



Threat Assessment Checklist

Project AWARE Ohio compiled a 12-step checklist for interested stakeholders who want to establish threat assessment plans, procedures and policies within their local school districts and buildings. This checklist was developed by condensing information from nationally recognized threat assessment best practices into an easy-to-use 12-step checklist. This checklist is intended to provide a general overview of the steps to consider when establishing threat assessment plans, procedures and policies. It should be considered a basic introductory overview that condenses the best-practice strategies into simple steps for school personnel that are easy to understand, rather than a complete guide for establishing threat assessment plans, procedures and policies. Please refer to the original resources for a thorough and complete discussion of the recommended best practices when establishing threat assessment plans, procedures and policies for your local school districts and buildings.

This checklist compiles information from the following nationally recognized resources:

- Colorado School Safety Resource Center's *Essentials of School Threat Assessment*;
- National Association of School Psychologists' *Threat Assessment for School Administrators & Crisis Teams*;
- University of Virginia's *Virginia Model for Student Threat Assessment*;
- U.S. Department of Education, U.S. Department of Homeland Security, Federal Emergency Management Agency, U.S. Department of Justice, Federal Bureau of Investigation, and U.S. Department of Health & Human Services' *Guide for Developing High-Quality School Emergency Operations Plans*;
- U.S. Secret Services' *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*.

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- 1) Establish districtwide threat assessment policies and procedures, and establish authority and leadership to conduct an inquiry.
- 2) Assemble a multidisciplinary threat assessment team.
- 3) Provide ongoing education and training in threat assessment.
- 4) Report the threat to the appropriate authorities.
- 5) Interview the student who made the threat.
- 6) Determine whether it is a transient or substantive threat.
- 7) If transient, resolve the threat at this point (see below). If substantive, go to step 8.
- 8) Determine whether the substantive threat is serious or very serious.
- 9) Address the serious threat.
- 10) Address the very serious threat.
- 11) Develop a written safety plan.
- 12) Ongoing monitoring of the students' safety and the effectiveness of the safety plan.

The Threat Assessment Checklist can be downloaded here:

http://resources.oberlinkconsulting.com/uploads/protocols/Threat_Assessment_Checklist_for_K-12_Schools.pdf

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