

FACILITY CONCERNS	COMMENTS
It's time to stop believing that your school building is a public use facility.	Community members and visitors should not be allowed to freely access your school buildings. All of your schools must have strict security and supervision controls in place before, during, and after school.
Provide law enforcement keys to every school building.	Ensure law enforcement can rapidly enter any school from any exterior door.
Main entrance visible from main office.	All visitors must immediately report to the main office. Don't allow visitors to walk through the school to reach the main office.
Clearly designate & label visitor entrances.	One way in and one way out of the school for visitors. Exterior door visitor signs should be highly visible (blaze orange) and readable (large font). Locate the signs at eye level.
Inside signage clearly directs visitors to the main office.	Do not cover office doors/windows; maintain clear visual contact with visitors entering the building.
Maintain only 1-2 entrances for students to enter or leave the school building.	Supervise these entrances before and after school. Equip supervisors with walkie-talkies or cell phones.
Consider the use of a camera, intercom, and buzzer system at the school main entrance to screen visitors who attempt to enter your school.	Access controls for these doors should be located at the desk of each main office employee. Make sure your office personnel understand the protocols for allowing (or not allowing) visitor access to your school.
Consider the use of bullet resistant coverings on entrance way glass and first story windows.	Bullet resistant glass coverings may 'buy more time' during an active shooter crisis.
Immediately after the majority of your students have entered the school building, secure all of your exterior doors, including the main entrance doors.	I have consulted with a number of schools that allow 45 minutes to one hour to pass before the doors are secured. Keep in mind, most school shootings occur in the morning.
Keep exterior doors secured at all times.	No exceptions to this rule.
Doors used by students to go outside for recess or other activities should be locked behind students and only opened when the class is returning to the building.	A school employee could be present to admit students who are re-entering the building or the instructor/supervisor should use a key or fob to re-enter the building. A staff member should never wedge open a door for later entry.
Remove exterior door hardware.	Minimize the number of exterior doors which may be opened from the outside.

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Ensure that the classroom door hardware allows staff to quickly lockdown the classroom from the inside without having to step into the hallway.	Dual cylinder, ANSI F88 locksets allow doors to be locked from either side to prevent entry to the classroom from the corridor side, but they cannot be locked to prevent egress from the classroom.
Consider using magnetic locks on doors so they close more easily.	If a door is intentionally (or unintentionally) left open, a warning alarm will be activated.
Ensure ground floor windows are in good condition.	No broken panes of glass and all locking hardware functions properly.
Protect basement windows with grills or well covers.	Protect against entry through basement windows.
Whenever possible, don't label your school's room doors regarding their contents.	Labeling a room door as 'electrical room' or 'mechanical room' may provide an intruder easy access to your utilities.
Instruct your teachers to never post student rosters and other personal information in public areas or outside their classroom doors.	Research of recent school violence incidents indicates that intruders may have used student rosters to search for specific students or to learn student names.
Lock internal doors when the room is vacant.	If a school employee is not in the room, lock it.
Protect your schools 'high risk areas' with high security locks/alarm systems.	This includes the main office, cafeteria, computer labs, industrial arts room, science labs, nurses' office, boiler room, electrical room, phone line access closet, weight room, pool area, etc.
Do not allow the hanging of objects or art work that will obstruct emergency exit signs.	Exit signs must be visible from all areas in the hallway and classroom. Any objects that obstruct the exit signs should be taken down immediately.
Utility switches/controls properly located and secured.	Strictly control access to your building's 'on/off' switches – especially the lights. During large events, supervisors should be posted to protect utility switches.
When not occupied by a school staff member, all maintenance closets and cleaning product storage rooms must be secured.	Don't allow easy access to 'weapons' or hazardous substances. Maintenance closets are great hiding areas for people and weapons.
Close and secure your kitchens when they aren't occupied by school staff.	An unoccupied kitchen presents a real exposure to potential weapons, such as knives, and an easy opportunity for food tampering.

