

# Safety Plan Audit Checklist

School Corporation:	
Number of School Buildings:	
Contact Name & Title:	
Telephone Number:	
Email	

AUDIT DOCUMENTATION REQUIREMENTS		LEGAL CODE
<input type="checkbox"/>	Corporation Safety plan	511 IAC 6.1-2-2.5(a)
<input type="checkbox"/>	Building Safety Plan(s) (safety plans should be building specific – if multiple schools are housed under one roof e.g. junior high and high school only one plan needs to be submitted)	511 IAC 6.1-2-2.5(a)
<input type="checkbox"/>	Most current fire and/or security alarm inspection	511 IAC 6.1-2-2.5(a-1)
<input type="checkbox"/>	Sample building map with evacuation routes noted. (choose one classroom map)	511 IAC 6.1-2-2.5(a-3)
<input type="checkbox"/>	Meeting minutes or other documentation showing emergency procedures instruction was provided to staff	511 IAC 6.1-2-2.5(a-4)
<input type="checkbox"/>	Date(s) that staff provided emergency instruction to students	511 IAC 6.1-2-2.5(a-4)
<input type="checkbox"/>	Certification that Superintendent reviewed safety plans within 60 days after the beginning of the school year. Here is a link to the form that must be submitted; <a href="https://www.doe.in.gov/safety/safe-schools-and-emergency-preparedness-planning-certification-form">https://www.doe.in.gov/safety/safe-schools-and-emergency-preparedness-planning-certification-form</a> This documentation will be verified by IDOE using online database maintained by IDOE.	511 IAC 6.1-2-2.5(b)
<input type="checkbox"/>	Copy of drill logs – fire, tornado and manmade occurrence	IC 20-34-3-20
<input type="checkbox"/>	Name(s) of certified School Safety Specialist(s)	IC 5-2-10.1-9
<input type="checkbox"/>	Name(s) of local first responders who have received copies of floor plans for each building.	IC 5-2-10.1-12
<input type="checkbox"/>	Minutes for corporation safe school committee meetings.	IC 5-2-10.1-12
<input type="checkbox"/>	Discipline rules prohibiting bullying; includes provisions for anonymous reporting	IC 20-33-8-13.5
SAFETY PLAN MUST INCLUDE		LEGAL CODE
<input type="checkbox"/>	Procedures for notifying other agencies and organizations	511 IAC 6.1-2-2.5(a-2)
<input type="checkbox"/>	Public information procedures	511 IAC 6.1-2-2.5(a-5)
<input type="checkbox"/>	Procedure for evacuating building or dismissing classes	511 IAC 6.1-2-2.5(a-6)
<input type="checkbox"/>	Fire protocol	511 IAC 6.1-2-2.5(a-7-A)
<input type="checkbox"/>	Natural disaster protocol - e.g. tornado, earthquake, flooding	511 IAC 6.1-2-2.5(a-7-B)
<input type="checkbox"/>	Adverse weather protocol – e.g. winter storm, extreme heat	511 IAC 6.1-2-2.5(a-7-C)

<input type="checkbox"/>	Nuclear contamination	511 IAC 6.1-2-2.5(a-7-D)
<input type="checkbox"/>	Exposure to chemicals	511 IAC 6.1-2-2.5(a-7-E)
<input type="checkbox"/>	Manmade occurrence – e.g. student disturbance, weapon on campus, weapon of mass destruction, contamination of water supply or air supply, hostage, kidnapping	511 IAC 6.1-2-2.5(a-7-F)
<input type="checkbox"/>	Provisions for warning and evacuating those whose disabilities require special warning or evaluation procedures (plan can also reference where these provisions can be found e.g. IEP, IHP or ILP)	511 IAC 7-36-6

### **511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning**

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-1

Sec. 2.5. (a) Each school corporation shall, in consultation with local public safety agencies, develop a written emergency preparedness plan for the school corporation and each school in the corporation. An emergency preparedness plan shall, at a minimum, contain the following:

