

School Safety Checklist

When you begin a student teaching placement in a new school, here are some things you should know for your own safety:

1. Request a Copy of the School Safety Plan (if available)

The school safety plan may include information such as designated staff, reporting systems, emergency operating procedures, faculty and staff training, safety drills, and conducting threat assessments.

2. Ask for an introduction to the School Safety/Resource Officer

A school safety or security officer (SSO) or School Resource Officer (SRO) may be in your assigned school. They are responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.

3. Fire, Tornado, and Earthquake Drills

- Fire Drills: Ask your CT about the route to take from your classroom to exit the building, and any other procedures that are required during a fire drill.
- Tornado Drills: Ask your CT about where to go and what to do during a Tornado Drill. Sometimes this means moving to a different floor or hallway in the building, away from windows.
- Earthquake Drills: Ask your CT about where to go and what to do during an Earthquake Drill. This may mean moving to a new location in the building and sitting under furniture with your head covered.

4. Intruder Drills

Schools have different procedures for Intruder Drills. Find out from your CT or administrator if you would remain in the classroom or move locations. You will also need to know how the door gets locked and where to hide inside of the classroom, as well as any other procedures that need to be followed, such as turning off lights, covering windows, remaining silent.

5. Communicating with the Office, Administration

Find out how you are expected to contact the office in the event of an emergency. Some schools communicate with phones or through a PA system.

6. Handling Medical Needs

Talk with your school nurse about procedures for helping students with medical needs such as diabetes, as well as how to handle student injuries and bodily fluids.

7. Internet Safety and Protecting Student Information

Find out from your school administrators about expectations regarding preserving student safety on the internet and in email communication. Many school divisions have policies about whether student names and student data should be included in emails and in shared digital documents. You should also learn about what your school expects regarding posting photos of students on the internet and on social media.

8. Inclement Weather Policies

Find out how your school communicates delays or closures and sign up to receive notifications or phone calls.