

## School Security Assessment Process

Each Tennessee public school is required to conduct a school security assessment using the assessment tool developed by the TN Department of Homeland Security (TDOHS). Assessments are to be completed on an annual basis.

All schools must complete and submit the assessment **before** the district can apply for the Safe Schools Grant funding.

Security site assessments will be conducted, at a minimum, by a two-person team to include a school representative and a local law enforcement officer. If the school administrator is not a member of the assessment team, he or she will need to be present to assist the team during the site assessment.

### **BEFORE the security site assessment:**

- Identify team members at both the school and law enforcement level that will be responsible for conducting the school security assessment for each school.
- Block out two-three hours per school for walk-through school security assessment.
- Block out thirty minutes for online submission process.
- School Administrators will receive a link with the School Security Assessment. **Print** the appropriate version of the TDOHS School Security Assessment based on the threat level of the school to be assessed and use during the walkthrough.

### **DURING the security site assessment:**

- Conduct school security assessment, including School Security and Student Support Personnel data, and record results on paper version of assessment.

### **AFTER the security site assessment:**

- Use the link provided to school administrator to access the online reporting version of the school security assessment tool.
- Complete all required information.
- Use the printed copy of the completed school security assessment tool to assist in filling out the online version. **Please note: Once you begin filling in the online assessment you MUST complete the survey in its entirety. The form will not save answers.**
- Upon completion and submittal of the security site assessment, a copy will be automatically sent to the designated district point-of-contact for the assessment process.

**For further information contact Brenna Morse at [brenna.morse@tn.gov](mailto:brenna.morse@tn.gov).**