



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT



Certified School Safety Manager (CSSM) Exam Specifications (Blueprint) Effective June 30, 2022

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 in one or more of the following disciplines:</p> <ul style="list-style-type: none"> ● Occupational Safety & Health ● Emergency Management ● Industrial Hygiene 	<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)</p>
<ul style="list-style-type: none"> ● Environmental Management ● Criminal Justice/Law Enforcement ● Security Management ● Fire Science ● Education ● Risk Management 		<p>subject areas within the following eight (8) examples:</p> <ul style="list-style-type: none"> ● Evidence of occupational safety and health regulations management and implementation ● Evidence of security program management and crime prevention strategies ● Evidence of emergency management and continuity of operations principals ● Evidence of risk management and necessary insurance requirements ● Evidence of environmental regulations management and application ● Evidence of training program management meeting regulatory requirements and improving professional development ● Evidence of personnel management and associated business practices ● Evidence of chemical hygiene and laboratory management

Option 2:

<p>Possess a Certified School Safety Specialist certification, and an Associate degree from an accredited college or university in one or more of the following disciplines:</p> <ul style="list-style-type: none"> ● Occupational Safety & Health ● Emergency Management ● Industrial Hygiene ● Environmental Management ● Criminal Justice/Law Enforcement ● Security Management ● Fire Science 	<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"> ● Evidence of occupational safety and health regulations
<ul style="list-style-type: none"> ● Education ● Risk Management 		<p>management and implementation</p> <ul style="list-style-type: none"> ● Evidence of security program management and crime prevention strategies ● Evidence of emergency management and continuity of operations principals ● Evidence of risk management and necessary insurance requirements ● Evidence of environmental regulations management and application ● Evidence of training program management meeting regulatory requirements and improving professional development ● Evidence of personnel management and associated business practices ● Evidence of chemical hygiene and laboratory management

DOMAINS AND COMPETENCIES/TASKS	% of Exams
1.0 Principles of Occupational Safety and Health Management	12.5%
1.0 Safety management systems	
1.1 Policies, procedures, and regulatory compliance plans	
1.2 Code of Federal Regulation, Title 29 Labor CFR 1904-Recording and Reporting Occupational Injuries and Illness, 1910- General Industry , and 1926- Construction	
1.3 Job hazard analysis and workplace compliance inspections	
1.4 Hazard control measures (e.g., engineering, administrative, personal protective equipment)	
1.5 Tools, machines, and equipment safety	
1.6 Ergonomic and human factors assessments	

1.7 Industrial hygiene and exposure monitoring	
1.8 Fire prevention and facility life safety	
1.9 Theater safety	
1.10 Fleet safety and DOT compliance	
1.11 Multi-employee worksite considerations (e.g., contractors, tenants)	
1.12 Injury reporting and OSHA 300 log management	
1.13 Safety investigations (e.g., accident, near-miss, compliance, research and laboratory)	
2.0 Developing and Maintaining a Security Program	12.5%
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; See: https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.46	
2.10 Mandatory reporting legalities	
2.11 Security investigations (e.g., incidents, security/crimes, misconduct, harassment)	
3.0 All-Hazard Planning and Emergency Preparedness	12.5%
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. See: https://www.ada.gov/pcatoolkit/chap7emergencymgmt.htm	
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 program, counseling services for students)	
3.11 Post-emergency evaluations	
4.0 Risk Management and Insurance	12.5%
4.1 Risk Classifications	
4.2 General Liability	
4.3 Workers Compensation	
4.4 Risk Maps / Assessments	
4.5 Risk Financing	
4.6 Risk analyses strategies and methods	
4.7 Risk management theory and terminology (e.g., threats, likelihood, vulnerability, impact)	
4.8 Cost-benefit analysis methods for risk treatment strategies	
5.0 Environmental Compliance	12.5%
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 Mold Remediation	
6.0 Training Program Development	12.5%
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	
7.0 Personnel Management	12.5%
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	
8.0 Chemical Hygiene and Laboratory Management	12.5%
8.1 Policy and procedure development of Chemical Hygiene Plan - See: Occupational exposure to hazardous chemicals in laboratories.	
8.2 Managing lab responsibilities, authority and resources	
8.3 Training Requirements	
8.4 Hazard Identification	
8.5 Physical and Health Hazards of Chemicals	
8.6 Controlling and Managing Hazards	
8.7 Emergency Response	
8.8 Chemical Storage	
8.9 Lab Closeouts and Decommissioning	
8.10 Spill Procedures and Exposure Controls	
8.11 Retention for Certification of Calibrations	
8.12 Concepts of ALARA I Levels, Biocontainment levels, Hazard Materials Management	
8.13 Review of Research Protocols	