SCHOOL SAFETY SOLUTIONS

Research • Experience • Results

SCHOOL SAFETY ANNUAL PLANNING CALENDAR

A recurring cycle for maintaining readiness throughout the school year

Use this tool to build a predictable rhythm for reviewing plans, people, training, resources, partnerships, and corrective actions. Adapt timing to state requirements, district policy, local hazards, and your school calendar.

MONTHLY	SEMESTER	ANNUAL	EVENT-DRIVEN
Catch what can drift	Test whether systems work	Reset and evaluate the system	Act when conditions change

12-MONTH READINESS CYCLE

Use the suggested focus or replace it with your district's priorities.

JUL — Reset & Prepare ☐
EOP updates; ICS/succession; BTA roster; annual training/exercise plan

AUG — Launch & Onboard ☐
Staff safety training; substitutes/new hires; contacts; classroom quick-reference

SEP — Test Communications ☐
Notification systems; emergency contacts; first drills; corrective actions

OCT — Responder Coordination ☐
Police/fire/EMS walkthrough; maps/access; command & communications

NOV — BTA & Case Management ☐
Team status; training gaps; active case follow-up; documentation

DEC — Semester Review ☐
Drill trends; EOP sections; open corrective actions; staffing changes

JAN — Reunification Readiness ☐
Sites; contacts; roles; kits; transportation; family communications

FEB — Leadership Readiness ☐
ICS roles; backups; delegation/authority; tabletop with key leader absent

MAR — Facilities & Access ☐
Doors/access; alarms/radios; utility info; known vulnerabilities

APR — Exercise & Improve ☐
Tabletop/functional exercise; after-action review; assign corrective actions

MAY — Year-End Evaluation ☐
Safety data/trends; BTA activity; training/drills; unresolved gaps

JUN — Annual Reset ☐
Comprehensive EOP review; partnerships/MOUs; next-year priorities & calendar

RECURRING REVIEW CHECKLIST

MONTHLY
- ☐ Emergency contacts & personnel changes
- ☐ BTA team status / active management
- ☐ Open corrective actions
- ☐ New staff & substitute safety onboarding

EACH SEMESTER
- ☐ Selected EOP sections
- ☐ Drill/exercise trends & training gaps
- ☐ Reunification readiness
- ☐ Public-safety partner coordination

ANNUALLY
- ☐ Comprehensive EOP / hazard review
- ☐ ICS, succession & BTA team reset
- ☐ Training, drill & exercise calendar
- ☐ Reunification resources, MOUs & safety data

EVENT-DRIVEN
- ☐ Real incident or major drill finding
- ☐ Leadership/team turnover
- ☐ Facility, hazard, site or resource change
- ☐ Policy, legal or partner-procedure change

TURN THE CALENDAR INTO A MANAGEMENT SYSTEM

Priority / Review Item	Owner	Due Date	Complete	Follow-Up Needed
			☐	
			☐	

THE READINESS QUESTION:

What needs our attention now - and who owns the next action? Preparedness is a cycle: Plan > Train > Practice > Evaluate > Correct > Update.