

School Risk Assessment Entry

Demographics

School Name:	<input type="text"/>	*
School District:	<input type="text"/>	*
Principal:	<input type="text"/>	*
SSC Contact:	<input type="text"/>	*
# of Faculty:	<input type="text"/>	*
# of Staff:	<input type="text"/>	*
# of Students:	<input type="text"/>	*
Grade Level:	<input type="text"/>	*
Person Completing Report:	<input type="text"/>	*
Email Report To:	<input type="text"/>	*

Section 1. Emergency and Crisis Preparedness Planning

- *State mandated, funding contingent.
- **Needed to be in compliance.
- All other questions are best practices.

1. **A School Safety and Threat Assessment Team is in place.

☐ Yes ☐ No*

Comments/explanation:

2. **List the name and title of each person on the School Safety and Threat Assessment Team.

Name 1

Title 1

Name 2

Title 2

Name 3

Title 3

Name 4

Title 4

Name 5

Title 5

3. **An emergency plan is in place for the school to follow.

☐ Yes ☐ No*

Comments/explanation:

4. **Number of public safety agencies that have a copy of the emergency plan along with a diagram of the school facilities.

*

5. **List the public safety agencies that have a copy of the emergency plan along with a diagram of the school facilities:

Agency 1

Agency 2

Agency 3
Agency 4
Agency 5
Agency 6
Agency 7
Agency 8
Agency 9
Agency 10

6. ****The emergency plan was reviewed by the school council, the principal, and first responders at the end of the previous school year.** ☐ Yes ☒ No*

Comments/explanation:

7. ****All rooms have an established primary and secondary evacuation route.** ☐ Yes ☒ No*

Comments/explanation:

8. ****These routes are prominently posted in each room by evacuation doorways.** ☐ Yes ☒ No*

Comments/explanation:

9. ****The best available severe weather safe zones have been identified.** ☐ Yes ☒ No*

Comments/explanation:

10. ****These weather safe zone locations are prominently posted in each room.** ☐ Yes ☒ No*

Comments/explanation:

11. ****Policies and procedures are in place for an all hazards approach, including emergency response drills for hostage, active shooter and building lockdown situations.** ☐ Yes ☒ No*

Comments/explanation:

12. ****These policies and procedures were formulated with appropriate public safety agencies input, to include but not limited to fire, police, and emergency medical services.** ☐ Yes ☒ No*

Comments/explanation:

13. **Students were involved in emergency plan development.** ☐ Yes ☒ No*

Comments/explanation:

14. ****Public safety agencies have toured the school to review policies and procedures and provide recommendations related to safety and security this school year.** ☐ Yes ☒ No*
- Comments/explanation:

15. ****In reference to the above question, list the public safety agencies that toured the school during the current school year.**

Agency 1
Agency 2
Agency 3
Agency 4
Agency 5
Agency 6
Agency 7
Agency 8
Agency 9
Agency 10

16. **The principal has received training on procedures for completion of the school security risk assessment.** ☐ Yes ☒ No*
- Comments/explanation:

Section Summary

Implementation Strategies:

Deficiencies:

- Immediate actions to address deficiencies? ☐ Yes ☒ No

Section 2. Physical Security Measures

The school shall adhere to practices to control access to each school building.

1. ***All visitors are required to report to the main office upon entry.** ☐ Yes ☒ No*
- Comments/explanation:

2. ***Upon reporting, all visitors must provide valid identification.** ☐ Yes ☒ No*
- Comments/explanation:

3. ***All visitors are required to state the purpose of their visit.** ☐ Yes ☒ No*

Comments/explanation:

4. ***A visible "visitor's badge" is required to be displayed at all times.** ☐ Yes ☒ No*

Comments/explanation:

5. **Visitors are required to make notifications prior to their arrival.** ☐ Yes ☒ No*

Comments/explanation:

6. ***The main entrance of the school is equipped with electronically locking doors, camera(s), and intercom system(s).** ☐ Yes ☒ No*

Comments/explanation:

7. ***The school controls access to all exterior doors during the school day.** ☐ Yes ☒ No*