- (1) Appropriate warning systems.
- (2) Procedures for notifying other agencies and organizations.
- (3) Posting of evacuation routes.
- (4) Emergency preparedness instruction for staff and students.
- (5) Public information procedures.
- (6) Steps that will be taken prior to a decision to evacuate buildings or dismiss classes.
- (7) Provisions to protect the safety and well-being of staff, students, and the public in case of:
  - (A) fire;
  - (B) natural disaster, such as tornado, flood, or earthquake;
  - (C) adverse weather conditions, such as winter storms or extreme heat;
  - (D) nuclear contamination, such as power plant or transport vehicle spills;
  - (E) exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals, and cleaning agents; and
  - (F) manmade occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water supply or air supply, hostage, and kidnapping incidents.

(b) Within sixty (60) days after the beginning date of each school year, the superintendent shall certify to the department that the emergency preparedness plans for the school corporation and each school in the school corporation have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the superintendent shall certify to the department that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

(c) Emergency preparedness plans shall be available for inspection by the department.

*(Indiana State Board of Education; 511 IAC 6.1-2-2.5; filed Aug 28, 1998, 4:58 p.m.: 22 IR 91; readopted filed Sep 7, 2004, 5:10 p.m.: 28 IR 323; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA; readopted filed Dec 2, 2013, 3:26 p.m.: 20140101-IR-511130419RFA)*

### **IC 20-34-3-20 Emergency preparedness drills**

Sec. 20. (a) The governing body of a school corporation shall require each school in the governing body's jurisdiction to conduct periodic emergency preparedness drills during the school year in compliance with rules adopted under [IC 4-22-2](#) by the state board.

(b) Each school and attendance center shall conduct at least:

- (1) one (1) tornado preparedness drill; and
  - (2) one (1) manmade occurrence disaster drill;
- during each semester.

(c) Notwithstanding rules established by the state fire marshal under [IC 12-17-12-19](#), a drill conducted under subsection (b) may be conducted instead of a periodic or monthly fire evacuation drill requirement established by the state fire marshal. However, a drill conducted under subsection (b) may not be made:

- (1) instead of more than two (2) periodic or monthly fire evacuation drills in a particular school semester; and
- (2) in two (2) consecutive months.

(d) The governing body of a school corporation may direct schools to conduct emergency preparedness drills in addition to those required under subsection (b).

(e) The governing body of a school corporation shall require each principal to file a certified statement that all drills have been conducted as required under this section.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-8-2.]

*As added by P.L.1-2005, SEC.18. Amended by P.L.132-2007, SEC.8; P.L.103-2015, SEC.1*

## **511 IAC 7-36-6 Facilities**

Authority: IC 20-19-2-8; IC 20-19-2-16

Affected: IC 20-19-2; IC 20-34-3-20; IC 20-35

Sec. 6. (a) The public agency shall provide instructional space for students with disabilities that is:

- 1) not less than the per student instructional space for general education students of the same chronological age in the same building;
- (2) comparable to the general space and instructional environment of the general education students in the same building; and
- (3) sufficient to accommodate a student's:
  - (A) special equipment;
  - (B) assistive devices; or
  - (C) curricular needs.

(b) Each public agency, when developing written emergency preparedness plans in accordance with 511 IAC 6.1-2-2.5, shall include provisions for warning and evacuating students whose disabilities require special warning or evacuation procedures. Special warning and evacuation provisions shall:

- (1) address individual needs of students;
- (2) be reviewed on an annual and as needed basis; and
- (3) be implemented during tornado (shelter) preparedness drills, fire drills, and manmade occurrence disaster drills as required by IC 20-34-3-20.

*(Indiana State Board of Education; 511 IAC 7-36-6; filed Jul 14, 2008, 1:24 p.m.: 20080813-IR-511080112FRA; readopted filed Nov 6, 2014, 3:23 p.m.: 20141203-IR-511140382RFA)*

## **IC 5-2-10.1-9 School safety specialists; duties; school safety plan**

Sec. 9. (a) Each school corporation shall designate an individual to serve as the school safety specialist for the school corporation.

