

1. **Review emergency response plans.** If you do not have a plan, develop one immediately. Seek the assistance of outside agencies such as local PD, FBI, retired secret service, homeland security, ASIS International or local security providers.
2. **Evaluate security policies and procedures.** Specifically: access control and visitor management protocol. Verify the identity of each person, (e.g. driver's license) Utilize visitor management software and scan to database. Visitors should be retained at the perimeter and access to the building not granted until the identity and purpose of visit are cleared.
3. **Check physical security systems.** Multi-layered systems are best, i.e. panic buttons, door alarms, fences, vehicle barriers, access control and video surveillance. Internal locks on classroom doors are imperative, and door windows should be blocked with shades or blinds.
4. **Establish a threat assessment team** comprised of students, employees and parents to identify individuals that may pose a threat.
5. **Familiarize first responders with the schools' interior /exterior layout.** Local police, fire officials, and EMS workers should be familiar with the traffic patterns within the schools during the day.
6. **Class room preparedness.** All class room doors should be easily and securely locked from the inside. Electronic lock down is best. Views into the classroom should be instantly obstructed.
7. **Establish and rehearse emergency protocols with teachers and staff.** The dissemination of information must be immediate and accurately executed by staff and appointed persons. Plan for multiple emergencies... fire, active shooter, bomb threats, natural disasters and develop plans for evacuation.
8. **Conduct a risk assessment.** Have a qualified professional tour each facility and provide an in-depth report on premises protection, taking into consideration all possible disasters. (Shootings, bomb s, fire natural disasters, vandalism, and even pandemic events.)
9. **Prepare for recovery.** Have the contact information of qualified professionals, both paid and volunteer, to assist in physiological trauma after a unusual or frightening incident.
10. **Communication.** Advise parents and the community at large of the things being done to improve school security, i.e. additions and upgrades to security systems and implementation of security protocols. . Disseminate information via school meetings, news bulletins, emails, and occasional school conferences.

No one thing can be done to adequately protect students, but comprehensive plans can be implemented, tested and retested to assure accuracy when required. As with other tragedies, the urgency of action will dwindle over time. Complacency must be fought in order to assure that the safety and security of our children is s a constant priority.