



SCHOOL SAFETY & EMERGENCY EVACUATION PLAN

Prevent / Prepare / Respond

To assure that every United States' school has an adequate, customized safety plan in place, **Tony Newsom, Police Officer, Founder of The Student Safety News Network**, has decided to provide his customizable "School Safety & Emergency Evacuation Plan" for **free**. With simple step by step instructions, this Blueprint has already helped countless educators to customize an emergency evacuation plan for their school. Tony Newsom is also author of the [Student Safety Tips Series](#).

In the past, this Blueprint, accompanied by series of school safety consultations sold for as much as \$2,500. However, because of the increasing amount of recent school related catastrophes, Tony feels very compelled to assist in providing adequate safety guidance to as many schools as possible.

The only way to significantly minimize the impact of an on campus catastrophe is planning and preparation. Don't get caught off guard! The concept is to have a definitive safety plan and decrease your chances of confusion, chaos and even worse, casualties.

THE FOLLOWING INFORMATION MUST BE KEPT

COMPLETELY CONFIDENTIAL!

To assure that this plan does not get into the wrong hands and become counter-productive, it should **NEVER** be discussed with students or anyone outside of your campus staff during the time of your official "School Safety & Emergency Evacuation" meetings. These meetings will be discussed in detail later.



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The Customizable Blueprint

Dear School Administrator: After completing reading this document, please feel free to fill in the blanks and to use it as your very own school safety & evacuation plan.

To assure that this plan does not get into the wrong hands, it should **NEVER** be discussed with students or anyone outside of the adult staff members of your school during the time of your official "School Safety & Evacuation" meetings. These meetings will be discussed in detail later.

1. Name of School:

2. Each school should have one "School Safety & Evacuation Plan" Coordinator. In addition, five members of your faculty and one school administrator should be assigned to your "School Safety & Evacuation" Planning Team.

a. Name of your school's "School Safety & Evacuation Plan" Coordinator:

b. Name of the School Administrator who will chair your "School Safety & Evacuation Plan" Team:

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3. Name of the five members of your School's "School Safety & Evacuation Plan" Committee. These individuals are in addition your school administrator and "School Safety & Evacuation Plan" Coordinator.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

4. In the case of an emergency evacuation, what will be the school's designated secondary meeting area for the student's parents to pick their children up at?

Location:

(Name of Facility & Address)

5. During the onset of an emergency, how will the student's parents be notified of the secondary staging area?

This brings up an important issue. Prior to an on-campus catastrophe it is highly recommended that your school already have flyers on hand. These flyers can be passed out to the parents as they arrive at your school to pick up their children in re of an on-campus catastrophe. The flyer should clearly specify:

- a. That an emergency crisis has occurred on campus.
- b. That the police have already been notified.
- c. The name and address of the secondary staging area where their children are possibly located.
- d. Assurance that the police have been also requested to go to the secondary staging location.
- e. The name and title of the person who is in charged in overseeing the secondary staging area.
- f. A day and time when the parents can assemble with school officials to discuss the issue that has occurred in full detail. For example, that portion of the flyer could say, due to the severity of this crisis, our school principal, Ms. Walker will host an on campus meeting with all of the school's parents at the end of the school day tomorrow.

These flyers as well as your "School Safety & Evacuation Plan" Blueprint should remain in a locked safety device at all times, except for your quarterly staff "School Safety & Evacuation Plan" training days which I will discuss momentarily.

6. Does your school already have a great locking device? Y/N _____. If not, then you can check with your local locksmith companies, safe companies are search online for some good security boxes.

7. Number of Locked Gates on W/side ____ E/Side ____ W/Side ____ N/Side ____ S/S ____ of School Campus.

8. Which gates will be opened or closed immediately in case of an on campus catastrophe? Remember that due to the actual catastrophe, these plans may change. However it is much better to be proactive and have some plans change then to have no plans at all. You will need to give each gate is own specific name. Example (E-1, E-2, E-3, etc...) In addition, try to have as many gates opened as possible with respect to the necessary time and staff that it would take to have the gates opened.

Opened Gates _____

Opened Gates _____

Closed Gates _____

Closed Gates _____

List Your **Designated Gate Openers:**

E/Side Gates: _____ W/Side Gates: _____

N/Side Gates: _____ S/Side Gates: _____

Please assure that those individuals carry keys to the gates on them for the entire duration of a school day. If at all possible, they should not have to go to an office or other facility to obtain the keys in case of a school emergency.

9. Name of your School's **3 Designated 911 Callers**. These individuals should consist of: one of your School's Administrators, your "School Safety & Evacuation Plan" Coordinator & one of the members of your Members Planning Committee.

1. _____ 2. _____
3. _____

Although it is recommended that your school has 3 designated 911 callers, this does NOT eliminate **Anyone** else from being able to call 911 if they feel their lives or anyone else's life is in danger). NO-ONE should feel limited.

When your designated callers call 911, they should let the dispatch operator know:

- a. Who they are?
- b. Where they are?
- c. The nature of the emergency
- d. Your secondary staging area and what route that your faculty members will be sending the students to your secondary staging area.
- e. The name and cell phone number to the Administrator that has access to your "School Safety & Evacuation Plan" Blueprint.

In addition, NEVER TAKE FOR GRANTED OR ASSUME that someone will automatically calls 911 in case of an emergency. Sometimes people fail to call because they believe that it is already done.

Four times per year, we recommend that your school conducts a "School Safety & Emergency Evacuation" training workshop. During your workshop, you can go over your entire "School Safety & Emergency Evacuation Blueprint" with every adult staff member of your school.

During your training workshops, I also recommend that you conduct a walk-through of your plan so that your staff will have complete knowledge of the gates that would be opened and closed during an emergency event as well as all the additional information that is included in your "School Safety & Emergency Evacuation" plan.

Prior to your first meeting, it would be a good ideal to have a member of your local law enforcement entity to meet with your "School Safety & Emergency Evacuation" planning committee. You can ask that person to review your blueprint with you and your committee. They can help you modify your plan and if necessary, make it more concrete and effective.

One more piece of advice if I may. **NO Plan** is completely full proof. However failing to plan, is much worse than having no plan at all. Because of this, **I Do Not** recommend that you hire any entity, except for an official law enforcement agency to help you create your "School Safety Evacuation Plan." The expert advice of official law enforcement officials is crucial.

If you choose to hire an outside security company, person, consultant or agency to help you with your "School Safety & Emergency Evacuation," I recommend that you ONLY hire them with the intent to help you to implement your customized plan after it has been reviewed and/or modified by an official law enforcement agency.

10. The name and contact information **of The Law Enforcement Agency** or Official (on/off duty) that will helps you to draft/implement your "School Safety & Evacuation Plan" Blueprint:

Agency _____

Contact : _____

Job Title _____

Contact's Phone: _____

List the dates/times for your school's quarter "School Safety & Evacuation Plan" employee training sessions.

1) _____ 2) _____

3) _____ 4) _____

This concludes the customizable portion of your "School Safety & Evacuation Plan." Once complete, it should remained concealed and locked at all times, unless you are reviewing, modifying or discussing it at one of your quarterly staff training sessions.

Additional Information: Tony Newsom is available as a personal "School Safety & Evacuation Plan" adviser. If your school wishes to retain him, feel free to contact him at: (310) 628-5557 or [email: tony@ssnews.org](mailto:tony@ssnews.org)

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