(b) The school safety specialist shall be chosen by the superintendent of the school corporation with the approval of the governing body.

(c) The school safety specialist shall perform the following duties:

- (1) Serve on the county school safety commission, if a county school safety commission is established under section 10 of this chapter.
- (2) Participate each year in a number of days of school safety training that the council determines.
- (3) With the assistance of the county school safety commission, if a county school safety commission is established under section 10 of this chapter, develop a safety plan for each school in the school corporation.
- (4) Coordinate the safety plans of each school in the school corporation as required under rules adopted by the Indiana state board of education.
- (5) Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, and security.

(d) A school safety plan:

- (1) developed by the school safety specialist must include the requirements set forth in [IC 20-26-18.2-2\(b\)](#);
- (2) must be provided to a member of the secured school safety board (as established by [IC 10-21-1-3](#)) if a member requests the plan; and
- (3) shall be filed with the county school safety commission under [IC 5-2-10.1-10](#) if the county has established a county school safety commission.

*As added by P.L.273-1999, SEC.224. Amended by P.L.172-2013, SEC.3.*

## **IC 5-2-10.1-12 Safe school committees; school plans; copies of floor plans to law enforcement agency and fire department**

Sec. 12. (a) Each school corporation shall establish a safe school committee. The committee may be a subcommittee of the committee that develops the strategic and continuous school improvement and achievement plan under [IC 20-31-5](#). Each committee may include at least one (1) member who is a member of the support staff of the school or school corporation career and technical education school.

(b) The department of education, the school corporation's school safety specialist, and, upon request, a school resource officer (as described in [IC 20-26-18.2-1](#)) shall provide materials and guidelines to assist a safe school committee in developing a plan and policy for the school that addresses the following issues:

- (1) Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of a safe school.
- (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).

(3) Methods to encourage:

- (A) involvement by the community and students;
- (B) development of relationships between students and school faculty and staff; and
- (C) use of problem solving teams.

(c) As a part of the plan developed under subsection (b), each safe school committee shall provide a copy of the floor plans for each building located on the school's property that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the law enforcement agency and the fire department that have jurisdiction over the school.

(d) The guidelines developed under subsection (b) must include age appropriate, research based information that assists school corporations and safe school committees in:

- (1) developing and implementing bullying prevention programs;
- (2) establishing investigation and reporting procedures related to bullying; and
- (3) adopting discipline rules that comply with [IC 20-33-8-13.5](#).

(e) In addition to developing guidelines under subsection (b), the department of education shall establish categories of types of bullying incidents to allow school corporations to use the categories in making reports under [IC 20-20-8-8](#) and [IC 20-34-6-1](#).

(f) The materials and guidelines provided under subsection (b) must include the model educational materials and model response policies and reporting procedures on child abuse and child sexual abuse developed or identified under [IC 20-19-3-11](#).

*As added by P.L.106-2005, SEC.3. Amended by P.L.1-2006, SEC.90; P.L.132-2007, SEC.3; P.L.172-2013, SEC.5; P.L.190-2013, SEC.3; P.L.285-2013, SEC.1; P.L.2-2014, SEC.12; P.L.40-2014, SEC.4; P.L.233-2015, SEC.7; P.L.25-2016, SEC.3; P.L.115-2017, SEC.1.*

### **IC 20-33-8-13.5 Discipline rules prohibiting bullying required**

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
- (2) include:
  - (A) provisions concerning education, parental involvement, and intervention;
  - (B) a detailed procedure for the expedited investigation of incidents of bullying that includes:
    - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;
    - (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
    - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
    - (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
    - (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
    - (vi) discipline provisions for false reporting of bullying; and
  - (C) a detailed procedure outlining the use of follow-up services that includes:
    - (i) support services for the victim; and
    - (ii) bullying education for the bully.

(b) The discipline rules described in subsection (a) may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

(c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

- (1) computer;
- (2) computer system; or
- (3) computer network; or
- (4) cellular telephone or other wireless or cellular communications device.

(d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

(e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under [IC 5-14-3](#).

(f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

*As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2; P.L.285-2013, SEC.6.*