



**INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT**



## **Certified School Safety Manager (CSSM) Exam Specifications (Blueprint) Effective January, 2023**

A Certified School Safety Manager (CSSM) is responsible for overseeing and supporting key operational and safety functions in educational facilities. This position may provide direct supervision or advise operations and academic programs in order to provide an environment free of recognized hazards. The credential holder takes a data-driven, all-hazards approach to advance safety, health, and risk management. This includes the capacity of public and private academic institutions to achieve regulatory compliance and ensure continuity of operations. The program prioritizes equity in planning including the planning for access and functional needs of school community members. Program outcomes are maximized through coordination and collaboration with other state and local agencies.

The CSSM examination is a testing instrument designed to evaluate a candidate's minimal competency in the field of school safety and health management. This Specification Blueprint is intended to offer guidance to candidates by outlining the domains and tasks that will be covered on the examination. The blueprint reflects the consensus of the profession validated via a survey of what certified school safety managers do in practice. The Blueprint below describes the subject matter covered by the examination. All test items will be drawn from among the domain areas of the Specification Blueprint.

This Specification Blueprint lists below each domain and competencies with tasks given under each domain. A percentage label accompanies each domain in this Specification Blueprint. This percentage represents the proportion of the actual CSSM examination devoted to that domain. Tasks provide a reference for activities conducted under each domain.

**CSSM Eligibility Requirements:**

Option 1:

<p>Bachelor's degree (or higher) from an accredited college or university, with a preference for disciplines in applied science or related fields:</p> <ul style="list-style-type: none"><li>● Occupational Safety &amp; Health</li><li>● Emergency Management</li><li>● Industrial Hygiene</li><li>● Environmental Management</li><li>● Criminal Justice</li><li>● Security Management</li><li>● Fire Science</li><li>● Human Resources</li></ul>	<p>AND</p>	<p>A minimum of three [3] years of relevant experience.</p> <p>Relevant experience includes experience within academic institutions that meets at least two (2) subject areas within the following eight (8) examples:</p> <ul style="list-style-type: none"><li>● Evidence of occupational safety and health regulations management and implementation</li><li>● Evidence of security program management and crime prevention strategies</li><li>● Evidence of emergency management and continuity of operations principals</li><li>● Evidence of risk management and necessary insurance requirements</li><li>● Evidence of environmental regulations management and application</li><li>● Evidence of training program management meeting regulatory requirements and improving professional development</li><li>● Evidence of personnel management and associated business practices</li><li>● Evidence of chemical hygiene and laboratory management</li></ul>
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Option 2:

<p>Possess a Certified School Safety Specialist certification, and an Associate degree from an accredited college or university, with a preference for disciplines in applied science or related fields:</p> <ul style="list-style-type: none"><li>● Occupational Safety &amp; Health</li><li>● Emergency Management</li><li>● Industrial Hygiene</li><li>● Environmental Management</li><li>● Criminal Justice</li><li>● Security Management</li><li>● Fire Science</li><li>● Human Resources</li></ul>	<p>AND</p>	<p>A minimum of five [5] years of relevant experience.</p> <p>Relevant experience includes experience within academic institutions that meets at least two (2) subject areas within the following eight (8) examples:</p> <ul style="list-style-type: none"><li>● Evidence of occupational safety and health regulations management and implementation</li><li>● Evidence of security program management and crime prevention strategies</li><li>● Evidence of emergency management and continuity of operations principals</li><li>● Evidence of risk management and necessary insurance requirements</li><li>● Evidence of environmental regulations management and application</li><li>● Evidence of training program management meeting regulatory requirements and improving professional development</li><li>● Evidence of personnel management and associated business practices</li><li>● Evidence of chemical hygiene and laboratory management</li></ul>
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DOMAINS AND COMPETENCIES/TASKS	% of Exams
<b>1.0 Principles of Occupational Safety and Health Management</b>	<b>13.0%</b>
1.1 Safety management systems	
1.2 Policies, procedures, and regulatory compliance plans	
1.3 Code of Federal Regulation, Title 29 Labor CFR 1904- Recording and Reporting Occupational Injuries and Illness, 1910- General Industry, and 1926- Construction	
1.4 Job hazard analysis and workplace compliance inspections	
1.5 Hazard control measures (e.g., engineering, administrative, personal protective equipment)	
1.6 Tools, machines, and equipment safety	
1.7 Ergonomic and human factors assessments	
1.8 Industrial hygiene and exposure monitoring	
1.9 Fire prevention and facility life safety	
1.10 Theater safety	
1.11 Fleet safety and DOT compliance	
1.12 Multi-employee worksite considerations (e.g., contractors, tenants)	
1.13 Injury reporting and OSHA 300 log management	
1.14 Safety investigations (e.g., accident, near-miss, compliance, research, and laboratory)	
<b>2.0 Developing and Maintaining a Security Program</b>	<b>13.0%</b>
2.1 Structural security measures (e.g., Locks and barriers, lighting, vegetation management, blast/ballistic protection)	
2.2 Electronic security systems (e.g., access control, video surveillance, intrusion detection)	
2.3 Legalities of video and audio recording	
2.4 Crime prevention and methods for assessing vulnerabilities (e.g., threats, hazards, crimes)	
2.5 Security data and records management (e.g., crime statistics, security survey, interviews, past incidents and investigations, employee/student issues)	
2.6 Enforcement (e.g., laws, policy, use of force)	
2.7 Visitor management and access control	
2.8 Roles, responsibilities, and limitations of security personnel (including contract security staff)	
2.9 The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	
2.10 Mandatory reporting legalities	

