



SCHOOL SAFETY ASSESSMENT



DISCLAIMER

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SCHOOL SAFETY ASSESSMENT



Please place your School Photo here.

School Name	
School Address	
School Principal	
Date of Assessment	

Number of Students	
Number of Staff	
Grade Levels (Lowest)	
Grade Levels (Highest)	
School Hours (Start)	
School Hours (Finish)	
School Type	

Conducted by:		Date:	
Other Agency Assisting			

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SECTION 1 – CAMPUS MAP

Maps and drawings of your campus and buildings can be helpful to you and to your local law enforcement, public safety and emergency medical service first responders. They give you a relative perspective of proximity to important items, and will be especially helpful to the responder who is unfamiliar with your campus or building. You may want to keep printouts of this section in the school office, and in designated locations in any additional buildings that are part of the campus.

It is recommended that you insert a high-quality printout of your blueprints and/or floor plan into the final report. You can place a temporary picture of your facility map using your device camera or gallery.

Add campus map to School Safety Assessment.

SECTION 2 – ASSESSMENTS HISTORY

Has a school safety assessment ever been conducted?	Yes No N/A Unknown	
If yes, how long ago?	Yes No N/A Unknown	
Did assessment make any recommendations?	Yes No N/A Unknown	
What recommendations were implemented?	Yes No N/A Unknown	
What recommendations were not implemented?	Yes No N/A Unknown	
Why were these recommendations not implemented?	Yes No N/A Unknown	
Have you ever had a professional independent assessment of your school?	Yes No N/A Unknown	
If yes, who performed your last assessment?	Yes No N/A Unknown	

SECTION 3 – EXTERNAL CONSIDERATIONS PART 1

Are bus loading and drop-off zones clearly defined and separated from parent/private transportation pick-up zones?	Yes No N/A Unknown	
Are vehicles prohibited from using bus loading and unloading zones during arrival and dismissal times?	Yes No N/A Unknown	
Is staff assigned to student arrival and dismissal?	Yes No N/A Unknown	
Do buses have to back up or turn to park?	Yes No N/A Unknown	
Is student access to parking areas restricted to arrival and dismissal times?	Yes No N/A Unknown	
Are there adequate signage and road markings to control traffic?	Yes No N/A Unknown	
Is vehicular access to play areas restricted?	Yes No N/A Unknown	
Are adequate, clearly marked spaces available for handicapped parking?	Yes No N/A Unknown	
Can emergency vehicles access play areas and athletic fields?	Yes No N/A Unknown	
Do emergency service vehicles have adequate access to school buildings and facilities?	Yes No N/A Unknown	
Does the principal have an assigned parking space he/she uses?	Yes No N/A Unknown	
Are there marked visitor spaces within view of the main office area?	Yes No N/A Unknown	
Are there parking permits required for students and faculty?	Yes No N/A Unknown	

SECTION 3 – EXTERNAL CONSIDERATIONS PART 2

Are plantings arranged to allow surveillance [See glossary - Surveillance] of open areas, roads, parking lots, walkways and building accesses?	Yes No N/A Unknown	
Are plantings kept at a height that does not block surveillance of traffic? (Three feet for motorists and 4.5 feet for pedestrians.)	Yes No N/A Unknown	
Do directional and informational signs have large lettering, bold graphics, simple and correct directions, and good lighting, especially as applies to the school entrance, parking, directions to the office, drug-free school zones and prohibited items?	Yes No N/A Unknown	
Are video cameras available to monitor activities outside the school building?	Yes No N/A Unknown	
Are video cameras available to monitor activities on school buses?	Yes No N/A Unknown	
Are there adequate signage and road markings to control traffic?	Yes No N/A Unknown	
Are signs clearly posted instructing visitors to sign in at the office?	Yes No N/A Unknown	
Are all doors properly labeled and numbered?	Yes No N/A Unknown	
Do signs clearly mark the main office?	Yes No N/A Unknown	
Are trailers/portable classrooms connected to the school's central alarm system?	Yes No N/A Unknown	

Are trailers/portable classrooms positioned to enable natural surveillance?	Yes No N/A Unknown	
Are the entry doors locked from the outside when not in use?	Yes No N/A Unknown	
Are the entry doors locked from the outside during the day while school is in session and the units are occupied?	Yes No N/A Unknown	
Are mobile units clearly labeled or identified with a number or letter that is visible from each side (helps first responders better locate a specific unit if there are several on school grounds)?	Yes No N/A Unknown	

