MEMORANDUM

TO: School District Superintendents
FROM: Damien Kelly
DATE: August 30, 2019

SUBJECT: Florida Safe Schools Assessment Tool

The Florida Department of Education (department) developed the Florida Safe Schools Assessment Tool (FSSAT) to provide a secure, online risk assessment portal for completing school security risk assessments. The FSSAT was developed, as directed, under section (s.) 1006.1493, Florida Statutes (F.S.), to be the primary physical site security assessment tool for use by school officials at each school district and public school site in the state in conducting security assessments.

Section 1006.07(6), F.S., requires that school safety specialists, in collaboration with the appropriate public safety agencies, as is defined in s. 365.171, F.S., conduct a school security risk assessment at each public school using the FSSAT by October 1 of each year. Section 1002.33, F.S., further specifies that charter schools must also be in compliance with s. 1006.1493, F.S., as it relates to conducting school security risk assessments.

On June 28, 2019, the Office of Safe Schools provided district school safety specialists with a 2019-2020 school security risk assessment working draft so they could begin compiling the school security risk assessment data for the 2019-2020 reporting period. I am pleased to announce the 2019-2020 school security risk assessment templates are now available in the FSSAT. District and public school teams may now begin entering their school assessment information into the tool.

Reporting Requirements

Pursuant to s. 1011.62(15), F.S., each school district is required report to the department by October 15 each year that all public schools within the school district have completed the school security risk assessment using the FSSAT. This report must also include the completion of school security risk assessments at each charter school.

Furthermore, s. 1006.07(6), F.S., requires the district’s school safety specialist provide recommendations to the district school superintendent and the district school board that identify strategies and activities the district school board should implement in order to address the assessment findings and improve school safety and security. Each district school board must receive such findings and the school safety specialist’s recommendations at a publicly noticed district school board meeting to provide
the public an opportunity to hear the district school board members discuss and take action on the findings and recommendations. In addition, each school safety specialist shall report such findings and school board action to the Office of Safe Schools within 30 days after the district school board meeting.

All school security risk assessments must be submitted in the FSSAT using the electronic assessment form assigned to each school campus within the tool. Access to the FSSAT is only authorized to users that are submitted to the department through the district Single Sign On (SSO) FSSAT user authorization application, as approved by the district school safety specialist.

Districts must use the district safety and security assessment in the FSSAT to compile the school security risk assessment findings and recommendations, and to report back to the department district-wide progress on implementing certain school safety and security requirements under Senate Bills 7026 and 7030. The 2019-2020 district safety and security assessment and evidence of school board actions must be submitted to the department via the FSSAT no later than November 1, 2019.

The Office of Safe Schools is currently holding bi-weekly webinars for the district school safety specialists and district FSSAT coordinators to assist them with user access and navigating the FSSAT. Online training on use of the tool is also available within the FSSAT.

Please contact the state FSSAT administrator, Sylvia Ifft, at 850-245-5173 or via email at Sylvia.Ifft@fldoe.org with any questions regarding the FSSAT program.

DK/si

cc: Charter School Governing Boards
Charter School Authorizers