

## SCHOOL SAFETY PROTOCOLS

An excerpt from the WCRIS 2018-19 Legal Handbook

The Wisconsin Office of School Safety was created in the Department of Justice (DOJ) through 2017 Wisconsin Act 143 of the State Legislature.

The law requires that a school must submit copies of the most recent blueprints of the private school and all of its facilities to local law enforcement and the Office of School Safety upon creation or review of the school safety plan. (An initial submission of blueprints was required by July 1, 2018.)

A blueprint is being defined by the DOJ as a floorplan of the school, showing windows, doors, exits, etc. Formal architectural floor plans are not required.

**Before January 1, 2019 and before every January thereafter, each private school must file a copy of its Safety Plan with the DOJ Office of School Safety.**

### School Safety Plan Requirements:

- Every school must have a school safety plan. It is recommended that they are created with active participation of appropriate parties, which may include local law enforcement officers, fire fighters, school administrators, teachers, pupil services professionals, and mental health professionals.
- The school board or governing body (Pastor/oversight committee/official delegate) must review and approve a school safety plan at least once every three years.
- The plan must be for each building, facility and any related real property that is regularly occupied by students and include guidelines and procedures to address:
  - General emergency prevention and mitigation, preparedness, response and recovery.
  - School violence and attacks
  - Threats of school violence and attacks
  - Bomb threats
  - Fire
  - Weather-related emergencies
  - Intruders
  - Parent-student reunification
  - Threats to non-classroom events (e.g. recess, athletic events, other extracurricular activities or events, concerts and other performances)
  - Process for reviewing the methods for conducting drills required to comply with the plan.
- Certain items cannot be included in the plan, such as:
  - Requiring an employee to contact a school administrator or other official before calling “911”
  - Prohibiting an employee from reporting school violence or a threat of school violence directly to a law enforcement agency

- Prohibiting an employee from reporting a suspicious individual or activity directly to a law enforcement agency.

**Along with the Plan, Schools Must Also Submit:**

- The date of the required annual safety drill or school violence drills held during the previous year;
- Certification that the school board or governing body (pastor/oversight committee/official delegate) reviewed a written evaluation of the drill or drills;
- The date of the most recent school training on school safety and the number of attendees;
- The most recent date on which the governing body of the private school reviewed and approved the School Safety plan;
- The most recent date on which the school board or governing body (pastor/oversight committee/official delegate) consulted with a local law enforcement agency to conduct on-site safety assessments.

**School Safety Drills**

- School safety drills must be conducted twice annually. At each building regularly occupied by pupils, the pupils must be drilled at least annually in the proper response to a school violence event in accord with the School Safety Plan.
- The person in direct charge of the building at which a drill is held must submit a brief written evaluation of the drill to the governing body of the school within 30 days.
- The governing body of the school must review all written evaluations submitted.
- The annual school violence drill may be substituted for the school safety drill.

**Mandatory Reporting of School Violence Threats**

- Act 143 requires these individuals to report school violence threats to a law enforcement agency (full list at s.48.981(2)(a), WI stats - mandatory reporting law):
  - All School Employees (Administrators, teachers, counselors, nurses, other employees)
  - Members of the clergy or members of religious orders
- All public school employees are to be trained within the first six months of employment and every five years thereafter regarding mandatory reporting and on laws requiring reporting of a threat of violence. WCRIS recommends private schools require the same level of training.
- Mandatory reporters must immediately report a threat by an individual if there is a good faith belief there is a serious or imminent threat to the health or safety of a student or school employee or the public.
- Any person participating in good faith in the making of such a report has immunity from any liability, civil or criminal, that results by reason of the action.