SECTION 3 – EXTERNAL CONSIDERATIONS PART 3

Are school boundaries fenced?	Yes No N/A Unknown	
Is the fence properly maintained?	Yes No N/A Unknown	
Are gates properly working and able to be secured?	Yes No N/A Unknown	
Are school grounds clean and properly maintained? [See glossary - Maintenance]	Yes No N/A Unknown	
Are sidewalks in good condition?	Yes No N/A Unknown	
Is curbing in good condition?	Yes No N/A Unknown	
Are trash cans anchored to fixed objects?	Yes No N/A Unknown	

Are trash cans emptied each day to prevent overflow?	Yes No N/A Unknown	
Is exterior lighting checked on a frequent basis?	Yes No N/A Unknown	
Are school staff encouraged to report lighting outages?	Yes No N/A Unknown	
Are light poles in the parking lot numbered to assist individuals who report?	Yes No N/A Unknown	
Does exterior lighting properly illuminate areas around doors?	Yes No N/A Unknown	
Are there any props (wood block, rock, etc.) being used to prop exterior doors during the school day?	Yes No N/A Unknown	

SECTION 4 – INTERIOR SAFETY

Are interior hallways, classrooms, restrooms, cafeteria, stairwells and other parts of the school building properly illuminated?	Yes No N/A Unknown	
Are fire evacuation plans posted in all occupied areas of the school building?	Yes No N/A Unknown	
Is school staff trained in the use of fire extinguishers?	Yes No N/A Unknown	
Are fire drills held in accordance with state laws and are up-to-date fire drill reports maintained?	Yes No N/A Unknown	
Is graffiti noted, recorded and removed at the earliest possible time?	Yes No N/A Unknown	
Does a designated person perform security checks at the end of the school day and/or after evening activities?	Yes No N/A Unknown	
Does a designated person perform a check to ensure all exterior entrances and windows are locked, all night lights have been turned on and the alarm system is functioning?	Yes No N/A Unknown	
Are there written procedures regarding use of school facilities after hours?	Yes No N/A Unknown	
Is there two-way communication between the school office and school buses?	Yes No N/A Unknown	
Do trophy and display cases have tempered or plexiglass instead of real glass?	Yes No N/A Unknown	

SECTION 5 – ACCESS AND VISITOR CONTROL INFORMATION

Is a policy in place that defines who may have keys/cards, including master keys, to the building(s), classrooms and other locations?	Yes No N/A Unknown	
Is a list of key/card holders maintained?	Yes No N/A Unknown	
Are teachers and staff required to turn in keys/card when transferred, terminated or retired?	Yes No N/A Unknown	
Are keys/cards audited annually?	Yes No N/A Unknown	
Are all doors to the exterior kept closed and locked to outside at all times?	Yes No N/A Unknown	
Is access through the front door granted via a call button/intercom/camera system?	Yes No N/A Unknown	
Do policy and practice ensure that chains with locks are not used at any time to secure doors, including after school hours?	Yes No N/A Unknown	
Are multiple entrances to the school building controlled and supervised from the inside for property security?	Yes No N/A Unknown	
Are staff and students trained on visitor procedures, including what to look for in identification and behavior?	Yes No N/A Unknown	
Do visitors present a photo ID to be scanned through a records checking system before they are issued a visitor badge that must be visibly worn at all times?	Yes No N/A Unknown	

Must visitors check out when they leave?	Yes No N/A Unknown	
Are contractors and vendors required to wear dated photo identification at all times while on school property?	Yes No N/A Unknown	
Are all staff/students required to wear photo identification at all times?	Yes No N/A Unknown	
Are classroom doors kept locked when the rooms are vacant?	Yes No N/A Unknown	
Can unused areas of the school be closed/locked off during and after school hours?	Yes No N/A Unknown	
Are restricted areas within the school and on school property properly identified?	Yes No N/A Unknown	
Are ladders kept secured?	Yes No N/A Unknown	
Is roof access locked at all times?	Yes No N/A Unknown	
Are administrative areas proximal to the main entry and visitor waiting areas, with easy visual access into these areas?	Yes No N/A Unknown	