Comments/explanation:

8. **Students are subject to metal detector screening when entering the school.** ☐ Yes ☒ No*

Comments/explanation:

9. **Visitors are subject to metal detector screening when entering the school.** ☐ Yes ☒ No*

Comments/explanation:

10. ***Classroom doors are equipped with hardware that allow the door to be locked from the outside but opened from the inside.** ☐ Yes ☒ No*

Comments/explanation:

11. ***Classroom doors remain closed and locked during instructional time.** ☐ Yes ☒ No*

Comments/explanation:

12. *Classroom doors with windows are equipped with material to quickly cover the window during a building lockdown.
Comments/explanation:

☐ Yes ☒ No*

13. Students backpacks are searched and/or scanned.
Comments/explanation:

☐ Yes ☒ No*

14. Visitor backpacks/bags are searched and/or scanned.
Comments/explanation:

☐ Yes ☒ No*

15. During drop off and pick up times, the school has separate locations for privately owned vehicles and school buses.
Comments/explanation:

☐ Yes ☒ No*

16. Crosswalks are available for student use.
Comments/explanation:

☐ Yes ☒ No*

17. List additional physical security measures:

18. A cost analysis has been completed for the implementation of additional security controls.
Comments/explanation:

☐ Yes ☒ No*

Section Summary

Implementation Strategies:

Deficiencies:

Immediate actions to address deficiencies? ☐ Yes ☒ No

Section 3. Crime and Violence Prevention

Trauma informed plans include strategies for:

- enhancing trauma awareness throughout the school community;
- conducting an assessment of the school climate, including but not limited to inclusiveness and diversity;
- developing trauma-informed discipline policies;
- collaborating with the Department of Kentucky State Police, the local sheriff's office, and the local police department, to create procedures for notification of student involved trauma and provide services and programs designed to reduce the negative impact of trauma;
- support critical learning;
- and foster a positive and safe school environment for every student.

1. ****The principal has provided written notice within 10 days of the first instructional day of the school year, to all students, parents, and guardians, the provisions of KRS 508.078 and potential penalties under KRS 532.060 and 534.030.** ☒ Yes ☐ No*

Comments/explanation:

2. ****The school adopted a trauma-informed approach to education.** ☐ Yes ☒ No*

Comments/explanation:

3. ****A certified school counselor is currently employed.** ☐ Yes ☒ No*

Comments/explanation:

4. ****The school meets the requirement of one counselor per 250 students.** ☐ Yes ☒ No*

Comments/explanation:

5. ****The school currently has a trauma-informed team.** ☐ Yes ☒ No*

Comments/explanation:

6. ****List the trauma-informed team members:**

Person 1

Person 2

Person 3

Person 4

Person 5

7. ****The counselor documents time spent with students.** ☒ Yes ☐ No*

Comments/explanation:

Section Summary

Implementation Strategies:**Deficiencies:**

Immediate actions to address deficiencies? ☐ Yes ☐ No

Section 4. Incident Report

1. Number of firearms found on school property within the past year. 0 *

2. Number of other deadly weapons and/or dangerous instruments found on school property within the past year. 0 *

3. Number of terroristic threatening incidents in the last year (in reference to KRS 508.078). 0 *

4. Number of assaults substantiated by the school last year. 0 *

5. List investigating agencies.

Agency 1

Agency 2

Agency 3

6. Number of incidents documented by the SRO(s) within the last year. 0 *

7. Number of use of force incidents involving the SRO(s). 0 *

8. The school has an office assigned to the SRO(s). ☐ Yes ☐ No *

Comments/explanation:

9. SRO(s) possess a long gun on school property. ☐ Yes ☐ No *

Comments/explanation:

Section Summary**Implementation Strategies:****Deficiencies:**

Immediate actions to address deficiencies? ☐ Yes ☐ No

Section 5. Professional Development Training

1. ****Prior to the first instructional day of the school year, the administrative staff discussed and documented the emergency plan with all school personnel.**

☒ Yes ☐ No*

Comments/explanation:

2. ****List the professional development coordinator for the school.**

Name

Title

The following questions are only applicable for grades 6-12.

