



TOP 10 SAFETY AND SECURITY STEPS FOR SCHOOLS

In the most complex and dynamic threat environment facing this country, schools remain one of the most concerning targets for violence. The Secure Community Network has developed guidance to help inform schools of the Top 10 Safety and Security action items they should be considering in advance of the 2023/2024 school year.

1. Facility assessments.

Review your last facility assessment, key in on your identified gaps and vulnerabilities, and try to address them. Review your Emergency Operations Plans, update them, ensure all point of contact information is up to date, and check your eligibility for federal and state grants. Low- and no-cost measures can be an effective alternative.

2. Control who enters the school.

Do you allow parents or others into the building without an appointment? Do you have a visitor login system? What are your procedures for drop off and pick up? Who can drop off and pick-up? Just because you recognize people, does not mean you know them. Have procedures so only individuals with appointments or a verified reason can be in the building. Have methods to know who is in the building and when. Have plans for security and safety during drop-off/pick-up and when students are outside.

3. Notification systems.

Test your 911 alert system, internal alert system for announcing an incident throughout the school, and notifications to parents, including determining what system to use and composing pre-established messages depending on the situation.

4. Utilization of school technology.

Ensure camera systems are working, properly positioned and pointed. Determine if someone is monitoring cameras and who should be responsible for that. Set up a system for thorough vetting via cameras before permitting someone to enter the facility, and determine who has access to review videos in the event of an incident to ensure we can provide law enforcement with information.

5. Trainings and drill programs.

At a minimum, establish Countering Active Threat Training (CATT), Stop the Bleed (STB), and Situational Awareness (SA) training courses. Drills should focus on evacuation or lockdown with staff. Students should be involved, if at all possible. Schools should conduct tabletop exercises and Q&A sessions on "what if" issues. Include public safety partners.

6. Medical supplies and go bags.

Ensure there are proper medical supplies and "go bags" throughout the school, ensuring they are inventoried periodically.

7. If You See Something, Say Something®.

Understand the local threat in your area, and how national and/or international issues can affect your school safety procedures. Ensure a reporting system of potential threats, and continually reach out and engage with law enforcement officers. If you are witness to or the victim of an incident, call the SCN Duty Desk and [submit an incident report](#).

8. Communication with parents.

Ensure parents understand that safety and security of the students is paramount. Ensure they understand the basic safety and security measures the school will deploy during an incident.

9. Work with your security professional.

Coordinate and establish procedures with your community or regional Jewish security professional or SCN Regional Director for those without dedicated Jewish communal security director coverage.

10. Ongoing law enforcement engagement.

The more familiar local law enforcement officers are with your school, personnel, and procedures, the better they will be able to assist you in responding to and mitigating any potential incident that occurs.

COMMIT TO ACTION

If you or your institution are the victim of or witness to an incident, **you should call 911 immediately**, and notify your local suspicious activity reporting authority, to include your security director and the Secure Community Network via our incident reporting mechanisms, the **Duty Desk phone line 844-SCN-DESK (844.726.3375) or SCN's incident reporting form on our website**.