

CHECKLIST: CAMPUS SAFETY ENHANCEMENT ACT OF 2008
ALL HAZARDS CAMPUS EMERGENCY PLAN AND VIOLENCE PREVENTION PLAN

HEI _____ Location _____ Date _____

HEI Contact: _____ Phone _____ Email _____

PART 305 SECTION	SUMMARY OF IMPLEMENTATION ACTIVITY	STATUS
305.10	1. Develop a National Incident Management System, (NIMS) compliant all hazards emergency response plan and an inter-disciplinary and multi-jurisdictional campus violence prevention plan	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
305.30 a), b), c)	1. Conduct an all hazard analysis for the higher education institution.	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
	2. Identify all hazards, including natural, man-made and technological.	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
	3. Assess vulnerabilities within the higher education institution. 4. Assess response capabilities of the higher education institution, identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as memorandums of understanding, mutual aid agreements or Good Samaritan agreements.	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
305.40 a), b)	1. Basic Plan Guidelines	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
	<p style="text-align: center;">The CEOP should have a foreword that includes:</p> <ol style="list-style-type: none"> 1) A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan. 2) A register for recording changes and entering change dates. 3) A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed. Specifically this item should address the method of providing the CEOP to the campus community. 4) A table of contents listing all Sections of the plan. 	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
	2. The CEOP should have a Basic Plan Overview detailing the higher education institution's approach to emergency operations	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>
	3. Identification of the line of succession, by title and position (with up to two alternates), of who will implement the plan, direct emergency response and recovery, and provide leadership, authority and responsibility	Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>

ALL HAZARDS CAMPUS EMERGENCY PLAN AND VIOLENCE PREVENTION PLAN, Cont:

<p>305.50 a),b),d),e),f),g),h), i),j),k),l),m)</p>	<p>1. Campus Functional Annex Guidelines</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.60 a),b),c)</p>	<p>1. Campus Violence Prevention Plan</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
	<p>2. The CVPP should have a foreword that includes: sections, b) 1),2) 3) and 4)</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
	<p>3. Development and implementation of a Campus Violence Prevention Committee and Campus Threat Assessment Team.</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.70 a),b),c)</p>	<p>1. Campus Violence Prevention Committee</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
	<p>2. Pursuant to the Act, each higher education institution is required to develop and implement a Campus Violence Prevention Committee (CVPC). The CVPC should be tasked with implementing the CVPP. The CVPC should determine the committee structure and the individuals responsible for education and prevention of violence on campus. Participants from faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residence life, county or major municipal emergency managers and others deemed appropriate are recommended for the CVPC.</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.80 a),b),c),d),e)</p>	<p>1. Campus Threat Assessment Team</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
	<p>2. Pursuant to the Act, each higher education institution is required to develop and implement a Campus Threat Assessment Team.(See 305.80, b)) The team should conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services.</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.90 a),b),c),d)</p>	<p>1. Coordination, Submission and Review</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.100</p>	<p>1.Training: Pursuant to the Act, each higher education institution shall conduct training on its CEOP and CVPP annually. Training should include all administrators, faculty, staff, students and any other members of the campus community so they are familiar with key components of the CEOP and CVPP.</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>
<p>305.110 a),b)</p>	<p>Pursuant to the Act, each higher education institution shall conduct an annual exercise of its CEOP and CVPP. This requirement should be in coordination with the local ESDA and can be satisfied with a full scale, functional or tabletop exercise.</p>	<p>Complete <input type="checkbox"/> Not Complete <input type="checkbox"/></p>