# Purpose

Identify and articulate each team/committee within the organization that targets **the 4 key areas of comprehensive school safety planning** (prevention/mitigation, protection, response, & recovery) in support of cross-collaboration and cohesion.

# Process

**Step One:** Fill in the rows of the Committee Audit for all teams/committees your system has in place that target the continuum of school safety efforts. Be as specific as possible.

**Step Two:** Reflect on what you see in the committee audit.

* Are there multiple teams/committees that seek to affect the same outcomes?
* What do you notice about the personnel involved?
* Are different stakeholders represented?
* Do the members of different teams overlap?
* Do all your teams/committees/work groups have defined goals and outcomes?

**Step Three:** Look for and take note of overlaps, gaps, and needs.

* Do you have teams that address all 4 key areas of comprehensive safety planning?
* Are there intentional communication loops amongst the teams represented?
* Do any of the committees/teams target the same purpose and outcomes? Could their efforts be integrated?
* Do any of your teams need more clearly defined outcomes?
* Do any of your teams need additional representation?

# Committee Audit Reflection

Committee Audit Protocol

1. **What do you notice about the current teams that support school safety efforts?**
2. **When reflecting on 4 key areas of comprehensive safety planning, is there a need to add and/or repurpose teams?**
3. **Is there team member representation that is lacking?**
4. **How might you ensure communication and collaboration amongst teams? (E.g. Creating a multidisciplinary team, communication planning, integrated professional development.)**
5. **What data-based decision-making protocol exists or is needed within these teams that supports promotion and prevention efforts?**
6. **How might school safety efforts be strengthened by considering the above?**

Committee Audit Protocol



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| **Team/Committee** | **Purpose** | **Outcome(s)** | **Staff Involved** | **Data Collected/Utilized** | **Key Area(s) of Comprehensive Safety Planning** |
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# Committee Audit

Adapted from the work of G. Sugai and J. Nagasaki

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