



School Resource Guide

2025 School Safety Needs Assessment Summary Form and Application for Alternatives

H.B. 84 (2024) requires all Local Education Agencies (LEAs) to conduct a school safety needs assessment for each school within the LEA to determine its needs and deficiencies. All summaries of the results shall be submitted to the State Security Chief and the School Safety Center on or before **December 31, 2024**.

Schools may use this resource to ensure successful submission of the Qualtrics form, *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*.

WHO: School Safety and Security Specialists, County Security Chiefs or designee, the school administrator, and other individuals involved in a school's school safety needs assessment or application(s) for alternatives

WHAT:

- **Step 1:** The School Safety and Security Specialist at each school will coordinate with their County Security Chief, or designee, and school administrator to complete a school safety needs assessment on or after July 1, 2024. For the 2024-2025 school year, the State Security Chief and the School Safety Center recommends using a nationally recognized tool, such as:
 - [Readiness and Emergency Management for Schools \(REMS\) Site Assess](#)
 - [Cybersecurity & Infrastructure Security Agency \(CISA\) School Security Assessment Tool](#)
 - [Partner Alliance for Safer Schools \(PASS\)](#)
- **Step 2:** The School Safety and Security Specialist, alongside the school building administrator, will complete the Qualtrics form, [2025 School Safety Needs Assessment Summary Form and Application for Alternatives](#), on or before **December 31, 2024**.
- **Step 3:** The building administrator, as defined in [Utah Code Section 53G-8-701.6](#), may apply for any school-level alternative listed below to the State Security Chief on or before **December 31, 2024**, using the **same** Qualtrics

form, [2025 School Safety Needs Assessment Summary Form and Application for Alternatives](#):

- [Section 53-22-105](#): School Guardian Program requirements;
- [Section 53G-8-701.5](#): School Safety Needs Assessment requirements; and/or
- [Section 53G-8-701.6](#): School Safety and Security Specialist requirements.

WHEN: The Qualtrics form, *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*, is **due on or before Tuesday, December 31, 2024**.

Please note the following:

- Schools will not attach their completed school safety needs assessment to the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives* submission.
- Schools shall keep annual records according to their retention policies.
- The school safety needs assessment must be conducted prior to completing the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*.
- **30 to 60 minutes** of time should be set aside to complete the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*. Schools can preview the information that will be requested below.

Please direct any questions to schoolsafetyprograms@schools.utah.gov.

All the best,

The School Safety Center



2025 School Safety Needs Assessment Summary Form and Application for Alternatives - QUESTIONS FOR SCHOOLS

1. Select the reason for submitting this form.
 - a. I am a school reporting the results of the school safety needs assessment.
 - b. I am a school reporting the results of the school safety needs assessment AND applying for at least one school-level alternative.
 - c. I am an LEA applying for at least one LEA-level alternative.

School Info

2. Select your LEA and school.

**Note 1: If you cannot find your LEA, select 'LEA not listed' for all fields in each dropdown list. A text entry box will appear in the next question.*

**Note 2: If you cannot find your school, select 'School not listed' located at the end of the dropdown list. A text entry box will appear in the next question.*

 - a. What is the name of your LEA?
 - b. What is the name of your school?
3. Who is completing this form?
 - a. School Safety and Security Specialist
 - b. School Principal
 - c. LEA School Safety and Security Director
 - d. Other (Specify in the text box.)
4. Provide your contact information:
 - a. First name:
 - b. Last name:
 - c. Work email*:
 - d. Work phone*:
5. Provide the contact information for the LEA School Safety and Security Director so that a copy of your submission will be forwarded to their email.
 - a. First name:
 - b. Last name:
 - c. Work email*:
 - d. Work phone*:

6. What assessment tool was used?
 - a. CISA School Security Assessment Tool (SSAT)
 - b. Partner Alliance for Safer Schools (PASS)
 - c. Readiness and Emergency Management for Schools (REMS) Site Assess
 - d. Other (Specify in the text box.)

7. When was the assessment conducted? (MM/DD/YYYY) [text box]

School Safety Personnel

Utah law requires schools to have the following school safety personnel:

- School Safety and Security Specialist
- At least one of the following armed and trained school personnel:
 - School Resource Officer (SRO),
 - School Guardian, or
 - Armed School Security Officer.

Schools with an enrollment of 350 students or more **may not** have the same school employee serve in more than one of the abovementioned roles, unless an alternative has been approved by the State Security Chief.

8. Does your school have a School Safety and Security Specialist?
 - a. Yes
 - b. No

9. If no, what is your plan to fulfill the requirement of having a School Safety and Security Specialist moving forward? [text box]

10. Does your school have at least one armed and trained school personnel?
 - a. Yes
 - b. No

11. If yes, how many of the following armed and trained school personnel does your school **currently** have? Enter '0' if you do not plan to have the listed personnel.

a. School Resource Officer (SRO)	#
b. School Guardian	#
c. Armed School Security Officer	#

12. If no, how many of the following armed and trained school personnel does your school **plan to** have by the beginning of the 2025-2026 school year? Enter '0' if you do not plan to have the listed personnel.

- a. School Resource Officer (SRO) #
- b. School Guardian #
- c. Armed School Security Officer #

13. Optional: If no, what other information would you like to share regarding your needs for armed and trained personnel not being met? (e.g. We have one SRO shared between six schools.) [text box]

School Safety Building Standards Section

[H.B. 84 School Safety Amendments](#) updates school building safety standards.

14. *Which of the minimum safety and security standards **have been implemented** or are **currently in process** of being implemented at your school? Select all that apply.

