

24-25 Compliance visit check items for DOE - OSS

The following Compliance check list will be used by the School-based Threat Management Team to ensure compliance with district safety guidelines. Safety checks will be conducted monthly. Team fully trained as of October 3, 2024

1. Check-in
 - a. is the visitor properly checked in and vetted (asked for ID,
 - b. Asked for employee identification Asked for government ID (e.g. driver's license) Badge checked, and signed in.
 - c. Raptored - electronic visitor management system is used
2. Looking for a Sign-in log - visible and available
3. Escorted by School personnel - Admin and possibly SRO if available
4. **Safety Binder** - containing all items such as training certificates on Reunification course, Sesir training, Threat Mgmt training and Care team monthly minutes, School Safety plan, Incident command training, copy or email inviting first responder/police to drills, copies of drills, Campus Maps. Proof of staff training in Active Assailant procedures (*sign-in sheet*)
5. Compliance Items
 - a. exterior gates/doors or other access points that restrict ingress to or egress from a school campus closed and locked or attended or actively staffed while students are on campus?
 - b. Looking for types of security measures used in the school's main/visitor entrance?
 - i. Active camera surveillance monitoring of front entry
 - ii. Casual recognition
 - iii. Electronic screening
 - iv. Escort
 - v. Government ID required
 - vi. Intercom
 - vii. Locked exterior door
 - viii. Remote door unlock system
 - ix. Security Staff at the exterior gate
 - x. Secure vestibule (locked entry area or waiting area)
 - xi. Sign in/Sign out
 - xii. Single point of entry
 - xiii. Video Doorbell
 - xiv. Visitor credentials worn on-site
 - xv. Weapon detection
 - xvi. Other
6. Physical Security Measures
 - a. SRO/Safe School officer present
 - b. Looking for open/propped classroom doors or instructional spaces while occupied and not actively staffed by a person standing or seated near the door.
 - c. Looking for any observed campus access doors, gates, and other access points that allow ingress to or egress from a school building open or unlocked?
 - d. Hard Corner/Safe Corner Identified in **every** classroom and instructional space marking safest areas where students must shelter in place during an emergency. Includes Gyms, Cafeterias, Libraries.



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7. Drill & Emergency Procedures

- a. Name of the school's mobile panic alert system, also known as Alyssa's Alert? - Campus Shield by Celluar 911. *(Will need to show on the admin's phones and computers of teacher(s) as well.)*
- b. Checking to verify if an emergency drill was conducted within the first 10 school days of the school session. (A fire drill is not considered for this, it should be a lockdown) *(forms kept in safety binder)*
- c. Are emergency drills conducted at least every 45 school days that the school is in session? *(forms kept in safety binder)*
- d. Are Law Enforcement Officers responsible for responding to the school in the event of an active assailant emergency physically present and involved in the execution of active assailant drills? The SRO/SRD do count for this requirement and should be notated on the drill form. *(Guardian will not count.)*
- e. Has there been an **After-action report** completed for each drill? - *This is located on the drill forms.*

8. FortifyFL and Crisis Hotline

- a. Are Fortify Posters up in common areas on campus - Lobby, Halls, Media Center, Cafeteria, Library
- b. Is FortifyFL on student devices? *(they will check)*
- c. Verification that students provided all required training on FortifyFL within the first 5 days of the school year - *the Google Form that was sent out will work for this.*
- d. Do identification cards issued to students in grades 6-12 include the telephone numbers for national or statewide crisis and suicide hotlines and text lines *(May not be applicable to your school)*
- e. Proof of Fortify on publications advertised in newsletter, website, etc.

9. Threat Management Teams

- a. Has the required Florida Model Training been completed by all members of the Threat Management Team? *(Proof of certificates in safety binder)*
- b. Members who are on the school's threat management team?
 - i. Administrator
 - ii. Law Enforcement
 - iii. Mental Health/Counselor
 - iv. Teacher/Instructional person
 - v. Other?
- c. Proof of monthly meeting minutes/notes *(forms kept in safety binder)*
- d. What should be in the monthly minutes - *school administration maintains documentation of the threat management team meetings which includes the date, team members in attendance, cases discussed, and actions taken*

10. SESIR

- a. Verification that staff members responsible for discipline and SESIR reporting have completed the required training. *(Initial State training and annual refresher with BDS)*

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11. Notifications and Reporting

- a. How does the school provide timely notify parents/guardians of threats, unlawful acts, and significant emergencies? *(ex. Everbridge, Social Media, Emails, Focus etc).*
- b. Does the school utilize and maintain a family reunification plan? *(District, School based etc.) email me if you need a copy!*
- c. Baker Act reporting procedures