

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	<input type="text"/>
Title 1	<input type="text"/>
Name 2	<input type="text"/>
Title 2	<input type="text"/>
Name 3	<input type="text"/>
Title 3	<input type="text"/>
Name 4	<input type="text"/>
Title 4	<input type="text"/>
Name 5	<input type="text"/>
Title 5	<input type="text"/>

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	<input type="text"/>
Agency 2	<input type="text"/>

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. Yes No*

Comments/explanation:

13. Students backpacks are searched and/or scanned. Yes No*

Comments/explanation:

14. Visitor backpacks/bags are searched and/or scanned. Yes No*

Comments/explanation:

15. During drop off and pick up times, the school has separate locations for privately owned vehicles and school buses. Yes No*

Comments/explanation:

16. Crosswalks are available for student use. Yes No*

Comments/explanation:

17. List additional physical security measures:

18. A cost analysis has been completed for the implementation of additional security controls. Yes No*

Comments/explanation:

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. *

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

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

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

5. List investigating agencies.
Agency 1
Agency 2
Agency 3

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

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

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:

[Empty text box for 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).
Comments/explanation:

Yes No*

[Empty text box for comments/explanation]

2. SRO(s) wears an identifiable uniform.
Comments/explanation:

Yes No No SRO*

[Empty text box for 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.
Comments/explanation:

Yes No No SRO*

[Empty text box for comments/explanation]

4. **The school resource officer(s) completed, or is scheduled to complete, the annual 40 hour approved SRO in-service training.
Comments/explanation:

Yes No No SRO*

[Empty text box for comments/explanation]

SRO(s) employed by the school district.

5. SRO(s) assigned to the school is employed by the district.
Comments/explanation:

Yes No No SRO*

[Empty text box for comments/explanation]

6. List SRO(s) with a SLEO commission employed by the district:
SRO 1
SRO 2
SRO 3

[Three empty text boxes for SRO 1, 2, and 3]

7. **Policy defines the roles and expectations of SRO(s) employed by the district.
Comments/explanation:

Yes No No SRO*

[Empty text box for 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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