- a. Wearable panic alert buttons for all lead teachers that communicate directly with Public Safety Answering Point (PSAP)
- b. Repeaters for first responder radios (to ensure signal strength within each school)
- c. Limited entry points, including, if applicable, secured entry points for specific student grades or groups
- d. Video surveillance of entrances when school is in session
- e. Ground-level windows protected by security film or ballistic windows
- f. Internal classroom door locks
- g. Bleed kits and first aid kits
- h. Exterior cameras on entrances, parking areas, and campus grounds
- i. Fencing around playgrounds
- j. Other (Specify in the text box.)
- k. None

15. *Which of the minimum safety and security standards does your school **still need** to implement? Select all that apply.
- a. Wearable panic alert buttons for all lead teachers that communicate directly with Public Safety Answering Point (PSAP)
 - b. Repeaters for first responder radios (to ensure signal strength within each school)
 - c. Limited entry points, including, if applicable, secured entry points for specific student grades or groups
 - d. Video surveillance of entrances when school is in session
 - e. Ground-level windows protected by security film or ballistic windows
 - f. Internal classroom door locks
 - g. Bleed kits and first aid kits
 - h. Exterior cameras on entrances, parking areas, and campus grounds
 - i. Fencing around playgrounds
 - j. Other (Please specify): [text box]
 - k. None
16. Optional: What other information would you like to share regarding your needs for minimum safety and security standards? (e.g. All classrooms have bleed kits but not first aid kits.) [text box]

School Safety Policies and Procedures Section

H.B. 84 (2024) School Safety Amendments establish additional protocols for school safety incidents regarding data, reporting, and policies.

17. Has your school updated your Incident Policy regarding the **sharing of a recording** of a bullying, cyberbullying, hazing, retaliation, and abusive conduct incident as described in [Utah Code Section 53G-9-605\(3\)\(e\)](#)?
- a. Yes
 - b. No
18. If no, what is your plan to update your Incident Policy? [text box]
19. If no, when are you planning to update your Incident Policy? [text box]
20. What other policies does your school need to update due to the results of your school safety needs assessment? [text box]

Application for Alternatives

H.B. 84 (2024) School Safety Amendments states a Local Education Agency (LEA), school administrator, or private school may apply to the State Security Chief for any of the alternatives described in:

- [Section 53-22-105](#): *School Guardian Program* requirements;
- [Section 53G-8-701.5](#): *School Safety Needs Assessment* requirements;
- [Section 53G-8-701.6](#): *School Safety and Security Specialist* requirements;
- [Section 53G-8-701.8](#): *School Safety and Security Director* requirements; and
- [Section 53G-8-704](#): *Contracts between an LEA and a contract security company for armed school security guard.*

In approving or denying a request for an alternative, the State Security Chief may consider factors that impact a school's or LEA's ability to adhere to the requirements, including the school's or LEA's:

- population size;
- staffing needs or capacity;
- geographic location;
- available funding;
- general demonstration of need for an alternative to the requirements; or
- beginning FY26, any previous year's application(s).

Pre-Determined Exceptions Listed in H.B. 84 (2024)

The following exceptions are listed in H.B. 84 (2024) and require a completed application for documentation purposes.

- If a school has 350 or less enrolled students, the same individual **may** serve in more than one of the following roles:
 - School Safety and Security Specialist
 - School Guardian
 - LEA School Safety and Security Director
- If a school has 100 or less enrolled students, when referring to the School Guardian Program, "school employee" **can** include a principal, teacher, or individual whose primary responsibilities require the employee to be primarily present in a classroom to teach, care for, or interact with students.



21. Is your LEA administrator or school administrator applying for at least one of the abovementioned alternatives to the State Security Chief?
- a. Yes
 - b. No
22. Which of the following school-level alternatives are you applying for? (Select all that apply.)
- a. [Section 53-22-105](#): *School Guardian Program* requirements
 - b. [Section 53G-8-701.5](#): *School Safety Needs Assessment* requirements
 - c. [Section 53G-8-701.6](#): *School Safety and Security Specialist* requirements
23. Identify the reason(s) you are applying for an alternative. Select all that apply.
- a. Population size
 - b. Staffing needs or capacity
 - c. Geographic location
 - d. Available funding
 - e. Any other general demonstration of need

Population Size

24. What was the enrollment as of October 1, 2024?
- a. Less than 100 students
 - b. 101-350 students
 - c. 351 or more students
25. Describe your concerns regarding the population size. [text box]
26. If your alternative is approved, what is the proposed resolution to address the concerns regarding the population size? [text box]

Staffing Needs or Capacity

27. Describe your concerns regarding staffing needs or capacity. [text box]

28. If your alternative is approved, what is the proposed resolution to address the concerns regarding staffing needs or capacity? [text box]

Geographic Location

29. Describe your concerns regarding the geographic location or campus layout. [text box]

30. If your alternative is approved, what is the proposed resolution to address the concerns regarding the geographic location or campus layout? [text box]

Available Funding

31. Describe your concerns regarding available funding. [text box]

32. If your alternative is approved, what is the proposed resolution to address the concerns regarding available funding? [text box]

General Demonstration of Need

33. Describe your concerns of other general needs. [text box]

34. If your alternative is approved, what is the proposed resolution to address the concerns regarding other general needs? [text box]

Optional

35. What additional information would you like to share with the State Security Chief regarding your application(s) for alternative(s)? [text box]

36. Upload any supplemental documentation as one file (PDF) to support your application for alternative(s).

Assurances and Signature

37. With your signature, you acknowledge you have submitted the above information as accurately as possible. Place your signature in the box below.



Submission Text

Thank you for your time. Your submission has been recorded, and you will receive a copy of your response via email. For any additional questions contact schoolsafetyprograms@schools.utah.gov.