

*Escambia County School District  
School Safety and Security Best Practices  
2002*

***SCHOOL SAFETY AND SECURITY***

| <i>Goals, Best Practices</i>  | <i>Yes</i> | <i>No</i> | <i>N/A</i> | <i>Explanation/<br/>Documentation</i>   | <i>Corrective Action</i>                           | <i>Fiscal<br/>Impact<br/>and<br/>Timeline</i> |
|---|------------|-----------|------------|---|--|---|
| <b><u>Goal A:</u></b> The school district ensures that its safety and security program has clear direction and is effective at meeting its intended purpose in a cost-efficient manner. |            |           |            |   |  |   |
| 1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.                  | <b>X</b>   |           |            | <p>Safety committees at both the district and school level regularly review issues involving safety &amp; security. In addition, the district utilizes the following in addressing safety and security issues:</p> <ul style="list-style-type: none"> <li>▪ Data from the workers' compensation program</li> <li>▪ School Environmental Safety Incident Report, (through Alternative Education Department)</li> <li>▪ Findings from review performed by loss control consultant.</li> </ul> <p>The Strategic Plan does include a general goal – “A Safe Learning &amp; Working Environment”. However, there are no specific, district wide objectives or standards by which to measure effectiveness.</p> | Develop specific goals with measurable objectives. | 1/30/03                                       |

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| 2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes. | <b>X</b>   |           |            | Staffing levels and organizational structure are reviewed at least annually. The findings of this review are reflected in the Personnel Planning Document and the District Staffing Allocation. Staffing levels are based on standards set forth by the Southern Association of Colleges & Schools.<br><br>While safety & security are factors in determining staffing, it is not specifically cited in the process.<br><br>Lines of authority and control are specified in the Defined Job Descriptions and Responsibilities. | Determine best way to incorporate safety & security objectives in organizational structure by reviewing staffing process. | 1/30/03                                       |

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|---|------------|-----------|------------|---------------------------------------|--------------------------|---|
| <u><b>Goal B:</b></u> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees. |            |           |            |                                       |                          |   |

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| <p><b>1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.</b></p> | <p><b>X</b></p> |           |            | <p>School safety and security issues are addressed in the following documents:</p> <ul style="list-style-type: none"> <li>▪ District Safety Policies, (Revised 1994)</li> <li>▪ Crisis Management Guidelines</li> <li>▪ School Improvement Plan Guidelines</li> <li>▪ Escambia School District Rules</li> <li>▪ District Transportation Policies</li> <li>▪ School Resource Officer Contracts</li> </ul> <p>The evaluation of the principal's performance is not specifically addressed in any of these documents. Their performance is addressed, although not specifically, in the Performance Appraisal Instrument.</p> <p>Safety and security issues for school sponsored events are not specifically addressed.</p> <p>The District Communication Plan addresses the process by which parents and the local community will be instructed in how to respond to emergency incidents.</p> | <p>Review and revise the District Safety Policies.</p> <p>Include policies and procedures in all appropriate policies and procedures.</p> <p>Include performance standards regarding safety &amp; security in principal's annual evaluations.</p> | <p>03/30/03</p> <p>03/30/03</p> <p>01/30/03</p> |

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|--|------------|-----------|------------|---|---|---|
| 2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures. | X          |           |            | <p>The district has a Crisis Management Guideline that addresses all appropriate situations, including those listed as basic indicators and attacks against schools or students.</p> <p>The district does not have a mechanism by which it can contact all schools simultaneously.</p> <p>The district does have a media communication plan. However, it does need to be updated to include:</p> <ul style="list-style-type: none"> <li>▪ Specific information regarding how it will communicate information to parents.</li> <li>▪ Identifying how media staging areas will be set up.</li> </ul> <p>The guidelines do include appropriate contact information, evacuation procedures and instruction regarding the activation of the counseling crisis management team. This program is run through the District Guidance Office.</p> | <p>Research systems for simultaneous communication with all sites.</p> <p>Review and revise District Communication Plan</p> | <p>01/30/03</p> <p>01/30/03</p>               |

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| <b>3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.</b> |            |           |            | <p>The need to revise the District Safety Policies is discussed above, (B, 1).<br/>The Superintendent's Task Force on School Security &amp; Safety recently reviewed the Crisis Management Guideline. This group included district administrative staff, school administration and area public safety representatives.</p> <p>The District Safety Policies and the Crisis Management Guidelines are provided to all schools and sites, but not to SACs. They are available to the public, but not in electronic format.</p> | <p>Implement recommendations based on findings of the recent review of the Crisis Management Guidelines, (report attached).</p> <p>Provide documents to all SACs and request input when conducting annual review.</p> <p>Include appropriate safety &amp; security information on web site. (This will not include sensitive security details.)</p> | <p>To be determined</p> <p>09/01/02</p> <p>06/30/03</p> |
| <b>4. The district provides emergency response agencies with floor plans and blueprints as appropriate.</b>                    |            |           |            | <p>The district is in the process of developing a computer based emergency response tool, which will include site plans. This program will be available to all appropriate public safety agencies.</p> <p>Hard copies of site plans are available through Facilities Planning.</p>  | <p>Finish development of program and distribute to public safety agencies.</p>  | <p>06/30/03</p>   |

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| 5. <b>The district and each school regularly practice emergency responses based on potential hazards at each site.</b>   | <b>X</b>   |           |            | <p>Schools within the district do conduct regular fire drills and occasionally, lock-down drills. These mandated drills are verified by use of a monthly drill report submitted to the District Safety Coordinator.</p> <p>It was determined during the recent review of the Crisis Management Guidelines that no comprehensive threat/vulnerability analysis had been conducted for individual schools.</p>  | <p>Require each school to conduct a major drill at least once each year.</p> <p>Implement an annual district-wide disaster drill.</p> <p>Conduct a threat/vulnerability analysis for each school and site.</p> | <p>05/30/03</p> <p>06/30/03</p> <p>12/30/03</p> |
| 6. <b>The district's Master Plan for In-Service Training identifies district and school personnel who need safety training and provides an appropriate level of safety training for all personnel.</b> | <b>X</b>   |           |            | <p>All training is coordinated through Staff Development and is included in the Master Plan for In-Service Training. However, there could be better oversight by the Safety, Health &amp; Environmental Coordinator.</p> <p>The District utilizes all appropriate training resources from D.O.E and other such agencies.</p> <p>It is the responsibility of principals and department heads to identify training needs and maintain records, as well as providing necessary safety equipment.</p> | <p>Implement process by which the SH&amp;E Coordinator ensures all necessary training is being conducted.</p>  | <p>06/30/03</p>                                 |

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| <b><u>Goal C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.</b> |            |           |            |  |                          |   |
| <b>1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.</b>            | <b>X</b>   |           |            | The District's disciplinary policies & procedures are contained in several documents: <ul style="list-style-type: none"> <li>▪ Student Rights &amp; Responsibilities Book</li> <li>▪ Dean's Resource Guide</li> <li>▪ Counseling Policy &amp; Procedures</li> <li>▪ SRO Contract</li> <li>▪ District Rules &amp; Procedures</li> </ul> |                          |   |
| <b>2. The district revises its code of student conduct and informs all stakeholders as to the final product.</b>                              | <b>X</b>   |           |            | The Student Rights & Responsibilities Book is reviewed and revised as necessary each year. The review committee includes principals, students, teachers and parents.   |                          |   |

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| <b><u>Goal D:</u> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.</b> |            |           |            |  |                          |   |
| <b>1. Each school has a system in place to identify the early warning signs of student violence.</b>                                  | <b>X</b>   |           |            | <p>The District addresses this issue at several different levels:</p> <ul style="list-style-type: none"> <li>▪ Violence prevention training for instructional and support staff</li> <li>▪ Student level training through the D.A.R.E. program, SROs, Stop &amp; Think, and other such peer level programs</li> <li>▪ Alternative education programs – ICARE, (elementary), A.V. Clubbs (middle school), charter high schools</li> <li>▪ Counselors at all schools</li> <li>▪ Licensed mental health counselors, both in-house and via contracted outside services</li> <li>▪ Maintaining legal confidentiality of student’s mental health information</li> </ul> <p>The issues are all addressed in the documents listed in C, 1 above.</p> |                          |   |

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| 2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community. | X          |           |            | <p>The District does involve the community in its efforts to promote safety:</p> <ul style="list-style-type: none"> <li>▪ Cooperative agreement with the Department of Juvenile Justice through the Alternative Education Department</li> <li>▪ Parents, students, teachers, representatives from public safety and health agencies, as well as other community stakeholders serve on numerous committees involving safety and security, including the Safe &amp; Drug Free Schools Advisory Council.</li> <li>▪ Parents are informed of health requirements via a letter each year at registration. Also, students' compliance with health issues is tracked via school nurse monitoring, review of health reports and TERMS.</li> </ul> |                          |   |

