

Safety Plan

Your safety plan will ensure that you as a student teacher will be familiar with procedures you should know to safely guide and manage your students, your classroom, and your teaching materials. It is an action plan for those improbable but still possible situations that you might have to confront dealing with various aspects of safety.

Scope of Assignment: You must write a detailed safety plan that can be followed as a guide to your actions in the classroom should a safety hazard presents itself. Development of the plan should follow completion of a safety inspection that you will complete in your future student teaching site. The plan must address each of the following elements:

- 1) What will you do in the event of a fire alarm?
- 2) What will you do in the event of a tornado warning?
- 3) What will you do in the event of a school lockdown (e.g., Columbine-like shootings)?
- 4) Should you need to contact the administration in the event of an emergency situation, how will you do so quickly and efficiently?
- 5) How will you work to maintain safe equipment?
- 6) How will you properly label, handle, store, and secure equipment and materials that constitute potential safety hazards?
- 7) How will you ensure proper clean up and disposal of hazardous materials?
- 8) How will you ensure student knowledge of safe procedures and potential hazards?
- 9) What plans do you have for handling student behaviors as they relate to safety?
- 10) How will you respond to an accident in which a student has been hurt?
- 11) How will you limit exposure to blood borne pathogens (such as but not limited to human immunodeficiency virus (HIV), hepatitis B virus, etc.) possibly present in human blood or other bodily products?
- 12) How will you ensure the safety of students with known allergies, disabilities, and medical conditions?
- 13) Assuming you will use them, how will you ensure proper and ethical treatment and care of animals?
- 14) Assuming that you will use them, how will you ensure compliance with laws related to collection of natural materials?
- 15) How will you address the concerns identified through your safety inspection using the *Safety Inspection Checklist*?

Note: All teacher candidates must address all elements regardless of whether or not they will be using and/or collecting animals and/or natural materials.

Criteria for Assessment: All areas defined in the scope must be addressed as separate sections in the safety plan. Be certain to include instructing and informing, developing safety contracts, managing student behaviors, supervision, posting information, developing routines, making inspections and developing security procedures. Each section must be numbered as indicated above. An overall score of 90% or above is required for admission to student teaching.

Scoring: Your safety plan will be scored using the following rubric:

Dimension	Good (3 pts)	Fair (2 pts)	Poor (1 pt)	Unacceptable (0 pts)	Score
Comprehensive	Individually numbers and addresses all required elements ensuring safety of all students	Minor errors of fact; somewhat incomplete in certain areas; overlooks no important considerations.	Multiple errors of fact; one or two elements not properly addressed; overlooks one or two important considerations.	More than 3 items completely or inadequately addressed; major errors of fact; multiple important points overlooked.	
Practical	Includes specific rules and procedures that must be followed to ensure safety or compliance with the law; all procedures are clear and unambiguous.	Procedures are generally clear and unambiguous, but some descriptions need to be rewritten.	Two or three procedures are unclear or ambiguous, and need to be completely rewritten.	Procedures are so simple or so complex as to be essentially useless.	
Defensible	Provides well thought out actions and steps to be taken to ensure students' safety in relation to each element.	One or two procedures are marginally acceptable, but not the best to use in the various situations.	Three or more procedures are marginally acceptable, but not the best to use in the various situations.	One or more procedures clearly wrong and completely indefensible from a legal standpoint.	
Total Score:					

Name: _____

Date: _____

Generic Classroom Safety Inspection Checklist

Aspect	Status	
laboratory lighting (20+ foot candles)	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
work space (4 square meters/student)	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
storage space (shelving not over-loaded, nothing on window sills)	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
two remote, unobstructed exits	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
emergency exit/fire drill plan posted	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
telephone readily accessible in/near classroom	<input type="checkbox"/> available	<input type="checkbox"/> unavailable
master shut-off provided:		
gas	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
electricity	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
water	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
gas connections/fixtures	<input type="checkbox"/> okay	<input type="checkbox"/> defective
electrical outlets:		
rigid	<input type="checkbox"/> okay	<input type="checkbox"/> defective
grounded	<input type="checkbox"/> okay	<input type="checkbox"/> defective
water outlets	<input type="checkbox"/> okay	<input type="checkbox"/> defective
fixtures:		
seats	<input type="checkbox"/> okay	<input type="checkbox"/> defective
storage cabinets	<input type="checkbox"/> okay	<input type="checkbox"/> defective
lab table surfaces non-combustible	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
fire extinguisher(s)/pails & sand:		
present	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
appropriate (ABC rating)	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
accessible	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
operational	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
fire blanket	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
combustible materials locked away	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
First Aid kit:		
suitable materials	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
fully stocked	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
hazardous materials stored locked up	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
face and eye shower	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
student procedures clearly posted:		
emergencies	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
fire exit route	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
safety habits	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate
waste containers available	<input type="checkbox"/> adequate	<input type="checkbox"/> inadequate

Note the presence of any dangerous materials/situations:

Note the locations of dangerous materials/situations: