

RIPCA SCHOOL SAFETY CHECKLIST

SCHOOL: TBD
 DATE: TBD

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. EXTERIOR DOORS		
a. Equipped with functioning lock		
COMMENT:		
b. Equipped with self-closing devices		
COMMENT:		
c. Equipped with open/ajar alarm or alert		
COMMENT:		
d. No attached doorstops		
COMMENT:		
e. Discourage and/or prohibit the use of door chocks		
COMMENT:		
f. Visitor entrance configured with double locking door vestibule		
COMMENT:		
g. Integrate doors with keyless locking system with camera systems		
COMMENT:		
h. Assess and evaluate the number of staff entrances based upon need versus convenience		
COMMENT:		
i. Provide/coordinate key fobs for local law enforcement. Consider use of single master key system and use of key access systems accessible to law enforcement.		
COMMENT:		
j. Label building sides, exterior doors and windows; seek guidance from local enforcement		
COMMENT:		

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. EXTERIOR WINDOWS AND GLASS		
a. Install ballistic resistant film on glass that may allow physical access		
COMMENT:		
b. Install rescue windows with new facility construction or remodel		
COMMENT:		

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. CAMERAS AND VIDEO SURVEILLANCE SYSTEMS		
a. Integrate video systems with door access control system and open/ajar alerting systems		
COMMENT:		
b. Pre-coordinate and develop memorandum of understanding with local law enforcement to allow remote access when needed i.e., view from command center		
COMMENT:		

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

IV. INTERIOR DOORS		
a. Classrooms with climate control doors should remain closed in the locked position		
COMMENT:		
b. Classrooms without climate control doors should remain closed in the locked position or chocked open in locked position with no attached doors stops		
COMMENT:		
c. Doors with windows should have ability to cover glass		
COMMENT:		
d. All interior classroom doors should be on master key system		
COMMENT:		
e. Door with electronic doorstop should be connected to active threat alerting system with automatic release		
COMMENT:		

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

YES	NO	PENDING

V. COMMUNICATIONS		
a. Install in-building alerting systems through use of audible devices, strobe lighting and/or the use of mobile device applications		
COMMENT:		
b. Create direct notification process to law enforcement		
COMMENT:		
c. Verify law enforcement and fire officials have in-building radio coverage - enhance as needed with the installation of in-building radio repeaters		
COMMENT:		
d. Conduct annual tabletop exercises with law enforcement and first responders		
COMMENT:		
e. Employ student, staff and parent notification system. Pre-plan/pre-record important message(s) to be used during an incident. Plan with law enforcement to determine responsibility of delivery and content of messaging		
COMMENT:		
f. Provide local law enforcement with current building floor plans, in digital format if possible		
COMMENT:		

SCHOOL ADMINISTRATION ACTION ITEMS

The action items listed below are recommended to be taken by the administration of each school district.

YES	NO	PENDING

YES	NO	PENDING

I. GO KITS		
a. Create go kits for each classroom to include rosters, first aid supplies and essential comfort items		
COMMENT:		
b. Create building go kits to be made available to responding law enforcement to include master keys(s), key fob(s), rosters and building plans		
COMMENT:		

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	PENDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. THREAT ASSESSMENT TEAM
a. Establish and use a Threat Assessment Team as specified in RIGL 16-21-23.2
COMMENT:
b. Identify through policy the roles and responsibilities of Threat Assessment Team members
COMMENT:

III. SCHOOL RESOURCE OFFICERS
a. Districts are encouraged to use school resource officers
COMMENT:
b. Districts employing school resource officers should require a clear memorandum of understanding between district and local law enforcement
COMMENT:
c. Officers should be required to receive specialized training under a curriculum as approved by the Rhode Island Police Officers Commission on Standards and Training
COMMENT:

IV. SOCIAL MEDIA
a. Provide students and staff with annual social media training related to expected and appropriate conduct
COMMENT:
b. Employ filtering/monitoring across district networks to alert staff of conduct concerns and/or threats
COMMENT:

V. RESPONSE TO ACTIVE THREAT TRAINING
a. Conduct school and police leadership meeting(s) on periodic basis
COMMENT:
b. Provide age-appropriate active threat training to students
COMMENT:
c. Provide FEMA-based Incident Command System Training to ALL staff
COMMENT:
d. Collaborate with law enforcement to provide ALL staff and students with age-appropriate active threat response training, recruit school staff to become instructors
COMMENT:
e. Provide in-service training to all staff relative to responding to emergency and/or crisis
COMMENT:
f. Provide one-sheet guidance for substitute teachers; include basic "must know" information for incidents within the facility
COMMENT:
g. Provide one-sheet guidance for bus drivers; include basic "must know" information for incidents
COMMENT:

YES	NO	PENDING

VI. FACILITIES ASSESSMENT
Create facilities "checklist" for each site. Task staff member with conducting weekly inspection of security points i.e., door locks, cameras and communications. Create a reporting mechanism to repair/resolve deficiencies
COMMENT:

ACTION ITEMS BY THE RHODE ISLAND DEPARTMENT OF EDUCATION

The action items listed below are recommended to be taken by the Rhode Island Department of Education to provide necessary support and resources for school districts.

YES	NO	PENDING

I. PARENT RESPONSE TRAINING VIDEO
a. Create and publish video tool for parents that covers scenario-based direction on active threat in a school building. Include expected communications, police response, reunification process, what to do, what not to do and where to go.
COMMENT:

YES	NO	PENDING

II. STAFF TRAINING
a. Provide in-service training to all staff relative to responding to emergency and/or crisis
COMMENT:

YES	NO	PENDING

b. Create one-sheet template for districts to use as guide to develop guidance for substitute teachers; include basic "must know" for incidents within the facility
COMMENT:

YES	NO	PENDING

c. Create one-sheet template for districts to use as guide to develop guidance for bus drivers; include basic "must know" for incidents
COMMENT:

YES	NO	PENDING

d. Require teacher certification curriculum to include FEMA-based Incident Command System Training
COMMENT:

YES	NO	PENDING

e. Coordinate with Rhode Island School Superintendents Association to develop "new" superintendent training program
COMMENT:

YES	NO	PENDING

III. FUTURE BUILDING PROJECTS
a. Require districts receiving school funding through RIDE to review proposed building plans with local law enforcement prior to approval
COMMENT:

YES	NO	PENDING

IV. POLICE AND SCHOOL LEADERSHIP
a. Encourage and/or require school and police leadership meeting(s) on periodic basis
COMMENT:

YES	NO	PENDING

b. Create pathway for retired officers to be employed as school resource officers by eliminating conflict with current pension restrictions
COMMENT: