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SPEAK **UP** **OUT** WISCONSIN

Deputy Director Susan Whitstone

The History of the Wisconsin Department of Justice Office of School Safety



Websites and Contact Information

- <https://speakup.widoj.gov>
- <https://susocompanystore.mybrightsites.com/>
- <https://www.doj.state.wi.us/office-school-safety/office-school-safety>
- schoolsafety@doj.state.wi.us
- 1-800-MY-SUSO-1 (1-800-697-8761)

CALL 911 IF THIS IS AN EMERGENCY



THE POWER TO SAVE LIVES? WE GOT THAT.

When you, a friend or the community needs help, you can make it happen. Speak up and speak out by reporting a tip! The Speak Up, Speak Out Resource Center will respond quickly and confidentially to make sure we can get help to you or to someone who is hurting, struggling or in danger.

THREAT REPORTING →

CRITICAL INCIDENT
RESPONSE →

THREAT ASSESSMENT
CONSULTATION →

GENERAL SCHOOL
SAFETY GUIDANCE →

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Wis. Stat. § 118.07 Annual School Submissions

- Wis. Stat. § 118.07 requires public and private schools to submit the following information to the Office of School Safety:
 - Blueprints/Digital Maps
 - School Safety Plans
 - School Safety Assessment
 - School Safety Training
 - Violence Drills
- By January 1 of each year



Blueprints/Digital Maps

BY JULY 1, 2018, AND
EVERY JANUARY 1
THEREAFTER EVERY
SCHOOL BOARD AND
GOVERNING BODY OF A
PRIVATE SCHOOL MUST
PROVIDE:

BLUEPRINTS/DIGITAL MAPS
OF EACH SCHOOL
BUILDING AND FACILITY TO
THE OFFICE OF SCHOOL
SAFETY AND LOCAL LAW
ENFORCEMENT AGENCIES
[WIS. STAT. 118.07(4)(CF)]



School Safety Plans shall include:

Every School Board/Governing Body shall have in effect a school safety plan created with representation from appropriate parties.

An individualized safety plan for each school building (and related real property) and facility that is regularly occupied by pupils.

General guidelines specifying procedures for emergency prevention and mitigation, preparedness, response and recovery.

The process for reviewing the methods for conducting drills required to comply with the safety plan.

School Safety Plans shall include

guidelines and procedures that address:

- 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, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event

School Safety Plans shall not include:

A requirement for an employee to contact a school administrator, school official, or any other person before calling the telephone number “911.”

A prohibition against an employee reporting school violence or a threat of school violence directly to a law enforcement agency.

A prohibition against an employee reporting a suspicious individual or activity directly to a law enforcement agency.

School Safety Plan Review

Every School Board/Governing Body shall review and approve their school safety plan at least once every three years.

School Safety Assessment

Safety assessments shall be conducted on-site for every building that is regularly occupied by pupils.

The on-site safety assessments shall be conducted in consultation with law enforcement.

The safety assessment should be part of the safety plan.

Best practice would be to review your safety assessment as a part of your safety plan every three years.

School Safety Training

- The submission must include the date of the most recent school safety training (required under 18.07(4)(c)), and the number of attendees.

Violence Drills

A School Board/Governing Body shall ensure that, each school building regularly occupied by pupils, pupils are drilled, at least annually, in the proper response to a school violence event in accordance with the school safety plan in effect for that school building.

A written evaluation of the drill shall be submitted to the School Board/Governing Body within 30 days of holding the drill.

A School Board/Governing Body shall review all written evaluations.

All Drills Required

Drill Type	Frequency	Statutory Cite	Allowable Substitution	Reported To	Notes
Fire	1x/month	118.07(2)(a)1. 118.07(2)(a)2.	Safety incident	If community has a recognized fire dept., to the dept. annually (on form SBD-11 from Department of Safety and Professional Services (DSPS)	May forego in case of inclement weather
Tornado (evacuation)	2x/annually	118.07(2)(a)1. 118.07(2)(a)2.	Safety incident	If community has a recognized fire dept., to the dept. annually (on a form provided by the DSPS	
Safety incident (evacuation or other action)	2x/annually	118.07(2)(a)1. 118.07(2)(a)2.	School violence event	If community has a recognized fire dept., to the dept. annually (on a form provided by the DSPS	
School violence event (in accordance with the school safety plan)	1x/annually	118.07(4)(cp) 118.07(4)(e)	School violence event	First an evaluation to the school board or governing body within 30 days of drill, then annually (before January 1) to the Office of School Safety	

ShareFile to SharePoint

The Office of School Safety (OSS) has changed the platform used for Wis. Stat. § 118.07 annual School Safety submissions. All school safety submissions will now be made to SharePoint.



The Folders in SharePoint

- Each school building's folder contains the required subfolders:
 - Blueprints/maps
 - Safety assessments
 - Safety plans
 - Violence drills
 - School safety training
- Please do not add subfolders

The Folders in SharePoint

This summer OSS sent SharePoint access emails to all the contacts in ShareFile. If you have not received this email, please contact schoolsafety@doj.state.wi.us to request access to SharePoint to submit the annual school safety submission due 1/1/2024.

SharePoint Resources

<https://www.doj.state.wi.us/office-school-safety/wis-stat-%C2%A7-11807>

- [OSS SharePoint Tutorial Videos](#)
- [OSS FAQ Transition to SharePoint](#)
- [Step By Step Guide to School Submissions](#)

SharePoint for School Safety submissions

The Office of School Safety (OSS) has changed the platform used for Wis. Stat. § 118.07 annual School Safety submissions. All school safety submissions will now be made to SharePoint.

Updated Submission Checklist Guidance

Checklists for the annual School Safety submissions will no longer be accepted into SharePoint. Documents submitted into SharePoint must be specifically those listed in Wis. Stat. § 118.07 due by January 1 of every year.

SharePoint Resources

- [📄 OSS SharePoint Tutorial Videos](#)
- [📄 OSS FAQ Transition to SharePoint 🌐](#)
- [📄 Step By Step Guide to School Submissions 🌐](#)

Changes for folder access and point of contacts should be emailed to schoolsafety@doj.state.wi.us ✉









Apply Today for Your Digital Mapping Grant!

The Wisconsin Legislature has replenished 2021 Wisconsin Act 109 digital mapping grant funds, with an additional \$2.5 million added to this opportunity. With replenished funding, OSS continues to seek applications from Wisconsin public, private, charter, and tribal schools interested in obtaining digital mapping data. The grant announcement is available here: [School Safety Grants](#). Please email schoolsafetygrants@doj.state.wi.us with any questions.

Resources on the website

- <https://www.doj.state.wi.us/office-school-safety/school-safety-resources>

Safety Assessments and Safety Plans

- ▣ Wisconsin School Safety Coordinators Association - <http://www.wssca.org/> 
 - ▣ Wisconsin School Safety Coordinators Association Emergency Operations Template
 - ▣ Word Document:  [Emergency Operations Plan Template](#)
 - ▣ PDF:  [Emergency Operations Plan Template](#) 
- ▣ WI Safe & Healthy Schools Training & Technical Assistance Center
 - <http://www.wishschools.org/resources/SchoolSafety.cfm> 
- ▣ Safe and Sound Schools - <https://www.safeandsoundschools.org/programs-2/straight-a-safety-improvement/> 
- ▣ REMS EOP Assess - https://rems.ed.gov/Assessment/K-12/A_Demographic.aspx 
- ▣ FEMA Primer to Design Safe School Projects (esp. Ch. 3)
 -  https://www.dhs.gov/xlibrary/assets/st/bips07_428_schools.pdf 
- ▣ FEMA Sample School Emergency Operations Plan
 -  <https://training.fema.gov/programs/emischool/el361toolkit/assets/sampleplan.pdf> 



Questions



Contact the OSS

1-800-MY-SUSO-1

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