Do areas that accommodate a large congregation of students, such as auditoriums, music or band rooms, allow for adequate visual supervision, clear sight lines and easy traffic flow?	Yes No N/A Unknown	
Are designated control points with clear sight lines positioned near the entrances and exits to cafeterias?	Yes No N/A Unknown	
Is there a secured key storage system?	Yes No N/A Unknown	
Is this key storage system connected to the school alarm system?	Yes No N/A Unknown	
Is the school used for voting?	Yes No N/A Unknown	
If yes, is there a procedure for not allowing public access to the school during voting?	Yes No N/A Unknown	

SECTION 6 – SCHOOL SAFETY EQUIPMENT

Is the school connected to a backup emergency power system?	Yes No N/A Unknown	
Is there two-way communication between classrooms and the main office?	Yes No N/A Unknown	
Is two-way communication capability (intercoms or phones) tested prior to the start of the school year for full functionality?	Yes No N/A Unknown	
Are walls in unattended locations constructed of a material and finish that can repel graffiti or tolerate repeated cleanings?	Yes No N/A Unknown	
Are classroom and office doors constructed of solid material (e.g. wood, metal)?	Yes No N/A Unknown	
Are classroom doors equipped with heavy-duty, vandal-resistant locks that are operable from the inside by turning the handle?	Yes No N/A Unknown	
Are mirrors, windows and light covers in lavatories and locker rooms shatter resistant?	Yes No N/A Unknown	
Do regular classrooms have, in addition to the door, an egress window or second door into a separate smoke zone? (This is required unless the building has fire sprinklers.)	Yes No N/A Unknown	
Are first aid kits meeting OSHA standards properly located, adequately stocked and easily accessible to trained personnel throughout the school and on school buses?	Yes No N/A Unknown	
Are Automated External Defibrillators (AEDs) available on site?	Yes No N/A Unknown	

Are hazardous chemicals, including fuels, cleaning solvents and science laboratory chemicals, properly labeled, stored, secured and sent for disposal?	Yes No N/A Unknown	
Have circuits for hazardous equipment, including counter receptacles controlled via "kill switches" with indicator lights, been replaced with GFI (ground fault interrupt) or GFCI (ground fault circuit interrupt)?	Yes No N/A Unknown	
Does the school have prepared To-Go Bags?	Yes No N/A Unknown	
Does each classroom have a To-Go Bag?	Yes No N/A Unknown	
If yes, what do they include?		
Does the school have portable radios for key staff?	Yes No N/A Unknown	
Do these allow direct communication with local police and/or fire departments?	Yes No N/A Unknown	
Does the school have interior surveillance cameras?	Yes No N/A Unknown	
Are cameras monitored?	Yes No N/A Unknown	
Are cameras recorded?	Yes No N/A Unknown	
Is there a policy pertaining to surveillance cameras use and the handling of recordings?	Yes No N/A Unknown	
Are signs posted giving notice that surveillance cameras are recording or are in periodic use to prevent liability issues arising from their presence?	Yes No N/A Unknown	

Are cameras permanently affixed?	Yes No N/A Unknown	
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Are cameras mobile?	Yes No N/A Unknown	
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Are rooms housing controls and DVRs secured?	Yes No N/A Unknown	
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If yes, who has access?	
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Where are the surveillance cameras located

Classrooms	Yes	No	N/A	Unknown
Main entrance	Yes	No	N/A	Unknown
Hallways	Yes	No	N/A	Unknown
Parking lots	Yes	No	N/A	Unknown
Stairwells	Yes	No	N/A	Unknown
Bus loading/unloading area	Yes	No	N/A	Unknown
Cafeteria	Yes	No	N/A	Unknown
Library	Yes	No	N/A	Unknown
Athletic fields	Yes	No	N/A	Unknown
Other	Yes No N/A Unknown			

Are school custodial closets or other mechanical areas locked throughout the day to prevent unauthorized access?	Yes No N/A Unknown	
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Is there an HVAC main shut-off for "shelter in place" scenarios?	Yes No N/A Unknown	
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SECTION 7 – GENERAL SAFETY INFORMATION

