



## 2023-24 School Safety Checklist

Due Date	Category	Description
August	Safety/Emergency Preparedness	Update
31st	RAVE	<ul style="list-style-type: none"> <li>Add new staff to building profile.</li> <li>Email a list of all staff leaving your site/district to Anna Jacobsen to be reassigned or deleted.</li> <li>Provide RAVE information and training to new staff.</li> </ul>
31st	Sonitrol/Badge Access	<ul style="list-style-type: none"> <li>Contact Anna Jacobsen to request a Sonitrol pin number for staff.</li> <li>Activate badges for new staff that <b>are not</b> located in DNA Fusion. Begin by searching in <b>**NEW STAFF**</b> and other categories before adding new profile. Contact Anna Jacobsen with any questions.</li> <li>Review updated directions on using DNA Fusion.</li> <li>Email Anna Jacobsen updated staff list who have left the district. If leaving your site remove card access and place in <b>**STAFF TRANSFERS**</b>. Anna will delete Sonitrol pin numbers and badge access in DNA Fusion.</li> </ul>
31st	Safety Center App.	<ul style="list-style-type: none"> <li>Safety and Security will manage Safety Center App.</li> <li>Provide personal cell phone numbers for all admin to Anna Jacobsen prior to first school day.</li> </ul>
31st	Emergency Classroom Yellow Backpacks	<ul style="list-style-type: none"> <li>Emergency classroom backpacks should be inspected, restocked, and distributed to classrooms. All supplies are to be purchased through "PrePare Smart".</li> <li>Update red cards with staff names.</li> <li>If classrooms are added to the school, additional backpacks should be assembled and billed to the building budget (to order additional backpacks, contact Anna Jacobsen).</li> </ul>
31st	Blue Go Bags	<ul style="list-style-type: none"> <li>Principal and Safety and Security will conduct an inspection of the bag's contents in August (care should be taken to confirm key count).</li> <li>Completion of inspection must be documented (email will suffice) to the regional superintendent.</li> </ul>



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31st	<b>Emergency Operations Plan (EOP)</b>	<ul style="list-style-type: none"> <li>Update/upload Safety Plan in Docushare, Safety Plan and Resources.</li> <li>Send updated site map to Anna Jacobsen.</li> <li>Review/train all staff.</li> </ul>
31st	<b>Safety Committee Meetings</b>	<ul style="list-style-type: none"> <li>Schedule a minimum of three safety committee meetings for the school year.</li> <li>Identify school safety team members; names/positions.</li> <li>Submit safety minutes to Anna Jacobsen.</li> </ul>
31st	<b>Required Drills</b>	<ul style="list-style-type: none"> <li>Schedule emergency drills for the year and submit to Anna Jacobsen using the school safety drill plan template.</li> </ul>
31st	<b>Incident Command (ICS) Training</b>	<ul style="list-style-type: none"> <li>All Assistant Principals must successfully complete ICS 100 series training.</li> <li>All Principals must successfully complete ICS 100 and 700 series trainings.</li> <li>Certificates not previously submitted must be emailed to Anna Jacobsen per state requirements.</li> </ul>
Due Date	Category	Description
<b>September - May</b>	<b>Safety/Emergency Preparedness</b>	<b>Update</b>
<b>1st Drill due: Sept. 20</b>  <b>Monthly Drills recorded by: 30th of each month</b>	<b>Required Drills</b>	<ul style="list-style-type: none"> <li>Conduct required fire drill <b>within the first 10 days (Sept. 20)</b> of school and record in Office 365 Anna Jacobsen will provide a link at the beginning of each month.</li> <li>Ensure conducted monthly drills are recorded in Office 365.</li> <li>By law, schools must conduct no less than one safety related drill each month that school is in session. Required drills include: 3 evacuation/fire; 3 lockdown; 3 earthquake; 1 shelter-in-place; and 3 drills must include the RAVE application, and 1 drill must include the lockdown button (if installed).</li> <li>Notify <b>Snohomish County 911, non-emergency line (425-407-3930)</b> prior to all drills.</li> <li>Additionally, notify <b>Sonitrol (425-258-3571)</b> of all evacuation/fire drills and anytime the <b>LOCKDOWN</b> button is used.</li> <li>When utilizing RAVE as part of your drills, you must complete the two-step process to generate the proper messaging.</li> </ul>



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Meetings due: October 31 February 29 May 31	Safety Committee Meetings	<ul style="list-style-type: none"> <li>Hold three or more documented safety meetings per school year.</li> <li>Email a copy of the safety minutes to Anna Jacobsen.</li> </ul>
Quarterly Meetings	Campus Security Officer (CSO)	<ul style="list-style-type: none"> <li>Conduct mandatory quarterly meetings or when needed. September 15, November 17, January 5, April 12, and June 7.</li> <li>End of year CSO's turn in district cell phone, first aid kits and tourniquets to their office managers. Safety and Security will collect items and distribute in August.</li> </ul>
Due Date	Category	Description
June	Safety/Emergency Preparedness	Update
Last day of school	Sonitrol/Badges/Radios	<ul style="list-style-type: none"> <li>Follow the new guidelines for DNA Fusion.</li> <li>Update card access for employees who are leaving the building or district.</li> <li>Deactivate or delete as appropriate.</li> <li>Provide Anna with current radio inventory.</li> </ul>
Last day of school	Keys	<ul style="list-style-type: none"> <li>Collect keys of staff members who are leaving.</li> <li>Inventory keys for all staff members and verify in Business Plus.</li> </ul>