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| 3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school. | X          |           |            | <p>The district does conduct a limited assessment of hazards at schools. This is done through the annual SREF inspections, safety committee inspections, health department inspections, etc.</p> <p>In addition, the Safe &amp; Drug Free Schools and Save Our Schools programs also address some of these issues through its violence prevention program.</p> <p>However, as stated above, a more thorough threat/vulnerability analysis needs to be conducted at all schools.</p> | Conduct threat/vulnerability analysis at all district schools. | 12/30/03                                      |

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| 4. <b>Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.</b> | X          |           |            | <p>The district has implemented appropriate violence prevention programs through its Alternative Education and other appropriate departments.</p> <p>The district does track criminal charges and convictions as provided for in 230.335, Florida Statutes.</p> <p>As mentioned above, there is a Safe &amp; Drug Free Schools Program in place.</p> <p>The District does involve appropriate public and private agencies in this effort and reviews all programs on an annual basis. However, these results have not been published.</p> | Publish results of the performance review of the District's efforts through the Safe & Drug Free Schools Program. | 06/30/03                                      |

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| <b>5. The district has crime watch and school safety hotlines available in all schools.</b>  | X          |           |            | <p>In conjunction with law enforcement, the District has implemented Crime Stoppers, Youth Crime Watch, and the Be Brave Program.</p> <p>Information regarding these programs has been disseminated throughout the school.</p>  |                          |   |
| <b>6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. <sup>1,2</sup></b> | X          |           |            | <p>The District's Safe &amp; Drug Free Schools Program addresses this issue, as well as 2<sup>nd</sup> Step, Stop &amp; Think and other peer programs. Curriculum materials purchased to support these programs are considered proven programs by the state and meet the Principles of Effectiveness and have been approved by the Board.</p> <p>Students are involved in this effort through student councils, PTSAs and other similar programs.</p> <p>Student dress codes are addressed in the Student Rights &amp; Responsibilities Book.</p> |                          |   |

<sup>1</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

<sup>2</sup> This includes programs such as "Blueprints" from the Center for the Study and Prevention of Violence, the Safe and Drug Free Schools Resource Center. NOTE: There are many sites for these kinds of programs, so the district may use something else.

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| <b><u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.</b>                                   |            |           |            |   |  |   |
| <b>1. The district conducts an annual review of all relevant health and safety issues for each educational facility.<sup>3</sup></b> | <b>X</b>   |           |            | <p>The District’s certified inspector conducts annual safety and health inspections based on SREF regulations. Findings of these inspections are reported the Board.</p> <p>The District utilizes the finding of the inspections and other assessments in to develop plans for correcting deficiencies in a timely manner. However, it should be noted that some corrective actions and repairs are delayed by budgetary constraints.</p> <p>Principals through TERMS and Risk Management reporting documents report school level safety and discipline data.</p> <p>Currently, the findings of these inspections and assessments are not reported to the public or stakeholders.</p> | Implement process by which the findings of all safety and security assessments are reported to students, parents, staff and the public on an annual basis. | 06/30/03                                      |

<sup>3</sup> Conducting this self-assessment as required in s. 985.401, F.S., does not meet the requirements of this practice.

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| 2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.      | X          |           |            | <p>The district has begun utilizing the concept of safe school designs in its most recent construction and renovation efforts.</p> <p>However, it has not incorporated CPTED principles as a specific standard in this process.</p>   | Incorporate CPTED safe school designs in all construction, renovation and maintenance efforts within the district.                     | 06/30/03                                      |
| 3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors. | X          |           |            | <p>District policies and procedures do address access to schools and students, including the release of students to parents, guardians and other persons.</p> <p>The recent review by the Superintendent’s Safety &amp; Security Task Force found that there were weaknesses in the area of limiting access to schools and providing clearly marked entrances.</p> <p>All District facilities are secured when unoccupied.</p> <p>The District does have a key control program, which is currently being revised.</p> | <p>Implement security recommendations based on findings of task force.</p> <p>Complete review and revision of key control program.</p> | <p>TBD</p> <p>09/30/02</p>                    |

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| 4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury. | X          |           |            | <p>The District did have a specific preventative maintenance program in place, but it was cut back due to budgetary constraints in 2001. However, they are inspected on an annual basis by the health department and through the SREF inspections. In addition, P.E. staff is responsible for maintaining equipment and submitting work orders as needed. Once the work orders are submitted, the Maintenance Department is responsible for conducting the necessary repairs.</p> <p>The district does conduct a thorough review of all proposed purchases of playground equipment based on applicable standards and regulations.</p> <p>All students are supervised on playgrounds during school hours.</p> |                          |   |