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Restrict access to your school's electrical panels.	Don't allow an intruder to shut off the lights in your school.
Close off 'unused' areas of the building during after school activities.	No one should be allowed to roam around the school if proper supervision is not present.
Do not allow your teachers to cover or decorate the glass panels and windows on classroom doors.	In an emergency situation, this door may be your only visual access with the outside world.
Identify large objects in the classroom that could be placed against the door during an emergency lockdown.	Most intruders are looking for 'easy targets of opportunity' — blocking the door with a desk, table, or filing cabinet may prevent an intruder from easily entering the classroom. At a minimum, it may slow down their efforts — gaining more time until law enforcement arrives.
Identify a safe room where school administrators will go during an emergency situation.	The role of a safe room is to provide a safe place which your administrators will attempt to occupy during an emergency or crisis situation. This 'command center' should be securable, out of direct sight, have communication access (computer and cell phone), and be known by law enforcement.
Secure your medication storage cabinet.	Never disclose its location and make sure it is out of direct sight of students.
Secure money.	Money should be stored where it cannot be observed by students or others. If you have a safe, make sure it is out of direct sight and locked when not in use.
Secure main office files and records.	Secure files and records in a locked, vandal proof, and fire proof vault or container.
Provide a duress alarm or panic button for the school main office personnel.	A duress alarm could be added to your existing alarm system to provide a signal to several locations, such as the principal's office, the police department or the school resource officer.
Ensure your bomb threat and harassing phone call protocol checklist is readily available for your school's main office personnel.	If a bomb threat is called in to the school, time is of the essence to gather vital information.
Keep an eye on your video security monitors.	Oftentimes the security monitor is located in another room and cannot be observed by office staff. The security monitors should be centrally located to ensure that multiple office staff members are able to view the monitors at all times.

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Post evacuation routes in every room.	Ensure the evacuation route is posted in the same spot (near the exit door) in every room. Have a secondary evacuation route if the primary route is blocked.
Develop a HVAC shut off plan.	Have multiple employees who can shut down the HVAC in case of air contamination.
Ensure your emergency back-up power system is fully operational.	Your school's critical systems such as exit signs, fire alarm systems, means of egress illumination, and emergency voice/alarm communication systems must be supplied with an emergency backup power source.
Lock up your food and beverage products before, during, and after school hours.	Don't invite students or an intruder to tamper with your food.

GROUNDS CONCERNS	COMMENTS
Prevent unauthorized access to the building roof.	Ensure no one can climb trees/down spouts/dumpsters, etc. to get on your school building's roof.
Keep bike racks/trash cans away from building entrances.	These items can be moved to block an exit door; it would create chaos during an emergency evacuation.
Ensure trees/bushes do not block the view of the exterior of the school building.	3'-0"8'0" rule – shrubbery is kept below 3' and above 8' to allow viewing out of first floor windows.
Be able to view outside activities from within the school.	From within the school, ensure you can see playgrounds, parking lots, outdoor activities, etc.
Secure the dumpsters around your schools to prevent the hiding of hazardous materials, contraband, or weapons.	Additionally, you do not want anyone to climb into your dumpsters or to push the dumpsters against your building to access the roof.
Remove debris piles around the school building.	Check around industrial arts department doors and theater prop areas. Items could be used to start a fire or access the roof.
Review parking locations for staff & students.	Parking lots can be seen from the school. Staff parking is segregated from student parking. Address parking lot blind spots and congestion areas.
One way traffic flow around school building.	Clearly mark one way traffic flow around building.
Bus loading/unloading area is restricted to other vehicles.	Car/bus zones separated so students do not walk through vehicular traffic when entering/exiting the school building.
Supervision staff assigned to bus areas.	Can never have enough bus supervisors. Wear brightly colored reflective vests & carry a cell phone/walkie-talkie. Keep all other vehicle traffic out of bus area.
Parent drop-off/pick up area closely defined.	Consider the use of painted speed bumps. Ask law enforcement to be present during morning drop-off and afternoon pick up if problems occur.
Illuminate the outside of the school.	Especially building entrances.
Scheduled maintenance of locks, hardware, windows.	Make sure external hardware works properly.
Scheduled maintenance of sheds/exterior buildings.	Secure these areas if used infrequently.
Playgrounds are segregated from roads, high grass, and woods.	Don't allow someone to easily confront or grab a student.

