



Safe Schools Plan (SSP) Requirement Rubric 2024-25

School/Charter Name and District Superintendent Name	NMPED Review Date & Name of Reviewer			
Principal Name	Revisions Due to NMPED:			
Contact Phone & Email Addresses:	Approved by NMPED:			
SECTION	APPROVED		NOT APPROVED	
Section I: Introduction				
Section II: Prevention				
Section III: Protection & Mitigation				
Section IV: Response				
Section V: Recovery				
Section VI: Appendices & Assurances				
Page # needs to be input by designated school safety team/staff member during annual review				
SECTION I: INTRODUCTION	Met	Not Met	Page #	Comments/Recommendations
Overview with brief introduction about school & table of contents updated				
Campus map (aerial view) /Floor plan/s w/utility cut-offs				
Emergency Phone List				
Capacity Assessment of Staff Skills				
Annual Plan Revision Page-with date of review by safety team				
SECTION II: PREVENTION	Met	Not Met	Page #	Comments/Recommendations
Health & Behavioral Health Programs and Contacts				
Communicable Disease Outbreak Procedures				
Internet Use Health and Safety Impacts-with resources added				
SECTION III: PROTECTION & MITIGATION	Met	Not Met	Page #	Comments/Recommendations
Behavioral Threat Assessment Matrix				
Recommended Procedures for Potential Suicidal Student				
Referral Network for Suicide Assessment/Matrix and Intervention Narrative				
Restraint and Seclusion Policy/Procedures uploaded to drive				
SECTION IV: RESPONSE	Met	Not Met	Page #	Comments/Recommendations
Incident Command System Structure and School Incident Command Assignments included for staff				
Emergency Operations Desktop Manual				
Evacuation Plan Maps Primary and Secondary locations				
Shelter in Place Plan				
Lockdown Procedures				
Active Shooter Plan and Procedures- Name active shooter model used				
Medical Emergency				
Fire Special Considerations				
Hazardous Materials Release				
Natural Hazards				
Bomb Threat Special Considerations and Bomb Threat Call Checklist				
Explosion Special Considerations				
Fallen Aircraft				
Transportation Emergencies Plan				
Loss of Power/Water, Civil Disturbance, Cyber Breach/ w emergency numbers				
Missing Student Amber Alert				
Media Relations- w/name of PIO and contact details				
Special Events				
Parent Guardian Notification of Emergency Protocols- copy of letter with date sent must be attached in the plan				
SECTION V: RECOVERY	Met	Not Met	Page #	Comments/Recommendations
Reunification Planning-Questions answered/Map of Reunification Site with name and address included				
Continuity of Operations Planning-Questions answered				
Psychological-Emotional Learning/ Recovery-Questions answered				
SECTION VI: APPENDICES	Met	Not Met	Page #	Comments/Recommendations
(9) Appendices A through I- Signed by Principal and Superintendent Appendix J Signed by Supt & School Board/Governing Council- Prior to SSP submission to PED				Note: All Required Trainings/Teams and Emergency Drills must be documented on corresponding Assurance Pages. Fire Dept. Invite required Appendix C



Safe Schools Plan (SSP) Requirement Rubric 2024-25