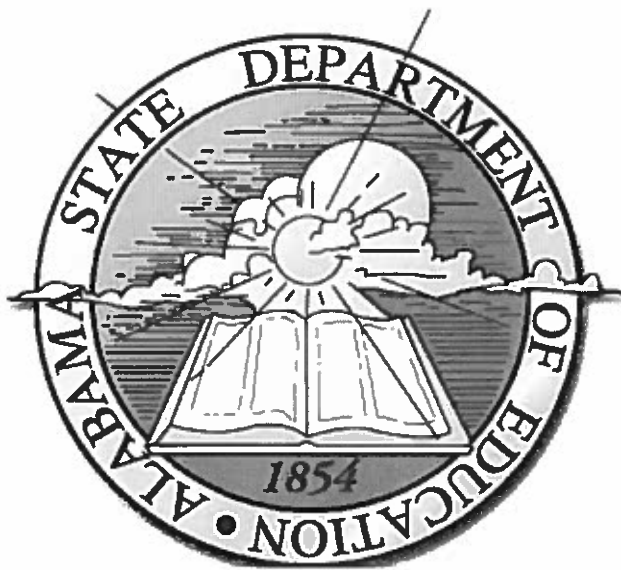


McDavid-Jones Elementary School Safety Plan 2016-2017

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FOREWORD

School safety has been and continues to be a critical issue in the lives of students, educators, parents, families, and community members. There is growing concern over the safety of Alabama schools due to recent local, state, and national school incidents of violence. Students struggle to learn when their safety is threatened. Educators are less able to provide effective instruction in an environment that they feel is unsafe. Incidents of violence in Alabama's schools are well documented. Therefore, it is imperative that the State Department of Education (SDE), all school systems, and each school make every effort to ensure the safety of their students and those that teach them.

In 1999, the Governor of Alabama directed each school principal in the state to develop and submit a school safety plan specifically outlining how his/her school would react to an emergency on campus. The SDE is committed to providing services and technical assistance for local education agencies (LEA) in complying with that directive. The SDE is providing this document, School System and Individual School Safety Plan Format, for school system and school use as both system and individual school safety plans are developed. By using the components in this recommended format, technical assistance available through the SDE, and other resources, school systems and schools should be able to develop a well-written plan that will be effectively implemented by all students and school personnel.

On February 28, 2003, the President issued Homeland Security Presidential Directive/HSPD-5, *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable federal, state, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

The HSPD-5 also requires federal departments and agencies to adopt the NIMS by state, tribal, and local organizations, a condition for federal preparedness assistance that began in FY 2005. In order to comply with NIMS command and management guidelines, school systems and individual schools will incorporate into the safety plan the Incident Command System (ICS). The ICS is a professionally developed method for managing emergencies efficiently and has been proven successful in small emergencies as well as catastrophic disasters.

Through the development, training, and implementation of school system and individual school safety plans, safer environments that enhance and allow for learning will be provided for all school personnel and students.

INDIVIDUAL SCHOOL SAFETY PLANNING AND MANAGEMENT

Steps for Individual School Safety Planning

School system safety planning is the basis upon which safety plans for individual schools are predicated. It is important that the system plan provide information that is relative to the school responsibilities. Therefore, the school staff should consult the school system safety plan to determine selected information for individual school plans.

Individual School Safety Planning

1. Identify who should be a part of the school safety planning committee and identify the persons who will serve as the School Incident Management Team. (Form SP-01 and SP-02)
2. Develop an introduction and Statement of Commitment to School Safety, which includes philosophy, expectations, and directives to school staff and students. (Form SP-03)
3. Identify the hazards in the school and community where the school is located. (Forms SP-04 through SP-08)
4. Analyze the hazards and determine school vulnerability. (Form SP-09)
5. Establish the school Incident Command System (ICS). (Forms SP-10 through SP-38, and SP-41)
 - a. List central office personnel available to assist schools during incidents by title; assign responsibility during an incident; and secure telephone numbers (work, home, and cellular), beepers, and e-mail. (Forms SP-01, SP-10, SP-41, and SP-11 through SP-36)
 - b. List telephone numbers and contact persons for all agencies, organizations, and other community services available to assist with emergencies (see School Safety Planning Committee). (Form SP-37)
 - c. List of central office materials and equipment available to support schools during an emergency. (Form SP-38)
6. Improve and make corrections to any existing school safety plan. (Form SP-39)
7. Develop a resource base. (Form SP-40)
8. Provide training for all school staff and students, and implement exercises related to the plan. (Needs Assessment Guidelines for School System and Individual School Safety Plan)