GROUNDS CONCERNS	COMMENTS
Set back your playgrounds and play areas a minimum of 50 feet from parking areas and public streets.	The play area will be easier to supervise and will limit the exposure to strangers or child abductors.
Playground visual surveillance is possible from a single location.	If students cannot be supervised (they are playing around the corner or way out on an athletic field) bring them closer to the supervisor.
Accessible light lenses are protected by unbreakable material.	Don't make it easy for vandalism to occur to your lights.
School vehicles are secured with keys removed.	All keys must be removed to reduce the exposure to vehicle theft.
Students/staff assigned parking stickers.	Know who is parking in your parking lots.
Each of your schools should have a plan to allow emergency vehicles access to all areas of your school facilities and grounds.	Walk around your school and look for areas that are cluttered by vehicles or objects that would prevent emergency vehicles from providing a clear and 'rapid response' to one of your schools.
Develop plans for walk-away evacuations that clearly indicate the routes to assembly locations and methods to ensure accountability of your students.	If an immediate evacuation is ordered, students can be instructed to rapidly walk away from the school building. This is often the case if there is not enough time to assemble your buses.

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
Chain-of-command established when principal or administrators are away from building.	When a crisis occurs, the principal may be away from the building. Clearly designate 2-3 school employees for the chain-of-command.
Your crisis plan must address all crisis situations.	There are many major and minor ‘crises’ that your plan must address.
Your crisis plan must be short and concise.	Must be easy to understand during a crisis. State ‘what to do’ and nothing else.
Keep your emergency commands simple and easy to understand.	Use simplified emergency commands such as: <ul style="list-style-type: none"> • “Clear the halls” • “Secure the school” • “Evacuate the building” • “Shelter-in-Place”
Alphabetize crisis situations.	Easiest way to find instructions during a crisis.
Maintain brightly colored crisis plans.	Blaze orange or bright pink cover.
Post crisis plan in same location in every room.	Same place in every room. Important when a teacher is not in their room and must access the crisis plan.
Review crisis plan numerous times throughout school year.	3-4 times minimum. Review when school starts in the fall, coming off breaks, changes to school operations, etc.
During staff training at the beginning of the school year, ensure all your school employees are trained about their duties as outlined in your fire safety and evacuation plans.	Walk evacuation routes with all staff. Clearly show staff when assembly areas will be after an evacuation.
Always attempt to evacuate the school within three minutes from the time that the evacuation announcement was made.	During an emergency evacuation, every second counts.
Develop a plan to evacuate your disabled or special needs students.	Ensure there are specific transportation plans in place if the student cannot walk with the other students.
Visit the evacuation sites with your school staff.	Show your school employees where evacuation sites, student reunification areas, media areas, and triage areas will be located.
Evacuate an adequate distance away from the building.	If there really is a fire or a bomb, a collapsing wall or explosion could injure many. Evacuate at least 300 feet from the building.

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
Develop alternative evacuation plans for your classrooms.	The crisis may be taking place where you are to evacuate or the route may be blocked. When it comes to evacuation routes — have a plan, then develop a plan to backup that plan.
Meet with your bus company to determine how long it will take to mobilize school buses if students are evacuated outside during inclement weather.	During an emergency evacuation, students may not be able to put on their coats. Knowing how long it will be for buses to arrive to transport students is critical.
Get media involved in the development of the crisis plan.	It is best to learn how to work with the media; in fact, they can be a great asset to your crisis management efforts.
Get law enforcement involved in the development of your crisis plan.	Your local law enforcement agencies can assist you by: <ul style="list-style-type: none"> • Identifying the level of response needed for the situation — armed intruder, gun in locker, hostage situation, assault, etc. • Identifying key individual responsibilities for staff • Practicing ‘what if’ scenarios • Developing response plans for after school hour events • Conducting table top exercises to practice roles
Provide local law enforcement and emergency personnel with up-to-date copies of your school plans.	This includes the school building floor plans, maps of the surrounding area, evacuation routes, shelter areas, procedures for how you will address medical needs, transportation means, and how you will notify parents/guardians.
Train all employees.	Often forgotten: secretaries, food service, bus drivers, substitute teachers, aides, volunteers, etc.

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
<p>Educate school employees on the early warning signs of a potentially violent student.</p>	<p>These early warning signs may include:</p> <ul style="list-style-type: none"> • Depression • The individual telling others ‘I’m depressed’ • Drug and alcohol use • Threats of suicide • Stops hanging around with his/her usual friends • Change in eating habits • Noticeable change in dress • Grades begin to drop — low school interest • Low self esteem • Individual is a loner • Does not fit into any peer group • An affiliation with gangs • An obsession with a particular person • An obsession with violent acts, weapons, and bombs • Irresponsibility — they won’t take responsibility for their actions; it’s always someone else’s fault • Individual is cruel to animals — they brag about it • Behavior changes — major mood swings • Threats of violence: always take them seriously —act on rumors • Inappropriate access to, possession of, and use of guns • Has brought a gun or other weapon to school in the past • Has a background of serious disciplinary action • Has little or no supervision/support from parents or responsible adults • Has been a victim of or witness to continual abuse —both physical and mental • Has been a victim of bullying and harassment • Expression of violence in writings and drawings

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
<p>Learn to recognize the ‘imminent’ warning signs of a potentially violent student.</p>	<p>When a student displays imminent warning signs, immediate action must be taken to maintain school security. It is paramount that you quickly mobilize law enforcement and appropriate school personnel. These imminent warning signs include:</p> <ul style="list-style-type: none"> ● Possesses and/or uses a firearm or other weapon ● Repeated suicide threats and statements ● Detailed threats of lethal violence stating the time, place, and method ● Development of a ‘hit list’ ● Severe rage for minor reasons ● Severe destruction of property ● Serious physical confrontations with family members and other students ● Seeks information on how to obtain a weapon such as a handgun
<p>Learn to recognize some of the warning signs that a student may be carrying or concealing a weapon on their body.</p>	<ul style="list-style-type: none"> ● During a routine security check or confrontation with the student, the individual is seen feeling their body to ensure the weapon is in place. ● Look for a sag in the individual’s jacket or coat. The pocket of the jacket where the weapon is stored may hang lower than the other side. ● The individual’s clothing appears out of place — they are wearing clothing that appears too warm for the weather. The clothing may provide a hiding space for a weapon. ● The individual uses just one hand to perform routine tasks. This is an attempt to keep one hand free to handle the weapon. ● The individual wears just one glove. Again, one hand is left free to handle a weapon. ● A part of the weapon is visible. The barrel of a gun may be seen protruding from beneath a coat, the tip of a knife can be seen sticking out of a sleeve, etc. ● The individual walks with an unnatural gait — not swinging their arm on the side of the body where the weapon is located. They may be holding a weapon in place to prevent it from falling. ● The individual ‘palms’ the weapon in the palm of their hand in preparation for ready use. ● The individual turns their body away from a school authority figure to hide or protect a concealed weapon. This is a practice commonly called ‘blading.’