2.11 Security investigations (e.g., incidents, security/crimes, misconduct, harassment)	
<b>3.0 All-Hazard Planning and Emergency Preparedness</b>	<b>13.0%</b>
3.1 Organization vulnerability and planning for the different types, severity, and likelihood of potential threats (e.g., crime, violence, terrorism, socio-political, cyber attack, natural disasters)	
3.2 Continuity of operations planning (e.g., short and long-term recovery strategies)	
3.3 Emergency notification systems	
3.4 Evacuation and sheltering protocols	
3.5 American with Disabilities Act (ADA), and reasonable accommodation protocols in emergency preparedness and evacuation strategies	
3.6 Emergency management phases (e.g., mitigation, preparedness, response, recovery)	
3.7 Incident management systems and protocols (e.g., incident command structure and roles)	
3.8 Emergency operations center (EOC) management principles and practices	
3.9 Resource allocation and management (e.g., budget, time, equipment, personnel, technology)	
3.10 Recovery assistance resources (e.g., mutual aid agreements, employee assistance programs, counseling services for students)	
3.11 Post-emergency evaluations	
<b>4.0 Risk Management and Insurance</b>	<b>12.5%</b>
4.1 Risk Management and terminology	
4.2 Risk analyses, strategies, and methods	
4.3 Risk Assessments	
4.4 Risk Financing and Insurance	
4.5 General liability	
4.6 Workers Compensation	
<b>5.0 Environmental Compliance</b>	<b>12.5%</b>
5.1 Stormwater Management	
5.2 Hazardous and Universal Waste Management	
5.3 Tier II Reporting	
5.4 Asbestos Hazard Emergency Response Act (AHERA)	
5.5 National Emission Standards for Hazardous Air Pollutants (NESHAP)	
5.6 Indoor Air Quality (IAQ) and Mold Remediation	

<b>6.0 Training Program Development</b>	<b>12.0%</b>
6.1 Training methodologies and protocols	
6.2 Oversee training and required professional development activities (e.g., classroom, online, tabletop, and full-scale exercises)	
6.3 Determine required and ongoing training requirements	
6.4 Determine training effectiveness and performance measurements	
6.5 Training record documentation and retention requirements	
<b>7.0 Personnel Management</b>	<b>12.0%</b>
7.1 Hiring and interviewing requirements (e.g., selection, evaluation, background checks)	
7.2 Performance evaluations and coaching (e.g., employee measurement metrics, key performance indicators)	
7.3 Staff retention strategies, talent management, succession planning	
7.4 Progressive discipline and termination strategies	
7.5 American with Disabilities Act (ADA), and reasonable accommodation	
7.6 Budget Planning and Management	
7.7 Principles of Basic Management	
<b>8.0 Chemical Hygiene and Laboratory Management</b>	<b>12.0%</b>
8.1 Policy and procedure development of Chemical Hygiene Plan, research protocols, record retention	
8.2 Managing lab responsibilities, authority, and resources	
8.3 Hazard Identification, Controlling, and Managing Hazards	
8.4 Chemicals; Health and Hazards, Storage	
8.5 Emergency Response, Spill Procedures, and Exposure Controls	
8.6 Concepts of ALARA I Levels, Biocontainment levels, Hazard Materials Management	