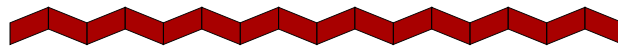




Administrator's Annual Checklist of Security Tasks



Office of Safety and Security Fact Sheet

Update Crisis Plans and School Call Out Information by September 30

- School Crisis Plans can be found at <http://ftsapps.fcps.edu/fcmstp/>
- Emergency Call out and Alarm Code (SAFAS) form (SD16) can be found at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/sd16.pdf
- Ensure a "Crisis and Security Plan, Classroom Guide for Teachers" (red flip chart with orange vest) is hanging in each classroom (on the back of or adjacent to the door).
- Requests for additional items can be made to the Office of Safety and Security at 571-423-2010.

Schedule and Conduct Drills and Training

- Crisis Management Team (CMT)—Update assignments and review roles and responsibilities with CMT members.
- Staff Review—Conduct periodic review and training with school staff on critical incidents and security issues at the facility. Use the Crisis Management Workbook as a reference, <http://www.fcps.edu/fts/safety-security/publications/cmw.pdf>.
- Practical Exercises—Conduct exercises to evaluate your CMT and your plan. Hold a "Hot Wash" after the training to solicit lessons learned.
- Fire Drills—Must be done once a week for first twenty (20) school days and monthly thereafter.
- Tornado Drills—Conduct one in March
- Bus Evacuation Drills—Have one in September and February
- Lockdown Drills—Conduct at least once before February 1 of each academic year

Door Access Control System

- Provide the name of the school door access administrator to the IT Service desk at 703-503-1600 or ITServiceDesk@fcps.edu.
- Instruct the administrator to conduct annual system updates as directed, e.g., daylight savings time.

Miscellaneous Procedures

- Conduct audit of building master keys
- Have custodial staff perform nightly building checks and report malfunctioning exterior lights.

<http://fcpsnet/fts/safety-security/index.shtml>

For questions, training assistance or more information contact the Office of Safety and Security, security coordinator, Jim McLain, at 571-423-2013 or jim.mclain@fcps.edu