

School Security Assessment Process

Frequently Asked Questions

TCA 49-6-4302 requires each Tennessee public school to conduct a school security assessment using an assessment tool developed by the Tennessee Department of Homeland Security (TDOHS). All schools are required to complete an annual assessment led by a local law enforcement officer and a school administrator or other school facility designee.

All schools must complete and submit their annual assessment **before** the district can apply for Safe Schools grant funding. LEAs must use their school security assessment to inform their Safe Schools grant application.

BEFORE beginning your school security assessment:

- Identify the assessment team members who will be responsible for conducting the school security assessment for each school including the local law enforcement representative and a school administrator or other school facility designee.
- All assessment team members are required to participate in an online training course. This training will take approximately two hours to complete. If team members completed the training during the previous (2021-22) security assessment process cycle, they are not required to complete the training again. Team members are only required to participate in this training once and when updates are made.
- In general, school safety assessments take two to four hours to complete per building. Please plan accordingly to be onsite for enough time to complete this work. Block out an additional thirty minutes to complete the online safety assessment submission.
- School administrators will receive a link with the school security assessment and accompanying resources from their district's SAVE Act Coordinator.
- **Print** the appropriate pages of the school security assessment based on the threat level of the school to be assessed, to be used during the walkthrough. Refer to page 3 of the Security Assessment Manual:
 - Level 1: Minimum pages 25-53
 - Level 2: Low pages 55-84
 - Level 3: Medium pages 85-117
 - Level 4: High pages 119-153

CONDUCTING your school security assessment:

- During your school walkthrough, record results on a paper version of the assessment, including the School Security and Student Support Personnel data.

AFTER the school security assessment walkthrough:

- Use the link provided to the school administrator to access the online reporting version of the school security assessment tool.
- Enter all the required information.

- Use the printed copy of the completed school security assessment tool to assist in filling out the online version.
- Upon completion and submission of the security site assessment, a copy will be automatically sent to the email address provided in the “name of person submitting” block.

Please note: Once you begin filling out the online assessment, you MUST complete the survey in its entirety. The form will not save answers, and information will be lost if the “back button” is clicked.

Helpful Hints:

Q: Who needs to complete training and conduct the assessment?

A: A two-person team consisting of a school administrator, or other school facility designee, and a local law enforcement officer must complete the assessment. The individuals fulfilling these roles must complete all required online training.

Q: What is considered a school administrator?

A: School Principal or Assistant Principal of the school building are considered school administrators. School level administrators may designate another school level staff member. SAVE Act Coordinators and other district/school level staff are welcome to participate in school assessments; however, they cannot fulfill the role of the school administrator on the assessment team.

Q: What if I need assistance obtaining law enforcement as part of my team?

A: Contact your District’s SAVE Act Coordinator for assistance. If attempts at the local level have not been successful, please contact Derek.Fregeolle@tn.gov for assistance.

Q: I took the online training last year, do I need to complete the training video again?

A: If the training was completed during the previous (2021-22) security assessment process cycle, assessment team members will not be required to complete the training again. When completing the assessment tool, assessment teams will be required to indicate their compliance with TCA 49-6-4302 regarding the completion of the required training.

Q: Is it required to have a minimum of a two-person team to complete the assessment?

A: It is required that the assessment be completed by both school administration and local law enforcement. Assessment teams may contain additional members; however, other district/school level staff cannot fulfill the role of the school administrator or law enforcement on the assessment team.

Q: Can District level staff participate in the security assessments?

A: Assessment teams MUST consist of a school level administrator and a certified law enforcement officer. School level administrators may designate another school level administrative staff member. District level staff are welcome to participate in school assessments, however, they cannot fulfill the role of the school administrator on the assessment team.

Q: Is the security assessment form, training and manual confidential?

A: The contents of the assessment, training and accompanying manual are to be considered sensitive information not to be shared outside of those involved in conducting the assessment.

Q: How much time should I plan for the training?

A: The training video is approximately two (2) hours long, this video can be paused, as necessary.

Q: How much time should I plan to complete the assessment?

A: The assessment process can take approximately two (2) to four (4) hours to complete, depending on the size of the campus. Following the assessment walkthrough, it takes approximately thirty (30) minutes to submit responses online.

Q: Is there a browser that works best for completing the assessment?

A: Updated versions of Google Chrome work best for the security assessment platform. If you are having issues entering information into your assessment, please contact Derek.Fregeolle@tn.gov or Kimberly.Daubenspeck@tn.gov for assistance.

Q: How will I know the information I have entered into the assessment has been submitted?

A: Upon completion and submittal of the security site assessment, a copy will be automatically sent to the email address provided in the “name of person submitting” block. It is encouraged that you also create a hard copy of the assessment information you enter using the manual provided in case you lose the information by clicking the back button.

Q: I don't understand the terminology in the assessment:

A: There are terms and definitions commonly used in the security assessment at the back of the manual. If you need a copy of the manual, please contact Derek.Fregeolle@tn.gov.

Q: What happens after I complete the assessment?

A: The Office of School Safety will send your district's SAVE Act Coordinator and Director of Schools a copy of your school's completed security assessment. In addition, a district level summary based on an analysis of all the assessments will be provided to the SAVE Act Coordinator. Your security assessment is protected and is only for the use of determining school safety funds and is not considered public record.

Q: Could my school security assessment be audited?

A: TCA 49-6-4302 states, “The department of safety and homeland security is authorized to conduct periodic audits of Tennessee public schools as necessary to verify the effective implementation and use of such assessments to enhance school security.”

Q: I am a new SAVE Act Coordinator and am unfamiliar with the school security assessment process, are there any resources to help me?

A: A live informational webinar will be held on April 27, 2022, at 10:00 a.m. CST, which will provide information on the security assessment process, an overview of the assessment tool, and an opportunity to ask questions. The webinar will be recorded and a link to the recording will be provided to the SAVE Act Coordinator for future reference.

Q: Where can I find the hard copy of the school security assessment?

A: In the email provided to school administrators, an assessment manual was provided. Prior to printing a hard copy, you must determine the threat level for the school (see page 2 of the manual).

- Threat Level 1 Minimum = Pages 25-53
- Threat Level 2 Low= Pages 55-84
- Threat Level 3 Medium = Pages 85-117
- Threat Level 4 High = Pages 119-153