

2022- 2023 School Year: School-Site Safety Compliance Planning & Documentation Sheet

Type Your School Name Here

(Please do not change the format or use prior versions of this form.)

Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Update Individual School Emergency Management Plan Updates: If you have no updates needed, just put the initial date your plan was turned in.	Document completion date on Safety Compliance Sheet and submit plan to on or before July xx, 20xx.										
Site Safety Committee Meetings: Requirement four (4) per year. Recommend in September, November, February and April. (Post these minutes to your Share Point folder.)	Document meeting date on Safety Compliance Sheet and post copies of minutes to the safety documents Share Point folder so Tobin Faciane can review. Post them ASAP.										
FD = Fire Drill AFD = Alt Route Fire Drill FDT = Fire Drill Training (Training and discussion with Students) Fire Drills Two (2) in first two (2) weeks of school (Aug). Two (2) using alternate evacuation path and appropriately documented with *.	FD *AFD	FD	FD	FDT	*AFD	FDT	FD	FDT	FDT	FD	
Shelter in Place Drill = SPD Severe Weather/Tornado/Hazardous Materials	Document drill date on Safety Compliance Sheet.										
Full Scale Lockdown Drill = FSLD	Document drill date on Safety Compliance Sheet.										
FDLE Check for Registered Sexual Offenders in Zip Code: Requirement two (2) times per year. One (1) in August. Recommend four (4) times.	Document dates on Safety Compliance Sheet.										
AED Staff Training: Requirement one (1) per year. Recommend three (3) awareness sessions.	Document dates on Safety Compliance Sheet.										
AED Response Team Drill : Requirement one (1) per year for team members only.	Document dates on Safety Compliance Sheet.										
Emergency Light Checks: Schools that are not on Emergency Generator Power during power loss must check each emergency light monthly and document the date. <i>Facilities that operate on Generator Power during power failures are to verify and document the date that their emergency lights operate on generator power.</i>	Document date on Safety Compliance Sheet.										
Fire Extinguisher Monthly Visual Check: Extinguisher check: Monthly (The month that your vendor services the extinguisher with a new tag counts for that month).	Document date on Safety Compliance Sheet. Date and initial the back of the tag on the extinguisher.										

Note: Input dates on this Safety Compliance Planning Sheet in the shared folder on or by the first Friday of each month. Refer to your drill schedule instructions email sent to you by Director of Safety. If you have a problem getting to this on your share point folder please contact the District Safety Specialist at 983-5008.