2026-27 EMERGENCY PREPAREDNESS SCHOOL SAFETY PLAN ASSESSMENT

SECTION ONE

REQUIREMENT PER IC 10-21-1-10

The School Safety Plan is developed by the school safety specialist and the safe school committee, including a school resource officer if one is employed, in consultation with the law enforcement agency and fire department that have jurisdiction over the school building.

A. Account for School Safety Plan requirements included in other school documentation (school board, student handbook, etc.)

Leading practice
Example if policy is not currently in the safety plan:

All staff must be aware of the school board policies that address bullying and cyberbullying (policy #), criminal organization activity (policy #), child abuse and neglect (policy #) and supervision (policy #) and complete the annual online training modules that explain these policies.

B. Protect against outside and internal threats to the physical safety of students, faculty, staff and the public including:

- Unsafe conditions
- Crime prevention
- School violence
- Bullying and cyberbullying prohibited (IC 20-33-8-13.5)
- Criminal organization activity

C. Discipline rules prohibiting bullying and reporting IC 20-33-8-13.5

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Discipline rules prohibiting bullying
- Provisions for education, parental involvement, reporting, investigation and intervention
- Implementation of policy; anonymous reporting, investigation, follow-up and monitoring

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Weapon on campus protocol
- Visitor management protocol
- Access control protocol

D. Access control

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Exterior doors locked - be aware of piggybacking
- Exterior door zones (limited primary entrances)
- Visitors guided to main office, empower staff to refuse entry and identify who is authorized to buzz visitors into the building
- Identification checked
- Name badges/visitor passes
- Staff members trained to report unauthorized persons
- Review access control logs and/or sign-in sheets

E. Protect against outside and internal threats to the physical safety of students, faculty, staff and the public including:

- Mental and behavioral health
- Child sexual abuse
- Suicide awareness and prevention
- Violence prevention and training
- Situational awareness

F. Prevent unauthorized access to school property and interior areas or rooms, including the management of authorized visitors on school property, before, during and after regular school hours.

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Clearly defined and plain language lockdown protocol for all internal/external areas of the building

- Background checks conducted for all staff, volunteers and lay coaches that have direct contact with students
- After regular school hours emergency plan
- Considerations for crowd management
- Rental use agreements (including fundamental safety protocols i.e. shelter and evacuation)
- Announcements for fire, AED locations, tornado shelters, lockdown and hazardous materials

G. Secure schools against natural and manmade disasters including all emergency preparedness drill requirements set forth in IC 20-34-3-20

- Monthly fire drills-first drill must occur within the first ten (10) school days (See Indiana Fire Code 408.3.1)
- One tornado preparedness drill per semester
- One manmade occurrence disaster drill each semester
- At least one manmade occurrence drill shall be an armed intruder drill and must be conducted in conformity with the requirement of IC 20-34-3-27 and within the first 90 calendar days of the start of school
- Leading practice: drills during lunch, passing periods, arrival, dismissal
- Leading practice: consider swatting protocols
- Leading practice: emergency return (reverse evacuation)

H. Establish an armed intruder drill protocol that:

- Provides accommodation for students who have mobility restrictions, sensory needs or auditory or visual limitations
- Emphasizes the practical nature of the drill
- Provides access to mental health services on school grounds following the conclusion of a drill
- Provides advance notice of a drill to parents or legal guardians of students who attend the school
- Provides alternative exercises for students who are unable to participate in a drill

I. Armed intruder drill; sensory component or activity; prohibition of sensory components or activities that include:

- Simulations of gunfire
- Simulations of gunshot wounds or other injuries
- The use of a prop firearm
- The use of a pellet gun
- Participation in the drill by law enforcement personnel with drawn firearms

An armed intruder drill conducted under IC 20-34-3-20 that includes sensory components or activities may not:

- Require student participation

- Take place during regular school hours if a majority of the student body is present on school property

J. Include a Site Vulnerability Assessment for each school building

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Hyperlink assessment of School Safety Plan
- Site Vulnerability Assessment Forms available from OSS

K. Cameras/radios

- Appropriate locations
- Monitored
- Protecting people not things
- Is there a delay in the feed? (MSD/Parkland)
- Law enforcement/dispatch has access to live feed

L. No later than July 1, 2025, include the establishment of a Multi-Disciplinary Threat Assessment Team. The team must include all the following:

- A school safety specialist or individual designated by the safe school committee
- A member of the safe school committee
- A school building level administrator
- A school resource officer, if one is employed by or assigned to the school corporation or charter school
- An individual with expertise in special education
- A school counselor or social worker

The team must conduct Multi-Disciplinary Threat Assessment that shall:

