AND SECURITY PRECAUTION PERTAINING TO SCHOOL STAFF VEHICLES.

DISCUSSION: Motor vehicles on school grounds represent potential danger and threats to security. All staff should be required to lock their vehicles. No weapons or illegal contraband is permitted to be in vehicles while on the school campus. Possession of a concealed weapons permit does not remove this prohibition.

142

WRITTEN PROCEDURE GOVERNS KITCHEN SECURITY FOR THE SCHOOL

DISCUSSION: The school kitchen, without adequate safeguards, can pose a threat to safety and security. The kitchen also is a prime target for theft.

147

A 24-HOUR TOLL-FREE HOT LINE IS PROVIDED TO REPORT ISSUES OF CRIME AND VIOLENCE.

DISCUSSION: All schools should have an anonymous "hot line" to report issues of safety and to prevent criminal activity on campus. The hotline number is discussed with students in covering the Code of Conduct and is clearly and frequently posted throughout the school and in the student Code of Conduct.

152

SAFETY AND SECURITY ON SCHOOL BUSES IS MAINTAINED THROUGH JOINT EFFORTS BETWEEN SCHOOL ADMINISTRATORS AND STUDENT TRANSPORTATION SERVICES.

DISCUSSION: Regular meetings involving bus drivers, transportation supervisors, and school administrators are conducted to assess safety and security and to ensure that the Code of Student Conduct is being fully enforced on school sponsored transportation. Meetings, a minimum of 3 annually, are of particular importance at the beginning of the school year. Transportation personnel are aware of their role for incidents involving safety and security.

157

PROCEDURES DEALING WITH LOST OR MISSING STUDENTS INCLUDE BOTH TRANSPORTATION AND SCHOOL PERSONNEL.

DISCUSSION: Missing students pose an emergency situation for both school and transportation personnel. Procedures shall address one central point of contact. Schools and the transportation department must share emergency contact information to ensure that information is exchanged before and after normal hours of operation.

162

PROCEDURES AND MATERIALS ARE IN PLACE TO CONTROL EXPOSURE TO BLOODBORNE PATHOGENS AND BODY FLUIDS.

DISCUSSION: The school has a procedure which addresses bloodborne pathogens. All staff receive training in the procedure and are familiar with the location of bloodborne pathogen kits and the materials and methods necessary to protect others from infection.

163

PROCEDURES ARE IN PLACE WHICH GOVERN THE ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS.

DISCUSSION: The school has a procedure which strictly controls the administration of medications to students. The procedure outlines who may administer medications, the training and certification of such persons, security procedures for medications and procedures for making medications available to students in emergency situations.

PHYSICAL PLANT

167

WRITTEN PROCEDURE PROVIDES FOR REGULAR INSPECTION AND MAINTENANCE OF SECURITY DEVICES; CORRECTIVE ACTION IS INITIATED WHEN NECESSARY.

DISCUSSION: A minimum of once each month, all locks, windows, doors, and other security devices are carefully screened to ensure they are operational. This check is recorded and deficiencies reported to the principal. Emergency keys are available to police and fire personnel for after-hour access. All SROs have been issued a master key.

172

WRITTEN POLICY PROVIDES FOR STAFF TO INSPECT THE CAMPUS DAILY AND SUBMIT A NOTICE OF DEFICIENCY TO THE PRINCIPAL.

DISCUSSION: Inspections help to maintain a good quality environment. Repairs and removal of any graffiti should be done on a daily basis. The head custodian's log should document inspections, deficiencies and requests. Repairs requiring district attention should be reported as they are located.

177

ENTRANCE TO THE CAMPUS IS LIMITED TO THE DEGREE THAT THE PHYSICAL SETTING ALLOWS.

DISCUSSION: Safety measures, including fencing and other physical barriers should take into account conditions in the neighborhood and surrounding community, including crime and hazardous conditions. Existing fencing and locks should be in good order.

182

LANDSCAPING OR OTHER PHYSICAL BARRIERS DO NOT OBSTRUCT THE VIEW OF AREAS WHICH ROUTINELY HAVE STUDENTS.

DISCUSSION: High bushes or other landscaping close to buildings pose a serious threat to safety and security. Landscaping in remote areas of the campus, where students or intruders can hide, must be identified and removed or be made off limits.

187

SAFETY/SECURITY MATERIALS ARE USED IN ALL REPAIRS AND REPLACEMENTS RELATED TO CAMPUS SECURITY CONSISTENT WITH THE CURRENT BUILDING CODES.

DISCUSSION: Windows, doors, locks, and other items of security are identified and replaced with materials which inhibit break-ins or any reoccurrence of damage. Stand-alone buildings which house items of any significant value, or hazardous items or materials are also secured in this manner.

