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Date: 7-26-2024

MEMORANDUM

TO: Superintendents & Administrators for all State Public and Charter Schools

FROM: Kathryn Bolkovac NM PED Safe Schools Coordinator
Kathryn.bolkovac@ped.nm.gov
505-490-0346

RE: Triennial Review for Safe School Plan (SSP) School Year SY 24-25

This memo is intended to update administrators on changes that have been made to the requirements for the Safe School Plans for the SY 24-25 school year and assist you in your preparation for the PED **triennial review**. At the request of school administrators, the Public Education Department (PED) is continuously making efforts to reduce the workload for schools related to the development and review of Safe School Plans.

Per New Mexico Administrative Code (NMAC) [6.12.6](#), all New Mexico District and Charter Schools are required to have a Safe School Plan (SSP)/Emergency Operations Plan. This includes planning for an **All-Hazards** approach, documentation of staff training requirements, documentation of annual emergency drills, and signed assurances related various policies that are required to be administered.

New assurances have been added in the past two years. There are 10 assurances in total, one of which will be reviewed and signed by both the Superintendent/Director and the local school board or governing council. **Please ensure that your school safety teams are meeting to**

update and revise your school plans on an annual basis to ensure a timely submittal of your plans.

You may wish to note the following required due dates and training in your calendars.

- ❑ **October 1, 2024, Registration for Secure Drive (attached) return to Kathryn.bolkovac@ped.nm.gov**

Access to the secure Google platform requires a Gmail account address. *Most school staff emails are already on this platform.* **If not**, staff members will need to create a Gmail address to work within the drive. Once the registration form is returned, an **autogenerated link will be sent to those assigned. Please save this link to your favorites.** Instructions on the use of the secure drive will be covered during the technical training days in August and September per the below schedule. SSPs should **NEVER be emailed** as they contain sensitive information, maps, and floor plans, related to emergency operations.

- ❑ **DECEMBER 1, 2024, ON OR BEFORE THIS DATE FOR ALL SSPS AND REQUIRED COMPLETED RUBRIC WILL NEED TO BE UPLOADED INTO A SECURE GOOGLE DRIVE**

- ❑ **Required Technical Training** the Safe Schools Coordinator will provide four (4) training sessions of (2 hours each) via TEAMS webinars. See schedule below. Superintendents/Directors, Principals, and Safety Directors will need to attend **any one of the four below sessions**. A TEAMS invite will be sent to the Superintendents/Directors, who will then need to forward the invites to the assigned staff required to attend. Documents will be attached to the invites for the attendees to review. Questions will be welcome during the training.

Date	Time
August 19, 2024 (Monday)	1:30 pm to 3:30 pm
August 22, 2024 (Thursday)	9 am to 11 am
September 18, 2024 (Wednesday)	11 am to 1 pm
September 20, 2024 (Friday)	10 am to 12 pm

- ❑ **Required Rubric-Checklist** the rubric/checklist (attached) includes all the required elements that **must** be in your plan based on a current review of New Mexico Statutory Authority, (NMSA), NMAC, or per PED rule making.
- ❑ **SSP New & Revised Template** an optional SSP template is attached. It has been re-organized, reduced in size, and follows the order of the sections in the revised requirement rubric. The template has a **table of contents that updates automatically**. If schools choose to use this template rather than their current or previous SSP plan template, it will *significantly* expedite the time it takes to complete and update SSPs. You are welcome to add more to the template if you wish, based on the current contents of your plans, **The template provides you with all basic requirements for approval and may be extremely useful for smaller rural schools, and charter schools.** Alternatively, should you choose to use your current SSP template, **note on the rubric where in your plan the required elements can be located within your plan.** We understand some schools have more extensive plans than others, so making needed updates, and ensuring all training documentation and assurances are signed, may be more efficient and effective than transferring information to the new template. **Regardless of your**

chosen plan template, please ensure updates have been made to your current plans to reflect SY 24-25 and the changes/revisions include those listed in the Rubric, before plans are submitted.

PED SSP Reviewer Team PED contracts with subject matter experts to assist with your plan reviews and communicate with staff regarding needed revisions or changes for a final approval after of your plans. A reviewer will reach out to you and your staff following the technical training to introduce themselves.

First Responders and Emergency City/County Managers PED recognizes the invaluable input from local first responders and how collaboration can create partnerships to increase the safety of your schools and make communities more resilient. These subject matter experts can provide important information for plan revisions, and the execution and training on plans. The PED encourages schools to invite them to the table to review SSP(s), become familiar with your buildings, identify strengths, weaknesses, or areas for improvement. These experts should be part of safety team meetings and invited to critique drills and training exercises. **The local Fire Departments are required to be invited to all emergency drills by school administrators, however, their attendance is dependent on their availability.**

- ❑ **Training Instructor Document (attached)** An updated training requirement guidance with certified/qualified instructors, has been provided to you by PED to assist with scheduling all required staff training. This includes contact information for those instructors.

Revising Your Safe Schools Plans Before you submit Safe Schools Plans, use the following checklist to ensure all requirements are met.

- ❑ Complete the secure drive registration form and return per instructions.
- ❑ Attend at least one of the technical trainings scheduled.
- ❑ Convene your School Safety Committees. Safe Schools Plans should be a collaborative effort. (This should include bus drivers, maintenance, cafeteria staff) create methods to share with substitute teachers, and volunteers working in schools
- ❑ Engage with community emergency responders (e.g., emergency manager, law enforcement, fire) and other key stakeholders to seek their input and collaboration.
- ❑ Review and complete all elements of the required rubric checklist
- ❑ Develop and document training and exercise training rosters for staff/volunteers which will be required to report within the SSP. Schedule in advance all required emergency drills and keep the invitation letter to the Fire Department.

The PED appreciates your compliance with the school-level safety plan submissions. If you have any questions, please don't hesitate to contact me

cc: Rebecca Reyes, Safe & Healthy Schools Bureau Director; Anne Marlow-Geter, Safe & Healthy Schools Bureau Deputy Director

Attachments: (4) Secure Google Drive Registration Form, SSP Template, SSP Requirement Rubric, Training Instructor Guidance Document

