**AFTER-SCHOOL PROGRAM SAFETY & SECURITY**

ASSESS 🟔 PLAN 🟔 TRAIN 🟔 IMPLEMENT 🟔 EXERCISE

**STEPS FOR A MORE SAFE AND SECURE AFTER-SCHOOL PROGRAM**

* ASSESS where the threats/hazards are and can come from
* PLAN for those threats/hazards
* TRAIN for those threats/hazards
* IMPLEMENT plans and training
* EXERCISE plan and training to test effectiveness

**ASSESS**

* Conduct risk, vulnerability and hazard/threat assessments for after-school program sites. Invite safety experts into your program to conduct an assessment.
* After-school program coordinators should meet with school leadership on a regular basis to assess the following:
  + New information that may impact either the school or the after-school program
  + Communication capabilities and procedures for emergency situations
  + Policies and procedures for safety and security (what is working/what isn’t)
  + The campus and program emotional climate
  + Staff’s ability to respond to a crisis
* Use data collected in assessments and meetings to plan, train and exercise for improvement

**PLAN & IMPLEMENT**

* After-school program coordinators should meet with school leadership on a regular basis to plan:
  + Develop and implement consistent policies and procedures (discipline, dress, emergency response, etc.)
  + Plan communication procedures for emergency situations
  + Develop and implement consistent academic processes and strategies
  + Plan recovery strategies and methods for any critical incident (physical, social and emotional recovery)
* All after-school program staff should know of custody/restraining order issues that impact students
* Develop working partnerships with victim services and crisis response teams in local area. Networking and building relationships, combined with knowing what resources are available makes the response and reaction time following an incident more manageable.
* After-school staff should have local law enforcement numbers programed into their phones
* As part of the after-school program, build-in a regular (weekly, monthly, etc.) safety seminar for students. Bring in law enforcement, fire, animal services, public utilities, etc. to discuss age appropriate safety and security issues. At the beginning or end of the seminar include a short meeting, where the after-school program discusses any program specific safety and security issues with students
* Invite law enforcement officers to visit or just write reports in the school parking lot during after-school program hours

**TRAIN & EXERCISE**

* Test and exercise with communication devices on a regular basis
* Remember that many after-school program staff have limited emergency/critical incident experiences. Training and exercising for emergency situations is critical. Consider training and exercising staff in the following:
  + De-escalation techniques/Verbal Judo
  + Classroom management
  + Natural Disaster/Emergency response (earthquakes, tornados, tsunami, wind storms, fire, etc.)
  + Man-Made Disaster/Emergency response (Active Shooters, Terrorist, Child Abduction, Power outage, etc.)
  + First aid/CPR
* In some states, public employees are mandated to serve their agency/state during a declared disaster; if after-school program workers are mandatory disaster service workers under the state, it is important to have discussions with them regarding their responsibility and the importance that they are prepared to serve (Get a Kit, Make a Plan, Be Informed). If after-school program workers are not public employees, or if the state does not have any public employee mandate for service during an emergency, it is still important to have a conversation with the staff on the importance of fulfilling an ethical obligation if a disaster occurs on their watch.