188

THE DISTRICT CONDUCTS AN ANNUAL SAFETY REVIEW OF ALL EDUCATION AND ANCILLARY PLANTS TO INSURE COMPLIANCE WITH THE STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (SREF), FIRE, SANITATION AND SAFETY CODES.

DISCUSSION: The school principal is responsible for correcting deficiencies noted in both this certification review and in the annual security and safety review in a timely manner. All corrections for SREF compliance violations beyond the control of the principal must be submitted to the District in the form of a work order. Identifying deficiencies will assist in developing budget requests for issues of safety and security. Law enforcement, fire department and school personnel have conducted an annual safety check of the school within the past 12 months.

192

DEFICIENCIES NOTED IN THE SECURITY CERTIFICATION PROCESS AND IN THE ANNUAL FIRE SAFETY INSPECTION, SANITATION AND CASUALTY SAFETY INSPECTION AND SECURITY EVALUATION ARE CORRECTED AS SOON AS POSSIBLE. IN ALL CASES, PRIOR TO RECERTIFICATION, DEFICIENCIES WITH A SIGNIFICANT FINANCIAL IMPACT ARE FORWARDED IN THE FORM OF A BUDGET REQUEST TO THE DISTRICT OFFICE.

DISCUSSION: The school principal is responsible for correcting deficiencies noted in both this certification review and in the annual security and safety review in a timely manner. Identifying deficiencies will assist in developing budget requests for issues of safety and security.

193

ALL BUILDINGS ARE PROPERLY SECURED AT NIGHT AND WHEN UNOCCUPIED BY SCHOOL STAFF TO PREVENT UNLAWFUL ENTRY.

DISCUSSION: Unsecured doors and windows invite unlawful entry, theft and vandalism. Reports to the security department regarding unlocked/unsecured buildings are carefully monitored. Appropriate action is taken for staff failure.

194

THERE IS A KEY CONTROL PROGRAM THAT ACCOUNTS FOR KEYS TO ALL BUILDINGS, ROOMS AND GATES.

DISCUSSION: A key control program is critical to campus security. Schools must maintain clear records of who has keys and to what areas. All keys are collected upon an employee's termination or transfer. Master keys are limited to those having an absolute need. Surplus keys are secured in a locked box, safe, or other secure area. A detailed log is maintained by each school. Keys are not given, nor accessible to students at any time.

195

THE SCHOOL HAS NO UNCORRECTED DEFICIENCIES FROM DISTRICT'S SAFETY INSPECTION AND IS IN FULL COMPLIANCE AT THE TIME OF THE SECURITY AUDIT.

DISCUSSION: Safety and security are hand in glove constructs that can not be separated. The school maintains safety practices and procedures throughout the year. In addition to a satisfactory safety report, no safety hazards are observed or noted during the security review.

COMMUNITY INVOLVEMENT

196

SCHOOL ADMINISTRATORS ARE FAMILIAR WITH COMMUNITY RESOURCES AND MAKE REFERRALS AS APPROPRIATE.

DISCUSSION: Violence prevention is not the sole responsibility of the school. Family and community must play a major role in ensuring that students receive the guidance and assistance they need. Administrative staff know what resources the community has for troubled youth and how to access these resources. Additionally, administrators are familiar with Florida Statutes regarding involuntary admission to mental health and substance abuse facilities, as well as the toll free numbers to report abuse and neglect.

197

SCHOOL RESOURCE OFFICERS RECEIVE THE SAME SUPPORT AND CONSIDERATIONS AS ANY OTHER FACULTY MEMBER.

DISCUSSION: School Resource Officers are vital to campus security and an important part of the faculty. Provisions for adequate office space, telephone, computer access, and parking are necessary to allow the SRO to maximize resources. The SRO has been issued a master key to the school. Schools have conferences/contact with the SRO's immediate supervisor at least twice during the school year to discuss security, performance and other issues of mutual concern.

198

IN ACCORDANCE WITH S. 231.0851, F.S. SCHOOL PRINCIPALS REPORT DATA CONCERNING SCHOOL SAFETY USING DOE APPROVED STANDARDIZED FORMS.

DISCUSSION: Information must not be sanitized. It should include such information as incidents on crime and misbehavior, trends over time, comparisons to the community and steps taken to improve safety. The school reviews discipline information on a regular basis to ensure its accuracy. District-wide data will be reviewed for consistency.

202

PARENTS AND THE COMMUNITY ARE INVOLVED IN ISSUES OF SCHOOL SAFETY.

DISCUSSION: Parents and community leaders are invited to participate in meetings and discussions on the topic of school safety. School safety procedures are discussed and input and volunteerism are encouraged.