**Oneida City School District**

**After-School Safety Checklist**

This checklist is a compilation of documents, actions and policies that the Oneida City School District believes are important to the safety and security of its staff and students. This applies to any events occurring after school hours.

This checklist is not an exhaustive list, but serves as a foundation for after school planning. It is important to consult with your direct supervisor or director should you have any questions regarding this safety and security checklist.

**Do You Have:**

* Do you have a building use form on file? (where applicable)
* Do you have a single point of contact / person in charge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you have a designated point of entry – limited building entry points? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you have emergency contact information / phone tree?
* Do you have the location of the closest AED?

**You Must:**

* You must have a Crisis Response Plan - mitigation & prevention, preparedness, response, recovery.
  + Active Shooter
  + Bomb threat
  + Child abuse
  + Disturbance or unsafe/unstable situation in school or neighborhood
  + Fire/smoke or explosion
  + Hazardous materials leak (Hood)
  + Intruder/stranger
  + Lost or missing child
  + Medical emergency, serious injury or sudden illness or death
  + Severe weather (snow, hurricane)
  + Traffic accident (car or school bus)
* You must have plans for emergency egress and evacuation
* You must have the ability to take attendance/ roll call
* You must have the ability for parent notification
* You must have directional signage for audience / participants
* You must have expectations/policies for student behavior and discipline
* You must check space before and after event for orderliness and tidiness of classrooms, hallways, stairwells, auditorium, gyms, and other areas
  + Is the area cleared?
  + Has any vandalism and graffiti been documented?
  + Are the lights off?
  + Are the doors and windows locked securely?
* You must review the safety video at the attached link: <https://ensemble.moric.org/Watch/Xz63Pse8>

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Event Coordinator Date Building Principal Date

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Department Chair Date District Office Date

Cc: Building Principal

Michelle Worden

Chaz Hollenbeck