



Delaware Emergency Management Agency Comprehensive School Safety Program

State of Delaware, Department of Safety and Homeland Security
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House Bill 49, Representative Joseph E. Miro School Safety Act Compliance Check List

Below you will find the procedures/check list for submission of documents to Comprehensive School Safety Program (CSSP) requesting approval for House Bill 49 requirements for all new school construction per **TITLE 14 § 2306. Safety features in new school construction or major renovations**; [81 Del. Laws, c. 267, § 1](#); and all major capital renovations exceeding \$750,000.00, and post January 1, 2019 Certificate of Necessity [For applicability of this section, see [81 Del. Laws, c. 267, § 3](#)].

Process and documents to be submitted:

1. A meeting is to be scheduled by the individual representing and submitting on behalf of the school/district for review of documents. All final documents must submitted within 3 days of meeting with The Comprehensive School Safety (CSSP) DEMA Team, The Architect and/or Project Manager, and school/district Facilities Manager. (Approval cannot be given without submission of these documents) The meeting will be held at the location of the major renovation and either at the district's location, or DEMA if new construction unless otherwise approved by CSSP.
2. Plans/official drawings, Bid Specs, cut sheets, all below documentation, and Finalized Building Specs emailed, and submitted in person within three business days **AFTER** meeting with The CSSP Team and applicable individuals. (Approval cannot be given without submission of these documents)
3. A complete description of how each requirement below of the HB49 is met to include #'s 4-6:
 - A. Secured vestibule, which serves as the primary entrance to screen visitors, equipped with an intercom or video call box and interior doors that can be electronically released by school staff.
 - B. Ballistic resistant glass or other ballistic resistant materials in all vestibule, lobby, and office areas used to screen visitors.
 - C. Classroom doors that can be locked from the outside using a key or magnetic card locking system. Classroom doors that can be locked from both sides must comply with the requirements under the current edition of the Delaware State Fire Prevention Regulations or the current edition of the National Fire Protection Association, Life Safety Code 101.
 - D. Installation of a panic button or intruder alert system that is capable of being activated from the school office and a handheld device.
4. Photos of all item(s) to be used indicating on the photos how it meets HB49 requirements
5. Links to the company(s) website(s) for the items being used indicating where we can find information demonstrating how this item meets the House Bill requirements.
6. Written specifications extracted from any documentation (electronic or written) from the manufacturer indicating where it can be found, and how it meets the requirements of the House Bill (To include dimensions and/or levels)
7. A letter from The Fire Marshal from your county indicating the locks you are using comply with State or national fire safety regulations emailed, and submitted in person or via mail

-----Please Note-----

- After the DEMA CSSP decision, documentation will be immediately sent to OMB Facilities Management Section for their records.
- Preliminary approvals will not be given prior to a final decision, and the official DEMA approval document is signed and presented to all applicable parties.
- Previous decisions do not dictate future approvals

Please allow for at least two months for meetings to be scheduled and decisions to be made.