The Indiana School Safety Specialist Academy Resource Guide; 2017 Edition

The Indiana School Safety Specialist Academy will provide ongoing, certified training and information on national and state best practices, as well as exemplary resources for school safety, security, intervention/prevention, and emergency preparedness planning.

The purpose of this guide is to provide a concise, easy to use reference for resources provided by the division of School Building Safety and Security. Our staff is available if you need assistance:

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INDIANA SCHOOL SAFETY SPECIALIST CERTIFICATION

ISSSA BASIC TRAINING
Per Indiana Code IC 5-2-10.1-9, every school corporation in Indiana must have a certified School Safety Specialist. To become certified, participants must complete the five-day Basic Training program. This training is spread out over the course of a school year and will include information on:

- Key concepts in emergency preparedness
- Developing and implementing a school safety plan
- Conducting safe and effective school-based drills
- School safety laws and requirements

Once certified, School Safety Specialists are expected to:

- Serve on the county school safety commission
- Participate each year in two additional days of school safety academy sponsored training
- Coordinate the safety plans of each school in the school corporation
- Act as a resource for other individuals in the school corporation on issues related to discipline, safety, and security

Registration and additional information for Basic Training are available online: www.doe.in.gov/safety/basic-level-training

ISSSA ADVANCED TRAININGS
School Safety Specialists must recertify every school year by attending two days of safety academy sponsored training. Advanced Training opportunities are provided every fall and spring and are available only to certified Safety Specialists. Advanced Training agendas are different each year to reflect updated best practices and lessons learned from recent events. These trainings are provided at no cost, and lodging is provided for participants traveling more than 75 miles one way.

Registration and additional information for Advanced Trainings are available online: www.doe.in.gov/safety/advanced-level-training

ISSSA REGIONAL TRAININGS
Regional Trainings are also available to help Safety Specialists satisfy their two-day recertification requirement. Regional Training opportunities are provided throughout the school year, and are available to Safety Specialists, and any other interested educators, law enforcement officers, or school safety partners. These trainings are provided at no cost, but lodging is not provided.

Registration and additional information on available Regional Trainings are available online: www.doe.in.gov/safety/regional-training
AVAILABLE RESOURCES

BULLYING
Per Indiana Code, schools must have discipline rules prohibiting bullying and provide age appropriate, research based instruction focusing on bullying prevention by October 15 of each year. Various resources are maintained by IDOE to assist schools in meeting these requirements, and are available here: http://www.doe.in.gov/student-services/bullying-prevention-intervention-indiana

BUILDING DESIGN
Key safety concepts for building design are outlined in these documents intended to provide general guidance for school administrators. Includes guidance for working with design professionals, and the Seven Design Features to Enhance School Safety document developed by Safe Haven’s International. Documents are available here: http://www.doe.in.gov/safety

CRIMINAL ORGANIZATION (GANG) INFORMATION
Per Indiana Code, Indiana Department of Education has developed a model policy in conjunction with various state agencies. This policy addresses the investigation of criminal organization activity, and prevention/intervention services. This policy and additional guidance from the Bureau of Justice are available here: www.doe.in.gov/safety/gang-information

LAWS FOR REFERENCE
The current laws relating to School Safety Specialists are updated and posted online for easy reference. It is imperative that certified School Safety Specialists understand these laws and expectations. An overview of pertinent laws to School Safety Specialists is available here: www.doe.in.gov/sites/default/files/safety/laws-reference-updated-2015-v2.pdf

SAFETY REVIEWS
Per Indiana Code, emergency preparedness plans shall be available for inspection by the Department of Education. Each year, approximately thirty schools are selected at random to participate in a safety review conducted by IDOE staff where these plans are inspected to ensure compliance with the law. This review also provides Safety Specialists the opportunity to review best practices and compare their plan to other schools. The framework for safety reviews and legal requirements for preparedness are available here: http://www.doe.in.gov/safety/doe-school-safety-review

TORNADO PREPAREDNESS
Resources are provided to assist School Safety Specialists in identifying appropriate tornado procedures and identify tornado refuge areas within a school. These include a tornado preparedness training video, information from the National Weather Service, and a guidance document from the American Institute of Architects Indiana. Available here: www.doe.in.gov/safety/tornado-preparedness
PASSWORD PROTECTED SAFETY RESOURCES

The Division of School Building Safety and Security provides resources to assist the School Safety Specialists with their duties to create safer schools. These resources are posted with permission from national school safety experts, the U.S. Department of Education, and other School Safety Specialists throughout the state.

These resources are password protected in an effort to restrict use specifically to certified Indiana School Safety Specialists. This includes the Safe Haven’s School Safety Plan Templates that outline an all-hazards approach to school safety and a protocol for nearly every scenario, which are licensed only for k-12 schools in Indiana.