3. ****All students received suicide prevention awareness information via: (Check all that apply)**

- ☐ in person
☐ live streaming
☐ video recording
☐ not provided*

4. ****All employees, that have job duties requiring direct contact with students, have attended a minimum one-hour high quality suicide prevention training.**

☐ Yes ☐ No ☐ N/A*

Comments/explanation:

5. ****Staff members hired after the initial suicide prevention training are provided prevention materials.**

☐ Yes ☐ No ☐ N/A*

Comments/explanation:

The following questions are applicable for all schools.

6. ****All school employees, with job duties requiring direct contact with students, attended a minimum one-hour training on how to respond to an active shooter situation.**

☐ Yes ☐ No*

Comments/explanation:

7. ****The district provides training to substitute teachers on suicide prevention, active shooter, and emergency plan familiarization.**

☐ Yes ☐ No*

Comments/explanation:

Section Summary

Implementation Strategies:

Deficiencies:

Immediate actions to address deficiencies? ☐ Yes ☐ No

Section 6. School Resource Officer Staffing, Operational Practices, and Related Services

1. **The school currently has an assigned school resource officer(s). ☐ Yes ☐ No*

Comments/explanation:

2. SRO(s) wears an identifiable uniform. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

3. **The school resource officer(s) have successfully completed, or are in the process of completing, required phases of KLEC approved SRO certification training. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

4. **The school resource officer(s) completed, or is scheduled to complete, the annual 40 hour approved SRO in-service training. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

SRO(s) employed by the school district.

5. SRO(s) assigned to the school is employed by the district. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

6. List SRO(s) with a SLEO commission employed by the district:

SRO 1

SRO 2

SRO 3

7. **Policy defines the roles and expectations of SRO(s) employed by the district. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

8. SRO(s) employed by the district carry firearms. ☐ Yes ☐ No ☐ No SRO*

Comments/explanation:

SRO(s) employed by local law enforcement.

9. **SRO(s) assigned to the school is employed by a local law enforcement agency. ☐ Yes ☐ No ☐ No SRO*
- Comments/explanation:

10. **List SRO(s) employed by a local law enforcement agency:

SRO 1

Agency 1

SRO 2

Agency 2

SRO 3

Agency 3

11. **There is a memorandum of understanding with each SRO(s) law enforcement agency. ☐ Yes ☐ No ☐ No SRO*
- Comments/explanation:

12. SRO memorandum(s) of understanding has been provided to the Office of the Kentucky Law Enforcement Council Support. ☐ Yes ☐ No ☐ No SRO*
- Comments/explanation:

Section Summary

Implementation Strategies:

Deficiencies:

- Immediate actions to address deficiencies? ☐ Yes ☐ No

Section 7. School & Community Collaboration

1. **The 24-hour statewide child abuse hotline number is prominently displayed in the school. ☐ Yes ☐ No*
- Comments/explanation:

2. **The National Human Trafficking Reporting hotline number is prominently displayed in the school. ☐ Yes ☐ No*
- Comments/explanation:

3. ****An anonymous reporting tool is available to students and staff via telephone call, email, and a mobile device application.** ☐ Yes ☐ No*

Comments/explanation:

4. **The school has implemented the Handle with Care program.** ☐ Yes ☐ No*

Comments/explanation:

5. **The board of education accepts gifts or donations that are restricted for safety, security, and student health purposes.** ☐ Yes ☐ No*

Comments/explanation:

6. **The board of education has organized a foundation to receive private financial and/or philanthropic support from the community.** ☐ Yes ☐ No*

Comments/explanation:

7. **List the person(s) responsible for the foundation activity.**

Name 1

Title 1

Name 2

Title 2

Section Summary

Implementation Strategies:

Deficiencies:

- Immediate actions to address deficiencies? ☐ Yes ☐ No

Section 8. Assessment Summary

Compliance: ☐ Meets ☐ Does Not Meet
Recommendations:

Summary:

Flagged for Immediate Review: ☐ Yes ☐ No

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