- Provide guidance to students, faculty and staff regarding the recognition of threatening or aberrant behavior that may represent a threat to the community, school or self
- Identify members of the school community to whom threatening behavior should be reported
- Establish procedures to assess, identify and intervene with individuals whose behavior may pose a threat to the safety of school students, families, faculty and staff
- Inform the adoption, implementation and updating of policies adopted by the school corporation or charter school, including school safety plans and the policies of a safe school committee for a particular school

M. Include measures to expedite the notification of first responders and access to school property for first responders

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- 9-1-1 protocol; all staff empowered to call
- Administrator's ability to receive notification of 9-1-1 call and specific details
- Radios with direct communication with first responders or dispatch
- Key fobs, key cards and master keys provided to first responders
- Knox Box (fire department)

Procedures for notifying other agencies and organizations

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Dispatch test
- School staff practice 9-1-1 calls
- Phones are labeled with emergency information (school address, room number and hallway)
- Kari's Law (Straight dial 911)

N. Include any additional requirements required by the Indiana State Board of Education 511 IAC 6.1-2-2.5

- Must be provided to a member of the board (Secured School Safety Board) if a member requests the School Safety Plan
- Must be available for inspection by the Office of School Safety (IC 10-21-1-10)
- Must be provided to the law enforcement agency and the fire department that have jurisdiction over the school corporation or charter school
- Must be filed with the county school safety commission under IC 10-21-1-12 having jurisdiction over the school corporation or charter school

For purposes of IC 5-14-3, the entities specified in subsection 'N' above that receive information under this section shall keep the information compiled and retained under this section confidential and shall withhold the information from public disclosure.

O. School floor plans

- Must include an attestation that:
    - A copy of the floor plans for each building located on the school's property were provided to the law enforcement agency and the fire department that have jurisdiction over the school corporation or charter school that clearly indicates each entrance and exit, the interior rooms and hallways and the location of any hazardous materials located in the building; **or**
    - The school corporation or charter school has conducted critical incident digital mapping for each school building within the school corporation or the buildings that are operated

by a charter school, including providing the critical incidence digital mapping information to:

- The law enforcement agency and fire department that have jurisdiction over the mapped school buildings; **and**
- The statewide 9-1-1 system described in IC 36-8-16.7-22 through the public safety answer point or "PSAP", described in IC 36-8-16.7-20 that has jurisdiction over the mapped school buildings; **and**
- Must be filed with the county school safety commission under IC 10-21-1-12 having jurisdiction over the school corporation or charter school

For purposes of IC 5-14-3, the entities specified in subsection 'N' above that receive information under this section shall keep the information compiled and retained under this section confidential and shall withhold the information from public disclosure.

Posting of evacuation routes

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Map indicates primary and secondary fire evacuation routes
- Map indicates shelter in place locations (tornado)
- Maps posted in conference rooms, auditorium and gymnasium
- AED locations indicated

REQUIREMENTS PER IC 10-21-1-11

1. Before the school safety plan developed under IC 10-21-1-10 is provided to or filed with the entities specified under IC 10-21-1, the superintendent (or the equivalent for a charter school) or a school safety specialist of the school corporation or charter school shall present the proposed school safety plan to the governing body or, if applicable, the charter school organizer, in executive session.
2. The governing body or organizer may meet in executive session to receive school safety updates from the superintendent, a school safety specialist, a school resource officer or a member of a safe school committee under IC 10-21-1-14.
3. Notwithstanding the requirement to submit the school safety plan to certain entities under state law, the school corporation or charter school shall keep the school safety plan confidential and withhold it from public disclosure.

REQUIREMENT PER IC 10-21-1-12

1. A county shall establish a county school safety commission.

REQUIREMENT PER IC 10-21-1-14

1. Each school operated by a school corporation or a charter school shall establish a safe school committee.
2. Leading practice: other items determined by the safe school committee
3. Leading practice: safe school committees should implement methods to improve communication between school staff, students and the community

SECTION TWO

REQUIREMENTS PER BOARD OF EDUCATION RULE 511 IAC 6.1-2-2.5

Plan developed in consultation with local public safety agencies

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Approved by the school board (corporation and building plans)

A. Emergency preparedness instruction for staff and students

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Flipcharts
- Procedure to inform substitutes and temporary staff of emergency procedures
- Documentation that policies and procedures have been reviewed
- Staff know location of the closest AED, pull-station, exit door, room number and school address

B. Appropriate warning systems

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Fire alarm and sprinkler system annual testing
- Fire alarm pull stations used during fire drills (lights and sounds)

C. Fire

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Evacuation routes reviewed with local fire department
- Fire extinguisher training for staff, maintenance, transportation and food service staff
- Fire department participate in drills