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
Reach out to a troubled student every day.	Challenge every school administrator, teacher, coach, and custodian to reach out to one troubled student every day — a pat on the head, saying hello, or just asking “How is your day going?” Interceding when a student hits a bump in the road by showing them you truly care will reap great dividends. Become a hero to a troubled student. Affect our children’s lives by listening and by truly caring — not just teaching them math or science.
Practice ‘RAPID RESPONSE’ lockdown & evacuation	Simply discussing our lockdown procedures during a teacher in-service or ‘walking’ through the procedure is not enough. Lockdown practice must be full force, ‘rapid response’ — teachers must learn to ‘act not react’ when a lockdown has been initiated. Valuable time is often wasted when a teacher feels the need to confirm that the lockdown is indeed real. When the lockdown code is initiated ‘rapid response’ is needed. Safely behind a locked classroom door is where a teacher can determine if the lockdown is real.
Identify objects in each room to block door during a lockdown.	During the review of your lockdown procedures, identify those objects in each classroom — a desk, a cabinet, a bookshelf, etc. — which will be used to barricade the door. Make sure these objects are sturdy enough to block the entrance of an intruder, yet are easily maneuverable.
Utilize the red card/green card system to communicate with emergency responders.	The goal of a lockdown is to isolate the intruder until law enforcement can neutralize the threat. The red card/green card system is a great method to assist law enforcement in rapidly sweeping your school.
If the intruder is coming into the classroom and the teacher believes an imminent danger threat is present, instruct your students to throw objects at the intruder’s head and face.	I realize that this is a controversial best practice, but if an intruder is coming through the classroom door, I have to believe that most teachers and students would rather go ‘down fighting’ and try to neutralize the intruder. Items such as soup cans, baseballs, tape dispensers, staplers, etc., could be thrown at the intruder. This practice would not be recommended for elementary school age students.
Ensure that staff members have access devices such as master keys or proximity cards to allow for quick entry into any room.	This is especially important in an area where a student may have entered and barricaded themselves.

DEVELOPMENT & IMPLEMENTATION OF CRISIS PLAN	COMMENTS
Educate all school staff members so they know how to respond to suspicious packages, items, or other objects that might be found in the classroom or anywhere on school grounds.	In most cases, the appropriate response is to not touch the object and immediately report it to the police.
A 'heightened awareness' for suspicious activity, people, or vehicles should be maintained by all staff members.	Anything that is out of the ordinary should be reported immediately to the police.
Require your visitors to wear brightly colored, easily identifiable badges.	A 5"x7" brightly colored (orange/lime green) badge worn around the visitor's neck will allow school staff to identify approved visitors from a distance.
Don't be afraid to say 'no' to a visitor's request.	If the visitor is dropping off an item for a student, the visitor doesn't have to take it to the classroom; that's a duty for the hall monitor.
If you are not comfortable in approaching a visitor — don't hesitate, call the police.	This is the easiest, safest, but least used method to deal with an unknown visitor. Police are paid for the risks they take; this is one of those risks. A visitor with good intentions has nothing to worry about — it's just a few minutes out of their day to explain their actions.
Even for after school events, maintain strong visitor control procedures.	Restrict the number of building doors that are accessible from the outside to one designated entrance only. Stress the importance of your staff greeting and challenging strangers, recognizing and reporting suspicious individuals, vehicles, and activities. Allow visitors access only to pre-designated areas of your school building.
Know when and where the food suppliers, contractors, and delivery personnel will be arriving at your school.	It is important for the district to know the names of the company providing the service, the names of their employees, their expected time of arrival, and what/how much will be delivered. These controls are especially important for deliveries that occur after normal school hours.
Don't allow your kitchens or food preparation areas to be used for special events or outside groups unless your food service staff is present.	Allowing outsiders to use school kitchen facilities increases the chance of food tampering and/or theft of equipment.
Develop bus staging or loading areas that are away from the school building or areas of risk.	If a crisis is taking place in the school, your bus pick up area cannot be located right outside the school.
If at all possible, do not allow parents to pick up their students at the school if an evacuation is underway.	The release of students in evacuation situations should be done at prearranged locations away from the crisis area.

