

## 2021- 2022 School Year: School-Site Safety Compliance Planning & Documentation Sheet

Activity		8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
<b>Update</b> Individual School Emergency Management Plan Updates: <b>If you have no updates needed, just put the initial date your plan was turned in.</b>	<b>Document completion date on Safety Compliance Sheet and submit plan to on or before July 13 2022.</b>											
<b>Site Safety Committee Meetings:</b> Requirement <b>four (4) per year.</b> Recommend in September, November, February and April. (Post these minutes to your Share Point folder.)	<b>Document meeting date on Safety Compliance Sheet and send the School Safety Specialist a copy of the minutes.</b>											
<b>FD = Fire Drill</b> <b>AFD = Alt Route Fire Drill</b> <b>FDT = Fire Drill Training (Training and discussion with Students)</b> <b>Fire Drills</b> <b>Two (2) in first two (2) weeks of school ( Aug).</b> <b>Two (2) using alternate evacuation path and appropriately documented with *.</b>	<b>Document drill dates on this Safety Compliance Sheet.</b>	FD *AFD	FD	FD	FDT	*AFD	FDT	FD	FDT	FDT	FD	
<b>Shelter in Place Drill = SPD</b> <b>Severe Weather/Tornado/Hazardous Materials</b>	<b>Document drill date on Safety Compliance Sheet.</b>						SPD					
<b>Monthly Lockdown Drills</b>	<b>Document drill date on Safety Compliance Sheet.</b>											
<b>FDLE Check for Registered Sexual Offenders in Zip Code: Requirement two (2) times per year. One (1) in August. Recommend four (4) times.</b>	<b>Document dates on Safety Compliance Sheet.</b>											
<b>AED Staff Training: Requirement one (1) per year.</b> Recommend three (3) awareness sessions.	<b>Document dates on Safety Compliance Sheet.</b>											
<b>AED Response Team Drill:</b> Requirement one (1) per year for team members only.	<b>Document dates on Safety Compliance Sheet.</b>											
<b>Emergency Light Checks:</b> Schools that are not on Emergency Generator Power during power loss must check each emergency light monthly and document the date. <b><u>Facilities that operate on Generator Power during power failures are to verify and document the date that their emergency lights operate on generator power.</u></b>	<b>Document date on Safety Compliance Sheet.</b>											
<b>Fire Extinguisher Monthly Visual Check:</b> Extinguisher check: Monthly (The month that your vendor services the extinguisher with a new tag counts for that month).	<b>Document date on Safety Compliance Sheet. Date and initial the back of the tag on the extinguisher.</b>											
<b>Monthly Threat Assessment Team Meeting</b>	<b>Meeting minutes to be dropped into the share point folder.</b>											

*Note: Input dates on this Safety Compliance Planning Sheet on or by the first Friday of each month. Refer to your drill schedule instructions email sent to you by Director of Safety. Please email a copy of your Documentation Sheet to the School Safety Specialist by the end of June*