

**STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
SCHOOL DISTRICT VIOLENCE PREVENTION ANNEX CHECKLIST**

Cite Annex  
Page/Section/Paragraph  
Reference

**I. INTRODUCTION**

- \_\_\_\_\_ A. Provide signed and dated statements of approval for this Annex by the individual responsible and the School Principal.
- \_\_\_\_\_ B. Describe the evolution of the Violence Prevention Annex as related to the school.
  - \_\_\_\_\_ 1. List the National Education Association's three major causes of school violence
  - \_\_\_\_\_ 2. Describe your school safety committee
  - \_\_\_\_\_ 3. Describe your school crisis management plan
  - \_\_\_\_\_ 4. Describe your violence data gathering and analysis methods

**II. AUTHORITIES AND REFERENCES**

- \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.
- \_\_\_\_\_ B. List publications and guidance material used for Violence Prevention Annex development or operational guidance.
- \_\_\_\_\_ C. Include your school violence risk assessment.

**III. PURPOSE, SCOPE AND POLICIES**

- \_\_\_\_\_ A. Include a mission statement that briefly describes the purposes of the Violence Prevention Annex.

- \_\_\_\_\_ B. Include a statement of the scope of the Violence Prevention Annex.
- \_\_\_\_\_ C. Include a statement of the major policies associated with the Violence Prevention Annex.

IV. SITUATION

- A. Provide statements that briefly describe your school district organization and capabilities for dealing with an incident of violence, if different from normal emergency operations procedures.
- \_\_\_\_\_ B. Identify the Violence prevention organization for your school district to include:
  - \_\_\_\_\_ 1. Government and Community Agencies and Organizations
  - \_\_\_\_\_ 2. Volunteer Service Organizations
  - \_\_\_\_\_ 3. Clubs
  - \_\_\_\_\_ 4. Professional Groups
  - \_\_\_\_\_ 5. Private Organizations.
- \_\_\_\_\_ C. Identify the communications capability and data retrieval systems available to the Violence Prevention Organization in your school district.
- \_\_\_\_\_ D. Identify the critical facilities on your campus. Include those you have previously identified as potential areas for acts violence during vulnerability surveys or risk assessments.
- \_\_\_\_\_ E. Describe existing plans to secure these critical facilities in the event of a violent act occurring.

**V. OPERATIONS AND CONTROL**

- \_\_\_\_\_ A. Describe Violence Prevention actions to be taken during periods of heightened risk to include:
  - \_\_\_\_\_ 1. List the procedure for reporting incidents. Identify the procedure available to all staff and faculty.
  - \_\_\_\_\_ 2. Identify that the school, school board and administrators have taken steps to anticipate problems of violence.
  - \_\_\_\_\_ 3. Identify a working relationship with local law enforcement agencies.
  - \_\_\_\_\_ 4. Identify that students and parents are aware of expectations and school discipline codes.
  - \_\_\_\_\_ 5. Identify a policy as to restitution or prosecution of perpetrators of violence.
  - \_\_\_\_\_ 6. Identify in-service training available for faculty and staff in the areas of violence prevention and violence reporting procedures.
  - \_\_\_\_\_ 7. Identify a policy for consistent monitoring and evaluation of incident reports?
  - \_\_\_\_\_ 8. Identify that faculty and staff receive formal training in crime prevention behavior?
  - \_\_\_\_\_ 9. Establish from where Violence Incident direction and control will emanate if required. (EOC, Communications Center, On-scene Command Post).
  - \_\_\_\_\_ 10. Provide for the verification of current recall rosters for the Violence Prevention Organization.
  - \_\_\_\_\_ 11. Describe how the Violence Incident staffing will be provided on a 24 hour basis.

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- \_\_\_\_\_ B. Describe how the Violence Prevention Organization Group interacts with

other emergency groups during an emergency to include:

- \_\_\_\_\_ 1. Designation of a Violence Incident representative, by title, to report to the EOC during an emergency.
- \_\_\_\_\_ 2. Procedures for reporting appropriate information to the EOC during an emergency.
- \_\_\_\_\_ 3. Describe how your Violence Incident Group utilizes the Incident Command System (ICS) to handle emergency situations or identify a timetable for implementation of ICS in your school district.
- \_\_\_\_\_ C. Describe how the Violence Incident Group is utilized and how additional supporting personnel and equipment are assembled after an incident.
- \_\_\_\_\_ D. Describe the additional security and emergency response measures to be employed in the event of a violent incident.
- \_\_\_\_\_ F. Describe your process for the discrete AClose hold@ notification (without a general public announcement) of key and essential personnel and facilities upon credible advanced notification of a possible violent incident.
- \_\_\_\_\_ G. Describe your process for the unrestricted notification of the general public in the event of a violent incident.
- \_\_\_\_\_ H. Describe the protective actions planned for your school.
  - \_\_\_\_\_ 1. Identify the specific persons designated to monitor school grounds and check security of campus facilities after school hours.
  - \_\_\_\_\_ 2. Identify someone appointed by name for overall school security procedures.
  - \_\_\_\_\_ 3. Identify school security checklists used by school employees and reviewed by school administration for accuracy.
  - \_\_\_\_\_ 4. Describe how law enforcement authorities are included in advising and planning violence prevention.

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- \_\_\_\_\_ 5. Describe weekend and evening use of school facilities.

- \_\_\_\_\_ 6. Describe how law enforcement officials or security personnel monitor school facilities during and after school hours.
- \_\_\_\_\_ 7. Describe how students are actively involved with security and violence prevention efforts.
- \_\_\_\_\_ 8. Describe how faculty, staff, students, and parents are made aware of emergency procedures involving acts of violence.
- \_\_\_\_\_ I. Describe your plan for reconstituting school chain of command in the event of a catastrophic level of casualties among key and essential personnel.
- \_\_\_\_\_ J. Describe your plan for designating facilities and support of special outside organizations which may be deployed to your school as part of the crisis management phase of a violent incident.
- \_\_\_\_\_ K. Describe how you will combine immediate, life essential needs assessment with traditional damage assessment and casualty reporting during a violent incident.
- \_\_\_\_\_ L. Describe your plan for mustering additional volunteer assistance in the event of a violent incident. Include any Memorandum of Agreement/Understanding with volunteer agencies which may already be in place.
- \_\_\_\_\_ M. Describe your plans to establish accountability for students, faculty and staff in the event of a violent incident.

**VI. RESPONSIBILITIES**

- \_\_\_\_\_ A. Identify who, by title, is responsible for implementing this annex and directing the Violent Incident emergency response.
- \_\_\_\_\_ B. List SOPs that address how the Violence Prevention Group will accomplish its assigned tasks. If none, so state.

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- \_\_\_\_\_ C. Identify Violence Incident mutual aid agreements. If none, so state.
- \_\_\_\_\_ D. Identify who, by title, is responsible for providing security at critical

facilities, reception centers, lodging and feeding facilities, and emergency shelters.

**VII. CONTINUITY OF OPERATIONS AND CONTROL FOR A VIOLENCE INCIDENT**

\_\_\_\_\_ A. Establish a line of succession to ensure continuous leadership, authority and responsibility in key positions.

\_\_\_\_\_ B. Identify how essential records and logs will be protected and preserved.

**VIII. ADMINISTRATION AND LOGISTICS**

\_\_\_\_\_ A. Identify who, by title, is responsible for records and reports; specifically address requirements for violence prevention functions.

\_\_\_\_\_ B. Identify who, by title, has the responsibility for records of expenditures for the Violence Incident Group. (If any)

\_\_\_\_\_ C. Identify procedures for obtaining supplies and equipment used during emergencies.

**IX. ANNEX DEVELOPMENT AND MAINTENANCE**

\_\_\_\_\_ A. Identify the office or individual, by title, who is responsible for the maintenance of the Violence Incident Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

\_\_\_\_\_ B. Provide for review and updating the Annex, SOPs and attachments based on deficiencies identified through drills and exercises, and on an annual basis.

X. DEFINITIONS

\_\_\_\_\_ List definitions/explanation of terms and acronyms utilized in the Violence Incident Annex.

XI. APPENDICES/ATTACHMENTS

\_\_\_\_\_ VPA-1 Mutual Aid Agreements

\_\_\_\_\_ VPA-2 Critical Facilities List (Command Posts, police and fire stations, hospitals, utilities, shelters, etc). Include with plan and post on a large-scale map of the jurisdiction to be maintained at the municipal EOC.

\_\_\_\_\_ VPA-3 Violence Incident Resource list.

\_\_\_\_\_ VPA-4 Violence Incident SOPs related to Emergency Management, if any.

\_\_\_\_\_ VPA-5 Recall/Duty Roster