PERCEPTION & DECEPTION	COMMENTS
Never share your crisis plan with anyone outside of the school.	All requests for crisis plan information must go through the district administrator.
On occasion, park a marked police car outside your school or near the entrance to a large event.	Bad things happen when students are unsupervised. A police car parked at your school may force some individuals to think twice before acting in a negative manner.
Get the cops in to your schools.	Ask police officers and sheriff deputies to frequently stop by your school to walk through the hallways and drive through the parking lots in their squad car. ‘Rattling your sabers’ shows students that the cops are constantly watching.
Never underestimate the importance of having full-time police officers or police reserve officials at an event.	Uniformed cops can reduce the exposure to many potentially violent situations.
Hire a full time school resource officer.	A school resource officer who is tuned in to what is happening in your school is the best investment of all to prevent school violence.
Offer free hot lunch to police officers who eat with the students on a periodic basis.	More eyes to supervise students.
Ask law enforcement to meet with parents through parent-teacher associations and other groups.	Educate parents about your school district’s violence prevention strategies and help them understand the importance of their support.
Periodically bring in an unannounced K-9 drug dog to check student’s lockers and cars.	It will get student’s attention that drugs are not allowed in your school.
Ask grandparents and senior citizens to take an active role in your school.	Encourage them to walk your school’s hallways and to sit in on classes. Most kids have respect for the elderly — their presence may have a calming effect on students who may otherwise act up.
Consider placing a highly visible large-screen monitor in the hallway to provide a constant reminder to students and visitors that their actions are being monitored and recorded.	I’ve heard the argument from schools that they don’t want to tip their hand and let students know where the cameras are located. I would bet that most students know where your cameras are located throughout your school — you’re just letting them know they are being supervised.
Maintain highly visible supervisors in classrooms and hallways.	Teachers in the hallways between classes. Never leave students alone, unsupervised in a classroom.
Staff members should always carry their cell phone.	Maintain ‘911’ on speed dial.
Check in bathrooms, locker rooms, etc. on a periodic basis.	Bad things tend to occur in secluded areas.

PERCEPTION & DECEPTION	COMMENTS
Staff should wear highly visible ID badges.	Especially at events where outsiders are present, let everyone know that school staff members are present.
Staff should wear highly reflective vests during group supervision.	Especially important on playgrounds, bus drop-off/pick-up of students, outdoor athletic events, etc.
Always close and secure all classroom doors when the room is not occupied by a teacher or school employee.	Unoccupied classrooms create an opportunity for the theft of valuables, building keys, computers, and documents. Unlocked doors to unoccupied areas could be used as a temporary hiding place for those planning to commit malicious acts.
Ensure all school doors are closed and secured when your custodians are working inside the building during after school hours.	This is especially important to protect school employees working late at night. It's also important to require night custodians to carry a cell phone for emergency communication.
Employees working in the school after-hours should never open doors to allow strangers to enter the building.	No exceptions to this rule.
Never transport money in money bags in plain sight.	Don't transport money in easily identifiable bank bags. Hide money bags in another container; vary time of movement, etc.
Friends/relatives/others must have written permission to pick up a student from school.	Ensure family members clearly understand your protocols for picking up a student during school hours.
Students must have written permission to leave school during school hours.	Always know when and why students are leaving the school.
Perform security checks at the end of the school day.	<ul style="list-style-type: none"> • Classrooms/offices are empty & locked • Restrooms are empty • Locker rooms are empty • All exterior entrances are locked • All night lights are working • Check of alarm system
Administration cell phone numbers provided to police.	Police can immediately call administration in the event of a suspicious or emergency situation.
School staff knows the warning signs of an intruder.	Unusual dress, by passes security controls, no visitor badge, avoids confrontation, etc.
Police/community members monitor school grounds after school hours.	Ask nearby residents to monitor the school grounds. Ask law enforcement to periodically patrol school grounds.