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|--|------------|-----------|------------|---|---|---|
| 5. Each educational facility has appropriate equipment to protect the safety and security of property and records. |            | X         |            | <p>Some schools have electronic security systems, but these are purchased and maintained at the site level without any oversight by safety or maintenance administration.</p> <p>The district has in place a “trailer resident” program at most schools. These residents have an intercom system by which they monitor the schools for noises as an indicator of any activity taking place within the school.</p> <p>The Crisis Management Guidelines do address evacuations and disaster recovery. However, there are weaknesses in each schools ability to protect and/or recover important documents</p> | Based on task force finding discussed above, conduct a through review of the District’s security efforts, including electronic security systems and its trailer resident program. Also, address record protection and recovery needs. | To be determined                              |

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| 6. The district provides appropriate safety equipment and information to prevent injuries to students and others. | X          |           |            | <p>All District facilities are provided with first aid kits and extinguishers. Availability is confirmed via SREF and health department inspections.</p> <p>School administrators are responsible for supplying required protective equipment for their students and staff, both in the classroom setting as well as for athletic activities. They are also responsible for providing the corresponding training. This training is provided in the schools' curriculum and teacher in-service education.</p> |                          |   |
| 7. The district follows environmental and food safety health practices and regulations.                           | X          |           |            | <p>The District's Food Service Department complies with all applicable rules and regulations regarding its operations.</p> <p>The District's Food Service Department provides copies of all applicable regulations and guidance to all school sites, including the Crisis Management Guidelines.</p> <p>Supervisors are responsible for conducting required training and maintaining records associated with safety and health training for food service employees.</p>                                      |                          |   |

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| <b><u>Goal F:</u> The district takes steps to ensure the safety and security of students and staff during transportation.</b>                |            |           |            |   |                          |   |
| <b>1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.<sup>4</sup></b> | X          |           |            | <p>The District’s policy and procedures ensuring the safe arrival and departure at schools are addressed in the following documents:</p> <ul style="list-style-type: none"> <li>▪ School District Rules</li> <li>▪ Student Rights &amp; Responsibilities Book</li> <li>▪ Hazardous Walking Conditions Report</li> <li>▪ Safe Walk to School Project Plan</li> <li>▪ SREF Inspections</li> </ul> <p>In addition, where possible, efforts are being made to segregate vehicular traffic from pedestrian traffic. Furthermore, when possible, renovations will incorporate separate areas for bus and parent drop-off and pick-up areas.</p> |                          |   |

<sup>4</sup> Refer to s. 234.0215, F.S., and Rules 6-2.001 and 6-3.017(2)(e)2.b., F.A.C.

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| <i>Goals, Best Practices</i>   | <i>Yes</i> | <i>No</i> | <i>N/A</i> | <i>Explanation/<br/>Documentation</i>  | <i>Corrective Action</i>                                   | <i>Fiscal<br/>Impact<br/>and<br/>Timeline</i> |
| 2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.  | X          |           |            | <p>The District's efforts addressing safe transportation of students include:</p> <ul style="list-style-type: none"> <li>▪ Bus purchase procedures, (2001-2002 purchase)</li> <li>▪ SMARTR System</li> <li>▪ Bus Stop Change Committee</li> <li>▪ Bus Stop Change Request Procedure</li> <li>▪ Driving Record Report</li> <li>▪ Driver training program</li> <li>▪ Driver Records S.O.P., (SOP 02-03-m1)</li> <li>▪ Student Rights &amp; Responsibilities Book</li> <li>▪ Crisis Management Guidelines</li> <li>▪ Transportation Accident Checklist</li> </ul> |  |   |
| 3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with states laws and state Department of Education rules. | X          |           |            | <p>All District school buses are inspected and maintained as required utilizing the following documents and programs</p> <ul style="list-style-type: none"> <li>▪ Pre/Post Trip Inspection Log</li> <li>▪ Transportation Inspection Schedule</li> <li>▪ Transportation Certified Inspector Program</li> <li>▪ Preventative Maintenance Inspection Program</li> <li>▪ Maintenance/repair Work Orders</li> </ul>   | Purchase and implement Fleet Service Software, as planned. | 01/01/03                                      |

*Escambia County School District  
School Safety and Security Best Practices  
2002*