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| **Action Item and Description** | **YES** | **NO** | **Comments** |
| **CRS 22-32-109.1(4) Requirements** | | | |
| 1. A description of the items in the school emergency response kits and a description of the school’s communications equipment. The plan must indicate that at least once every academic term, the institute charter school will inventory emergency equipment and test communication systems to ensure interoperability with affected state and local agencies. |  |  |  |
| 2. Regular assessments with community partners to ensure overall alignment and compliance with National Incident Management System (NIMS) and determine action steps to achieve and maintain all NIMS goals. |  |  |  |
| 3. Written procedures for taking action and communicating with local law enforcement agencies, community emergency services, parents, students, and the media in the event of certain incidents as identified by the school. |  |  |  |
| 4. School identified and trained Safey Teams and backups responsible for assuming key command positions and interacting with community partners. Teams may overlap.  **Safety Planning Team**  Trained in IS 362A Multi-hazard Emergency Planning for Schools  **Incident Command Team**  Trained in IS 100  **Threat Assessment Team**  **Crisis Response Team**  **Psychological Recovery Team** |  |  |  |
| 5. Plan for key emergency school personnel, including but not limited to safety teams and backups, to complete courses provided by the FEMA’s Emergency Management Institute or by institutions of higher education in the state system of community and technical colleges. |  |  |  |
| 6.Potential locations for various types of operational locations and support functions or facilities (i.e. evacuation locations, reunification locations). |  |  |  |
| 7. To the extent possible, memoranda of understanding with community partners specifying responsibilities for responding to incidents. |  |  |  |
| 8. To the extent possible, an all-hazard exercise program based on NIMS that includes tabletop exercises and other exercises in collaboration with community partners from multiple disciplines and, if possible, multiple jurisdictions to practice and assess.  Fire Drills: As a reminder, Colorado’s Fire Code requires schools to conduct a fire drill within ten days of the first day of school and once a month thereafter. Schools must also conduct two non-fire emergency drills per year (e.g., lockdown, lockout, shelter, or evacuation). The Code does not allow for the substitution of any other type of drill (e.g., lockdown, lockout, shelter) for a fire drill (See [here](https://cssrc.colorado.gov/news-article/emergency-drill-white-paper-for-public-schools-charter-schools-and-junior-colleges).)  Standard Response Protocol (Recommended): Fire, Hold, Lockdown, Secure, Shelter-in-Place, Evacuation. |  |  |  |
| 9. To the extent possible, coordinated exercises among school employees and community partners, including at a minimum:  Orientation meetings to inform all parties about emergency operation plans and procedures  All-hazard drills, in addition to fire drills, to improve individual and student emergency procedures and to test communications interoperability  Tabletop exercises to discuss and identify roles and responsibilities in different scenarios |  |  |  |
| 10. Evaluation forms to be used after exercises and certain incidents to identify and address lessons learned and corrective actions in updating response plans and procedures. |  |  |  |
| 11. Plan for employee safety and incident management training. |  |  |  |
| 12. Standard operating procedures with all aspects of NIMS incorporated, including but not limited to policies and principles, planning, procedures, training, response, exercises, equipment, evaluation, and corrective actions. |  |  |  |
| **CSI Crisis Management Policy Requirements** | | | |
| 1. An all-hazards analysis, including an examination of potential threats and emergencies to the institute charter school.  Identify potential threats/emergencies and response procedures considering likelihood vs. severity (i.e. fire, severe weather, active shooter, weapons, child abuse, missing student, restraint/physical intervention, transportation accidents, sexual assault) |  |  |  |
| 2. Procedures that address the supervision and security of school buildings and grounds. |  |  |  |
| 3. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary. |  |  |  |
| 4. Procedures that address the safety and supervision of students during school hours and school-sponsored activities. |  |  |  |
| 5. Procedures that address persons visiting school buildings and attending school sponsored activities. |  |  |  |
| 6. Training programs for staff and students in emergency response procedures that include practice drills. |  |  |  |
| 8. Establish Standard Response Protocol procedures (Lockdown, Secure, Hold, Evacuate, Shelter-in-Place). |  |  |  |
| 9. Procedures for safe, confidential reporting of security and safety concerns at each school building, (Safe2Tell). |  |  |  |
| 10.Procedures and locations for evacuations and reunification, including a plan for transportation to identified site(s) and communication with parents/guardians. |  |  |  |
| 11. Procedures for ensuring a continuity of operations following an emergency event. |  |  |  |
| 13. Procedures for notifying CSI of incidents that may affect school health or safety as identified in the institute charter school’s contract with CSI. |  |  |  |
| 14. Developmentally appropriate training programs for staff and students in the following areas:  Crisis prevention and management  How to recognize and respond to behavior or other information that may indicate impending violence or other safety problems |  |  |  |
| 15. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems. |  |  |  |
| 16. Procedures for threat and suicide assessment, including designation of a trained threat assessment team. |  |  |  |
| 17 Procedures for ensuring mental health supports and services are available to students following an emergency event. |  |  |  |
| **Plan Enhancements** | | | |
| 1. Identify specific roles/responsibilities of SROs/SSOs. |  |  |  |
| 2. Record keeping system described/outlined. |  |  |  |
| 3. Provide on- or off-campus mental health support/service. |  |  |  |
| 4. Include maps indicating evacuation routes, etc. |  |  |  |
| 5. Establish regularly scheduled Threat Assessment/Crisis Response Team meetings (i.e. weekly) in addition to as-needed meetings. |  |  |  |

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| **NOTES** |
| **As a reminder, your Safety, Readiness and Incident Management Plan should be reviewed and updated on an annual basis. For additional resources, see CSI’s** [**School Safety Resource Page**](https://resources.csi.state.co.us/legal-policy/school-safety/)**. Consider contacting the** [**Colorado School Safety Resource Center**](https://cssrc.colorado.gov/) **for support as you make updates for the upcoming school year. CSSRC resources are available** [**here**](https://cssrc.colorado.gov/resources) **and trainings** [**here**](https://cssrc.colorado.gov/trainings)**.**  **As a reminder, this plan is just one of many components required by the Colorado Safe Schools Act (22-32-109.1). Please review** [**this checklist**](https://resources.csi.state.co.us/wp-content/uploads/2021/05/School-Safety-Checklist_Updated_SA_PDF.pdf) **to ensure your school is in compliance with all required components.** |