Are visitors made to sign in and out at the main office, where a visitor log is maintained?	Yes No N/A Unknown	
Are non-custodial parents and others required to have written permission to pick up students?	Yes No N/A Unknown	
If yes, are they required to show a photo ID?	Yes No N/A Unknown	
Do all applicants undergo a criminal background check prior to employment at the school?	Yes No N/A Unknown	
Has caller ID or another call-tracking device been placed on the phone system to trace phone calls?	Yes No N/A Unknown	
Has the person(s) responsible for answering the phones been trained in bomb threat procedures?	Yes No N/A Unknown	
Has a chain of command been established for the school when the principal and/or other administrators are away from the building?	Yes No N/A Unknown	
<p>Does the school have an Acceptable Use Policy (AUP)/Internet Use Policy (IUP) for effective computer and Internet use that addresses:</p> <ul style="list-style-type: none"> * Respect for school property and resources. * Vandalism and destructive behavior. * Access rights, network privileges and system safety. * Academic integrity, plagiarism and copyright issues. * Privacy and personal safety. * Illegal activity. * Content, language and resources appropriate for school. * Proper use of computer time. * Consequences for violation of AUP/IUP policies. 	Yes No N/A Unknown	
Is the school's Student Code of Conduct reviewed and updated annually?	Yes No N/A Unknown	

Are behavioral expectations and consequences for violations clearly outlined, including sanctions for bomb threats, weapons and drug offenses?	Yes No N/A Unknown	
Is a school nurse(s) available to provide medical supervision and services for children with physical health needs, especially those with acute or chronic health problems?	Yes No N/A Unknown	
Does a designated school official keep prescription medications that must be taken at school in a locked, secure location?	Yes No N/A Unknown	
Are accurate records/logs maintained of medication(s) administered to students?	Yes No N/A Unknown	
Are random, unannounced locker inspections made by security personnel and/or by school administrators?	Yes No N/A Unknown	
Is the locker inspection policy stated in the student handbook?	Yes No N/A Unknown	
Are unassigned lockers adequately secured?	Yes No N/A Unknown	
Does the school have an asset control policy?	Yes No N/A Unknown	
Do all school-owned technology/cell phones have a tracking program (e.g., Lojack for Laptops) installed?	Yes No N/A Unknown	
Does all school-owned property have an access control tag on it?	Yes No N/A Unknown	
Are there procedures for all deliveries arriving at the school?	Yes No N/A Unknown	

SECTION 8 – SCHOOL SAFETY PLANNING INFORMATION

<p>Does the school have a complete and comprehensive written safety plan, including a crisis management plan, which has been developed by the appropriate stakeholders (e.g. school staff, law enforcement) and approved by the local board of education? (All plans must be National Incident Management System (NIMS) compliant.) A plan is complete and comprehensive if it:</p> <ul style="list-style-type: none"> * Incorporates all courses of action to be accomplished for all selected threats and hazards (e.g., bomb threats, fires, active threats) and identified functions. * Integrates the needs of the whole school community. * Provides a complete picture of what should happen, when and at whose direction. * Estimates time for achieving objectives, with safety remaining as the utmost priority. * Identifies success criteria and a desired end state. 	Yes No N/A Unknown	
Is school staff trained regarding the written safety plan?	Yes No N/A Unknown	
Are they provided a manual, reference card, etc.?	Yes No N/A Unknown	
<p>Does the Crisis Management Plan emphasize the following:</p> <ul style="list-style-type: none"> * Prevention to reduce the likelihood of a crisis situation occurring and to minimize its impact if a crisis occurs. * Intervention to contain the situation and provide support and safety to those involved. * Education to ensure that all who are responsible for implementation of the plan are familiar with its provisions and are updated frequently about modifications. * Recovery to offer counseling and return to normal operations. 	Yes No N/A Unknown	
Does the Crisis Management Plan include contact information for the local law enforcement agency, EMS and fire department providing services to the school?	Yes No N/A Unknown	
Have the local law enforcement agency and the school formed a partnership?	Yes No N/A Unknown	
Do they currently operate under a comprehensive memorandum of understanding?	Yes No N/A Unknown	
Have alternatives to suspension and expulsion been built into the discipline policy?	Yes No N/A Unknown	