PERCEPTION & DECEPTION	COMMENTS
High value equipment secured at all times.	Don't encourage theft of computers and other high value equipment.
Educate school staff to secure personal items.	Purses, wallets, jackets, etc. should never be left unsecured in the classroom. Students could have easy access to keys.
Classrooms numbered with reflective material.	<ul style="list-style-type: none"> • Over the door • On the bottom of the door • On an exterior window (visible to emergency responders)
Replace interior doors with large windows with doors with small windows.	Especially during an emergency lockdown, large windows provide little protection for students/staff.
Classroom locks can be activated from inside of the room.	The teacher does not have to go in to the hallway to secure their room door.
Make sure emergency announcements can be heard throughout the entire school building.	During emergency situations, announcements may not be heard in all areas of the building — especially band rooms, locker rooms, or during physical education classes.
Consider a 'greeter window' inside the first set of exterior doors.	Allows for instant communication with visitors entering the school building.
Utilize a vestibule area.	Contains visitors entering the school building.
Use convex mirrors to see around corners/up and down stairwells.	Especially useful during a crisis or evacuation.
Utilize proximity reading cards on designated exterior doors.	A good security practice to keep unauthorized individuals out of the building.
Strobe/flashing lights on exterior school.	Warn of problems to students/staff outside of the school
Proactive security/supervision at all school sponsored activities.	Large events, on school buses. Ensure supervision is appropriate at 'away' events as well.
Code of conduct fairly & consistently enforced.	All students are treated the same when it comes to discipline.
System for students to report problems/incidents anonymously.	An anonymous system to report bullying, harassment, potential violence is worth its weight in gold.
Develop proactive policy re: parental actions during sporting events.	Ensure parents clearly understand spectator expectations regarding good sportsmanship.

PERCEPTION & DECEPTION	COMMENTS
Students/staff aware of bullying consequences.	Programs in place to prevent verbal, physical, and non-physical bullying/harassment such as emails, texts, threats, exclusion.
Develop a mandatory cyber bullying training program that educates students on the dangers and prevention of cyber bullying.	Your teachers can play a vital role in preventing cyber bullying by educating students to: <ul style="list-style-type: none"> • Never give out personal information such as passwords or private identification numbers. • Use extreme care when posting personal information: names, addresses, and cell phone numbers. • Never share ‘buddy’ lists. • Always delete messages from people that you don’t know. • When it doesn’t sound right — get out of the chat room. • Assume that no communication is ever private. • Never email someone when you are angry or upset. • Never email with friends and target someone for your entertainment. • Never forward an email that was sent to you as a private message.
Teach students how to recognize what they can do if they believe they are being victimized by a cyber bully.	This includes: <ul style="list-style-type: none"> • Immediately telling a trusted adult — like a teacher. • Never opening or reading messages from cyber bullies. • Never reacting to the bully. • Do not erase the messages/images. • Block the bully from future electronic messages.
Internet safety stressed with students/staff	Use of Facebook, social media, cyber bullying – should be mandatory for all students each year.
School staff trained in personal safety & security	Great in-service topic – teach staff members how to remove themselves from a confrontational or physical situation.
School volunteers receive security training.	Volunteers are valuable school supervisors who must know their role during a crisis.
School security/violence prevention addressed during staff development.	Too often, school security training is overlooked or forgotten during teacher in-service.
Adequate recognition opportunities for all students.	Don’t create problems by favoring only the best students or athletes.
Students instructed how to avoid being victims of violence.	Teach students how to become ‘tough targets.’

PERCEPTION & DECEPTION	COMMENTS
Educate parents that they may be at legal risk and can be held liable for their children’s actions, including bullying, harassment, and the inappropriate use of a firearm on school grounds.	Parents need to be made aware of the potential liability concerns if their child is involved in a violent situation. If all parents were informed of these concerns, I would venture to say they would be more involved in the lives of their children.
Throughout the school year educate parents about your school’s visitor control procedures and the importance of everyone following the rules.	Mailings, emails, and parent-teacher conferences are great tools to get this message out to your students’ parents. Parents may become confrontational when asked to follow your visitor control plan every time they visit your school. These security controls are in place to protect your students and staff; they must be followed by all.
Incidents that occur on school property/functions are reported to law enforcement.	Incidents that may fall below the threshold of criminal activity
School district and law enforcement have a written agreement of understanding.	Define roles and responsibilities during a crisis, criminal investigation, etc.
Law enforcement has a strong, visible presence during school hours and at events.	Get cops in your schools on a regular basis.
Develop a plan to address the spontaneous arrival of family members, onlookers, volunteers, the media, and staff members from other schools.	Understand that the immediate control of traffic on your school grounds may not be an important law enforcement matter, especially if they are busy dealing with the crisis.