

New York State School Safety Group 491 Safe Schools Agenda

Route to:

___ Superintendent
___ School Business Off.
___ Athletic Director
___ Supt. Bldgs/Grounds
___ Site Administrators
___ Transportation Dir.
___ Lunch Director
___ Classroom Teachers

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A monthly service provided to help you with your efforts to make your school safe for students, staff and the public

Threat Assessment is Key

GAO Finds Districts Lacking...

The bedrock for good emergency preparation is a thorough assessment of the potential threats to an individual organization. In the summer review of emergency plans, you will want to take notice of an analysis of school emergency plans conducted by the Government Accountability Office (GAO). GAO found that, for instance:

- Many districts do not have plans for continuing to educate students while school is closed
- Districts should be doing a better job of working with first responders
- Many districts failed to consider the evacuation of individuals with disabilities in their emergency plans
- Two-thirds of districts lacked equipment such as two-way radios and expertise in their use
- Two-thirds also lacked adequate locks for school buildings

You can expect some kind of follow-up from Congress on this report.

The GAO report to Congress is available at <http://www.gao.gov/>. Go to "Especially for Congress," "Department of Homeland Security," "Reports and Testimony," "Past Week's Reports and Testimonies," and "Released May 17, 2007."

Preparing for Natural Disasters...

- Take steps to safeguard facilities, equipment and vehicles from violent storms.
- Document your safeguarding activities to avoid potential insurance recovery shortfalls.
- Back up the computer systems on a regular basis, preferably off-site. Practice re-starting the systems.
- Set up an employee call network, with phone numbers and cell phone numbers available for call leaders of each sub group.
- Put adequate generator capacity in place to run critical operations. Maintain an adequate fuel supply and establish a periodic maintenance schedule.
- Stockpile supplies such as non-perishable food items and sundries that staff members will need when they come back to work
- Train administrative assistants and dispatchers on emergency procedures.
- Bring movable objects inside a facility.
- Route bus drivers away from the path of bad weather.
- Designate a team to assess damages after the storm has passed.

Protect Your Skin

Wash hands before eating or drinking and after every job

Protect Your Skin

Wash minor cuts, scrapes and bruises at once, and use appropriate First Aid

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Threat Assessment, cont'd.

Here are some more items for your Threat Assessment*:

1. Is the school located in a high crime area?
2. Is it provided with security guards?
3. Are exterior walkways and parking areas visible?
4. Is video surveillance of exterior areas provided?
5. Are staff members comfortable walking to vehicles after work?
6. Do shrubbery and plantings offer concealment to potential attackers?
7. Is exterior lighting adequate?
8. Is access to the building controlled by an attendant, or video surveillance?
9. Is access to the building channeled to a reception area?
10. Is access controlled by a receptionist?
11. Does the receptionist have instant communication capability?
12. Is the receptionist a security guard?
13. Is the reception area physically separated from the remainder of the building?
14. Are visitors escorted to the office?
15. Are employees required to show "ID" to gain entrance?
16. Are authorized visitors required to display a visitor's pass?
17. Are radios, alarms, etc. in good working order?
18. Is training provided for dealing with potentially violent students and parents?
19. Is stress debriefing provided after every assault incident?
20. Is a full root cause investigation conducted after every injury or incident?
21. Are protection procedures in place for staff who work off-site in high risk neighborhoods?
22. Do those staff members have emergency communication devices?
23. Are incidents reported in writing?
24. Are furniture, equipment and partitions arranged to avoid entrapment of employees?
25. Is access to work areas in offices and support areas controlled?
26. Is lighting in all work areas and hallways adequate?
27. Are waiting areas designed so that students and visitors can be observed from a safe area?
28. Are payment windows provided where money is handled?
29. Is there a buddy system in place when staff are working with potentially violent students or parents?
30. Are desks kept clear of objects which could be used as weapons?
31. Is there an alarm system in place for calling assistance?
32. Have all staff members been trained in violence prevention procedures and district policy?
33. Are these policies implemented consistently by staff and management?
34. Have the risk factors been analyzed and steps taken to ensure the safety of staff members who:
 - Exchange money with the public?
 - Work alone or in small numbers?
 - Work late nights or early mornings?
 - Work in high crime areas?
 - Guard valuable property or possessions?
 - Work in community or public settings?
 - Work with students or adults who have the potential to assault them?
 - Work on busy highways or roads?

*Adapted from CSEA Local 1000 AFSCME, AFL-CIO "Secure Work-site Survey."