



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 2, 2020

To: Chief School Administrators, Business Administrators, Charter and Renaissance School Project Leads, Administrators of Approved Private Schools for Students with Disabilities, Nonpublic School Supervisors

Route To: Principals, Directors of Buildings and Grounds, School Safety Specialists, School Administration, School Faculty

From: Jeff Gale, Director
Office of School Preparedness and Emergency Planning

Register by: Monday, December 7, 2020, at 5 p.m.

Conducting K-12 Site Assessments with SITE ASSESS Tool Training

Pursuant to N.J.S.A. 18A:41-14, New Jersey school districts and nonpublic schools are required to assess the security features and vulnerabilities of school buildings and grounds on an annual basis utilizing a checklist provided by the New Jersey Office of Homeland Security and Preparedness (NJOHSP), in collaboration with the New Jersey Department of Education (NJDOE). The NJDOE and NJOHSP have identified the SITE ASSESS tool, developed by the U.S. Department of Education's Office of Safe and Supportive Schools (OSSS), Readiness and Emergency Management for Schools Technical Assistance (REMS TA) Center, as the requisite tool to fulfill the assessment and reporting requirement.

The NJDOE and NJOHSP, in partnership with OSSS and REMS TA Center, are hosting a virtual training session to familiarize school districts with the use of the SITE ASSESS tool to examine the safety, security, accessibility, and emergency preparedness of school buildings and grounds. The *Conducting K-12 Site Assessments with SITE ASSESS* training provides an introduction to site assessments, including the purpose of site assessments, site assessment team composition, how site assessments support school preparedness activities, how data from site assessments are incorporated into the school safety and security planning process, and other key topics. The intended audience for this training includes, but is not limited to, School Safety Specialists, school administration, faculty and staff, local law enforcement, school resource officers, and other public safety or law enforcement agencies.

The training will be offered on Tuesday, December 8, 2020 from 9 a.m. to 11:30 a.m. [Registration is available online](#). *Registration for this event closes on Monday, December 7, 2020, at 5 p.m. (ET)*. Please note: this session is for active school employees; therefore, registrants must use their school email address when registering, as personal email addresses will not be accepted.

Participants are encouraged to download the SITE ASSESS tool and presentation prior to the webinar. Upon registering, participants will be provided with access to the application to download the SITE ASSESS tool.

School Safety Specialists will be credited with 2.5 hours toward recertification for attending this webinar. Questions can be directed to the Office of School Preparedness and Emergency Planning at school.security@doe.nj.gov or (609) 376-3574.

c: Members, State Board of Education	Statewide Parent Advocacy Network
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education	NJ LEE Group
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