

New Teacher Safety Checklist

- Emergency Procedures
 - ✓ Shelter in Place
 - Definition
 - Procedures
 - Shelter in Place locations
 - ✓ Hold in Place
 - Definition
 - Procedures
 - Bathroom issues
 - ✓ Evacuation
 - Definition
 - Procedures
 - Primary and secondary routes
 - Primary and secondary assembly areas
 - Go bags
 - Attendance procedure
 - ✓ Lockout
 - Definition
 - Procedures
 - Steps to take if you are outside
 - ✓ Lockdown
 - Definition
 - Procedures
 - Steps to take if you are outside
 - Room specific hiding locations/issues
 - Lock operation – demonstrate and watch practice
 - ✓ Medical Emergency
 - Procedures
 - Calling the Nurse
 - Call 911
 - ✓ Mental Health
 - Resources available
 - Primary contact
 - Threat reporting

- ✓ Acts of Violence
 - Dealing with acts of violence
 - Dealing with Intruders
- ✓ Mandated reporting obligations and procedures
- Daily Procedures
 - ✓ Daily responsibilities and reporting times
 - ✓ Classroom doors (when class is in and out of session)
 - ✓ Notification procedures for switching rooms/going outside (being someplace you normally aren't)
 - ✓ Signing in and out of the building
 - ✓ Taking attendance in a timely fashion
 - ✓ Carrying your ID
- Facilities Issues
 - ✓ Room keys & usage
 - ✓ Room hazards/problems
 - ✓ Submitting work orders