D. Natural disasters/adverse weather

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Tornado, earthquake, winter storms and flooding
- Create a building shutoff guide for all major utilities

- Leverage construction and renovation contracts for structural engineer support in adverse weather shelter identification

E. Nuclear contamination

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Protocol should include the possibility of shelter in place
- Protocol should include the possibility of an evacuation

F. Exposure to chemicals

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Response for a chemical spill inside the building - evacuation
- Response for a chemical spill outside the building - shelter in place or evacuate

G. Manmade occurrences

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Intruder or suspicious person
- Disruptive or unruly person
- Armed intruder
- Weapon on campus
- Student search
    - SRO present
    - Who conducts the search – SRO or school official
- Hostage
- Kidnapping
- Bomb threat or suspicious package
    - Bomb threat checklist near all phones receiving incoming calls
    - If evacuation is deemed appropriate
        - Sweep evacuation routes and collection points
        - If possible, keep students away from parking lots

H. Public information procedures

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Media releases prepared
- Positive messages - use of social networking
- Predetermined media staging area
- Spokesperson for the corporation identified

I. Special needs students or staff requirements set forth in 511 IAC 7-36-6

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Individualized Education Program (IEP) addresses emergency situations
- Individualized Health Plan (IHP) in place for students with medical orders
- Medical supplies and medication can accommodate shelter in place is required beyond the regular school day
- Special provision made for special needs students/staff
- Accessibility of specialized equipment (second floor evacuation)
- English learners-buddy system to ensure EL students comply with announcements they may not understand

J. Emergency medication

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Bleeding-control kit/training
- NARCAN/Naloxone on-site/usage policy/training/storage
- EpiPen on-site/usage policy/training/storage

K. Sudden cardiac arrest/AED requirements set forth in IC 20-34-8-9

Leading practice
Protocols that count toward this requirement include, but are not limited to:

- Guidance provided by the Indiana Department of Education
- Full legislative requirement regarding training, venue specific emergency action plan
- Sample venue specific emergency action plan

SECTION THREE

Additional leading practices
Protocols include, but are not limited to:

A. Crisis kits

- Administrator crisis kit
- Copy of safety plan
- First-Aid kits/medical issues (Bee stings, allergies, diabetes)
- Emergency contact information for staff and students
- Student release forms

- Supplies: high visibility vests, signage, clipboards, paper, pens, flash drive/paper copy (student management system) and bullhorn

B. Relocation and Reunification protocols

- Relocation protocol
- MOU with offsite location
- Keys for off-site location access
- Transportation
- Reunification process
- Supplies: high visibility vests, signage, clipboards, paper, pens, flash drive/paper copy (student management system) and bullhorn
- Functional full-scale exercises

C. Death of student or staff

- Notification process
- Crisis center established
- Counseling services available, possible MOU with county agencies

D. School as shelter

- MOU
- Generator
- Access control
- Supplies (water, food, radios)

E. NIMS/ICS

- Clear outline of Incident Command System
- Duplication of responsibilities
- Key personnel trained in ICS 100/200 and ICS 700/800

F. Playground equipment (if applicable)

- Instructions on proper use of equipment (teachers and students)
- Signage present (rules, age appropriate, adult supervision recommended)
- Monthly inspections completed and kept on file
- Proper supervision during recess (teachers not clustered in one area)
- Mechanism for staff to report concerns

G. Other

- Signage and door numbering lettering
- Drone policy
- Social media policies for staff and students
- Deliveries and bollards

- Empty classrooms kept locked (greater possibility of injury or assault)

H. Additional legal requirements

- Department of Education: Wireless Communication Device Policy dated **June 12, 2026**
- Sudden cardiac arrest training requirements; immunity from damage; leader of extra-curricular activity shall complete Sudden Cardiac Arrest training, develop AED site specific venue plan and ensure AED(s) are present; **IC 20-34-8-9**
- Student identification cards; **IC 20-26-5-40**
- Training or drill involving the use of a projectile or sensory component with school staff present; **IC 20-26-5-42.5**
- Class B misdemeanor penalty for bringing an “imitation firearm” onto any school property **IC 35-31.5-2-164.4**
- Alleged employee misconduct; **IC 20-26-5-47**
- Uniform cybersecurity policy, **IC 4-13.1-4.5, Dec. 31, 2027**

SECTION FOUR

Visit summary and additional notes

Training needs:

What training do you want that you are not currently getting or not getting enough of?

Best practices to add:

What protocols or procedures do you consider leading practice to share with other schools?

Resources:

What resources has the school requested from IDHS?

Requirements:

What elements are needed from the school to meet compliance requirements?