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
  o Dealing with acts of violence
  o 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