Password protected resources can be accessed by following these steps:
1) Click on the IDOE MOODLE website: moodler.doe.in.gov
2) Create a user profile and password
3) Click on “Password Protected Safety Resources” (on page under “School Safety”)”
4) Enter enrollment key: “schoolsafety2017”

SAMPLE POLICIES AND PRACTICES AVAILABLE ONLINE:

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VIDEO REPOSITORY AVAILABLE ONLINE:

A series of brief video presentations are available to assist Safety Specialists in providing training to staff in local school corporations. These videos include

Active Shooter Scenario | Hazing for the Naïve | Psychological First Aid |
Bullying in Schools | Henryville Tornado Video | Recovery in Schools |
Bullying on the Bus | How to Integrate SRO’s | Extracurricular Event Safety |
Crisis Hotlines | Lockdown Training | Secret Service Study |

VIDEO TABLETOPS AVAILABLE ONLINE:

A series of brief video scenarios are available for use in training staff to react to various crisis situations in schools. These scenarios are designed to improve the ability of staff to make practice making quick decisions during moments of stress, and to assist in the further development of safety plans.

Scenarios include short videos, and readymade discussion guides on the following topics:

Angry Parent at Sporting Event | Student with Allergic Reaction | Angry Parent in Office |
Student Drug Overdose | Custody Battle | Student Injured in Gym |
Distraught Woman with Knife | Suspicious Man in Office | Intruder with a Weapon |
Suspicious Man on Playground | Man with Gun in Parking Lot | Upset Visitor |
Staff Having Heart Attack | Visitor Who Refuses to Stop | Student Injured by Glass |
INDIANA SPECIFIC AGENCIES/RESOURCES

INDIANA STATE POLICE
In partnership with Indiana educators and local law enforcement, Indiana State Police provide various trainings throughout Indiana. These sessions help schools and law enforcement agencies establish partnerships necessary for coordinating a unified response to various incidents.

- School Walk-Through Initiative; State Police initiative prompting Troopers to provide safety presentations and visit the schools during school hours. More information available online: www.in.gov/isp/2966.htm

- Unarmed Response to Active Shooter Program; State Police created a program including a PowerPoint, lesson plan, presenter notes, and videos featuring active shooter scenarios in classroom and school bus settings. Designed to assist School Safety Specialists in presenting active shooter staff development training, this resource is available online: http://www.in.gov/isp/3191.htm

INDIANA DEPARTMENT OF HOMELAND SECURITY
IDHS implements the Secured School Safety Grant Program, providing matching grants to schools to employ a School Resource Officer, conduct threat assessments, or purchase equipment to restrict access or expedite notification of first responders. Grant information is available online: www.in.gov/dhs/securedschoolsafety.htm

INDIANA CRIMINAL JUSTICE INSTITUTE
ICJI implements the Indiana Safe School Fund, which ultimately funds the School Safety Specialist Academy. ICJI also implements the Safe Haven Grant, providing matching grants to schools to employ a School Resource Officer, purchase equipment and materials used to enhance the safety, and to provide educational outreach regarding bullying intervention/prevention strategies. Grant information is available online: www.in.gov/cji/2339.htm

INDIANA SCHOOL RESOURCE OFFICER ASSOCIATION
INSROA is the Indiana branch of the National Association of School Resource Officers (NASRO). Every summer, INSROA hosts a statewide training available to law enforcement and educators and provides Basic/Advanced SRO courses throughout the year. Membership and training information are available online: www.insroa.org/

INDIANA ASSOCIATION OF CHIEFS OF POLICE
IACOP is a professional association designed to promote professionalism, training and networking for law enforcement executives and to enhance public awareness of law enforcement and public safety issues. Each year IACOP provides a School Resource Officer certification course. Membership and training information are available online: www.iacop.org
SCHOOL SAFETY PLANNING CALENDAR

SUMMER

- Establish a safe school committee to address unsafe conditions and provide professional development for faculty. This committee must provide a copy of the floor plans for each building to first responders (IC 5-2-10.1-12).

- Establish a written policy to address criminal organizations and criminal organization activity in schools. This policy should be posted on the school corporation website, added to student handbooks and added/posted to any other location determined to be appropriate. This shall be done no later than June 1, 2016. (IC 20-26-18).

- Invite law enforcement into your buildings to train. This allows them to become familiar with the layout of each building in case of a crisis situation.

- Establish contacts with local law enforcement to ensure partnerships and familiarity in case of crisis.

- Have fire system alarms and extinguishers inspected.

- Inspect and restock first aid kits and AED systems.

- Review and update school safety plan with corporation school safety committee.

- Conduct Tactical Site Survey of facilities to align facilities with concepts of Crime Prevention Through Environmental Design (CPTED) and eliminate hazards for slips/trips/falls.

- Sign up for notifications via the Indiana Sex Offender registry to identify any offenders who live in your area and may impact student safety and bus routes. Available online: http://www.indianasheriffs.org/offender-watch.aspx

BEGINNING OF SCHOOL

- Conduct training for all school employees on basics of the updated safety plan, criminal organization awareness program/reporting policies and bullying prevention/reporting policies. Document this training and distribution of the safety plan.

