



# 21<sup>st</sup> CCLC SAFETY PLAN & CHECKLIST



## 21st CCLC Program Basic Emergency Plan

Sites will need to demonstrate requirements by completing a **21st CCLC Program Basic Emergency Plan**. The emergency plan must be made available, along with any supporting documentation, to your assigned Education Program Specialist (by request).

Your District or Site will adapt an existing School Emergency Operation Plan, or develop a new one if necessary, as a *21st CCLC Program Basic Emergency Plan* document for your site. If needed, a sample *21st CCLC Program Basic Emergency Plan* template can be found on the 21<sup>st</sup> CCLC website, on the **Federal and State Regulations** page under **Safety and Transportation** at:

<https://www.azed.gov/sites/default/files/2020/07/21CCLC%20Program%20Basic%20Emergency%20Plan%20Template.pdf?id=5efe31d803e2b311107b1260>

## ADE Model School Safety Plan

ADE's School Safety Task Force has developed the Arizona Model School Safety Plan which is designed to provide a comprehensive guide to establishing a safe, supportive learning environment by encouraging school leaders to examine all three domains of safe schools: Engagement, Safety, and Environment.

This Model School Safety Plan can and should be used by schools to support safer school communities. It can be found on the ADE website on the **School Safety & Social Wellness** page under **School Safety Task Force** at:

<https://www.azed.gov/wellness/school-safety-task-force>

**The deadline for completing your site's 21st CCLC Program Basic Emergency Plan** is prior to the start of the program in the fall. Please contact your Assigned Education Program Specialist if you have any questions and/or for technical assistance.



# Comprehensive School Safety Plan Checklist



## 21<sup>st</sup> CCLC PROGRAM SCHOOL SAFETY CHECKLIST

This checklist includes the basic components of a Comprehensive School Safety Plan. Use this checklist to evaluate the component of your plan and to identify areas that you can work on to enhance your school's plan. Data from this checklist can be a needs assessment that can be used for making improvements to the current plan.

A Basic Emergency Plan is available for sites who have not developed a plan for their 21<sup>st</sup> CCLC Programs and is found on the 21<sup>st</sup> CCLC webpage at: <https://www.azed.gov/21stcclc/federal-and-state-regulations>. Also, available is ADE Model School Safety Plan which can and should be used by schools to support safer school communities.

This plan is found on the ADE website at: <https://www.azed.gov/wellness/school-safety-task-force>.

	In Place	In Progress	Need More Time
<b>INFRASTRUCTURE</b>			
Designated point person			
Teams			
School Safety Team			
Threat Assessment Team			
Staff Professional Development			
Emergency Operations Plan			
Other site appropriate PD			
Liaison			
District			
Families			
Community			
<b>PREVENTION</b>			
Safety Plan			
Safety Plan Drill (Fire drills, lockdown drills, etc.)			
Procedures for Student Check-outs			
Procedures for tracking students			
Program Location is Accessible			
<b>INTERVENTION</b>			
Campus security			
Threat Assessment Protocol			
<b>RESPONSE</b>			
Emergency Operations Plan			
Critical Incident Response/Coordination			
Recovery			