- Conduct training for all school employees and volunteers who have direct, ongoing contact with students concerning the school’s bullying prevention/reporting policies (IC 20-26-5-34.2) and criminal organization awareness/reporting policies (IC 20-16-18).

- Conduct fire drill within first ten days of school (Sec. 408.3.1 IFC)

- Certify to IDOE that emergency preparedness plans for each school have been reviewed and revised (per 511 IAC 6.1-2.25). This is certification can be completed online: www.doe.in.gov/safety/safe-schools-and-emergency-preparedness-planning-certification-form

- Schedule and attend County Safe School Commission Meeting. The largest public school corporation in the county is typically responsible for coordinating the meetings. More information is available online: www.doe.in.gov/safety/county-school-safety-commissions
• CONTACT LOCAL PROBATION DEPARTMENT TO RECEIVE A LIST OF INCOMING STUDENTS WHO MAY BE ON PROBATION OR UNDER COURT SUPERVISION. INVITE THESE PARTICIPANTS TO BE PART OF COUNTYWIDE SCHOOL SAFETY COMMISSION.

FALL SEMESTER

• BY OCTOBER 15, EACH SCHOOL SHALL PROVIDE AGE APPROPRIATE, RESEARCH-BASED INSTRUCTION FOCUSING ON BULLYING PREVENTION FOR ALL STUDENTS GRADES 1 THROUGH 12 (IC 20-30-5-5.5). RESOURCE MATERIALS AVAILABLE ONLINE:
  www.doe.in.gov/student-services/bullying-prevention-intervention-indiana

• CONDUCT AND DOCUMENT MONTHLY FIRE DRILLS, ALONG WITH ONE TORNADO AND ONE MANMADE OCCURRENCE DRILL. A TORNADO OR MANMADE OCCURRENCE DRILL CAN BE SUBSTITUTED FOR A FIRE DRILL UP TO TWICE PER SEMESTER, BUT NOT IN CONSECUTIVE MONTHS. (IC 20-34-3-20).

• REGISTER AND PARTICIPATE IN THE STATEWIDE FIRE DRILL SPONSORED BY THE INDIANA STATE FIRE MARSHAL TAKING PLACE IN EARLY OCTOBER. INFORMATION IS AVAILABLE ONLINE HERE:
  www.in.gov/dhs/3887.htm

• REGISTER AND PARTICIPATE IN THE CENTRAL U.S. SHAKEOUT EARTHQUAKE DRILL THAT TYPICALLY TAKES PLACE EACH OCTOBER. OVER 400,000 STUDENTS IN INDIANA PARTICIPATE EACH YEAR. INFORMATION IS AVAILABLE ONLINE HERE: www.shakeout.org/centralus/

• PARTICIPATE IN AMERICA’S SAFE SCHOOLS WEEK IN MID-OCTOBER. MANY SCHOOLS USE THIS WEEK TO PROMOTE SAFETY WITH ANNOUNCEMENTS EACH DAY, SUCH AS REMINDING STUDENTS NOT TO PROP DOORS, NOT TO OPEN DOORS FOR VISITORS, AND TO REPORT THREATS. MORE INFORMATION IS AVAILABLE ONLINE HERE: www.schoolsafety.us/safe-schools-week

SPRING SEMESTER

• CONDUCT AND DOCUMENT MONTHLY FIRE DRILLS, ALONG WITH ONE TORNADO AND ONE MANMADE OCCURRENCE DRILL. A TORNADO OR MANMADE OCCURRENCE DRILL CAN BE SUBSTITUTED FOR A FIRE DRILL UP TO TWICE PER SEMESTER, BUT NOT IN CONSECUTIVE MONTHS. (IC 20-34-3-20).

• PARTICIPATE IN THE INDIANA STATEWIDE TORNADO DRILL WHICH TYPICALLY TAKES PLACE IN MID-MARCH. THE DATE FOR THIS DRILL WILL BE DETERMINED BY THE NATIONAL WEATHER SERVICE EACH YEAR, AND NOTICE WILL BE PROVIDED BY IDOE WELL IN ADVANCE.

END OF SCHOOL YEAR/EARLY SUMMER

• END OF YEAR REPORTS DUE TO IDOE, INCLUDING CRIMINAL ORGANIZATION ACTIVITY (6/1), ARREST DATA (7/1), BULLYING DATA (7/1). THIS DATA WILL BE COLLECTED BY IDOE VIA STN APP CENTER EACH SPRING-SUMMER.

• MEET WITH CORPORATION SCHOOL SAFETY COMMITTEE TO REVIEW THE EFFECTIVENESS OF SAFETY PLAN AND DETERMINE NECESSARY UPDATES. IF UPDATES ARE NEEDED, COLLECT PREVIOUS SAFETY PLANS FROM STAFF.