Are they appropriately and consistently used?	Yes No N/A Unknown	
Are school psychologists, social workers, school counselors, school nurses and other mental health professionals available for immediate consultation and assistance in case of emergencies?	Yes No N/A Unknown	
Are students at each grade level taught positive social skills and violence prevention, conflict resolution and communication/decision-making skills?	Yes No N/A Unknown	
Are curriculum and special programs on violence and drug prevention, health, safety and security available to students, staff and parents?	Yes No N/A Unknown	
Have the school's identified severe weather shelter areas been reviewed by the local emergency management office?	Yes No N/A Unknown	
Are substitute teachers provided any guidance on the school's emergency procedures?	Yes No N/A Unknown	
Does the school have an off-site reunification location if the school campus needs to be evacuated?	Yes No N/A Unknown	

SECTION 9 – NOTES / ACTION ITEMS

ACTION ITEMS / MAINTENANCE ISSUES

GLOSSARY OF TERMS

The following basic Crime Prevention Through Environmental Design (CPTED) terms may be of assistance while using this document to assess the risk and security of a facility.

ACCESS CONTROL

Access control is the physical guidance of people coming to and leaving a space, which includes judicious placement of signage, entrances, exits, fencing, pavement treatments, landscaping and lighting to guide users to and from a facility. Examples also include ID card reader systems and placement of physical features such as the main office to control access.

ACTIVITY SUPPORT

Activity support is the planning and placement of activities to enhance surveillance, access control (see above) and territorial reinforcement.

MAINTENANCE

Maintenance is the repair, replacement and general upkeep of a space to reinforce territoriality and ownership. Damage or vandalism should be repaired quickly, and the grounds should generally be clean and free of graffiti or litter.

SURVEILLANCE (NATURAL AND ARTIFICIAL)

The concept of surveillance is based on the fact that most criminals do not want to be observed while committing crimes. Maximizing surveillance opportunities includes the design and placement of physical features in such a way as to maximize visibility for people to observe the space around them. This includes adequate interior and exterior lighting to allow surveillance.

TARGET HARDENING

Target hardening is the basic tool for improving safety and security. This involves increasing resistance to criminal attack by installing safeguards such as locks, alarms, security lighting and surveillance cameras.

TERRITORIALITY

Territoriality is generally defined as a set of attributes that express pride of ownership. This is done through the use of signage, landscaping, fencing, pavement treatments, art and other amenities. Territoriality is also the placement of buildings or other exterior features in a manner that defines an area of influence.

SECTION 3: External Considerations (SUGGESTIONS FOR SECTIONS 3-10)

PARKING LOT DESIGN

Directional markings limit confusion and ensure the orderly flow of vehicles within the parking lot. Entry and exit locations should be limited to discourage the perception of public access and cut-through traffic. When possible, all schools should be designed with parking lots well within sight of the school. All lots should be clearly visible from an occupied location inside.

BUS PICK UP/DROP OFF AREA

All bus loading and unloading areas should be restricted only to buses, especially during loading and unloading times. Because of the large amount of students gathering during these times, additional supervision is necessary. Buses should not need to back up to exit.

PARKING

Students and staff should share the same parking area. By having faculty share the parking lot, staff will have an interest in the activity that occurs in the area, and therefore more natural surveillance is achieved. Students will see staff in the parking area and will be less likely to use the parking lot for unlawful activity. Reserved parking for staff, such as for the principal or SRO, is not recommended due to limitations on the ability to track staff or vandalism.

FENCING

The primary purpose of fencing school grounds is to clearly identify the boundaries of the property and to subtly suggest that within those boundaries, certain behavior is expected. Type of fencing material should be based on use and location; fencing should be wrought iron, chain link, cable, separated pickets, split rail or other see-through construction. A five-to-eight foot fence is recommended for all school boundary fencing.

LIGHTING

Proper lighting is necessary for people to see and be seen. Proper lighting can have a significant impact on reducing crime.

SECTION 6: Access and Visitor Control Information

STUDENT AND STAFF ID BADGES

Institute a policy that photo identification badges be displayed on the outermost article of clothing by staff, middle and high school students while on school property.

MASTER AND BUILDING KEYS

For schools equipped with a mechanical key system, the use of high security locks (as rated by Underwriters Laboratory) is essential. Implementing a key control policy and an annual inventory of keys is recommended. High security locks require that keys be cut by a specialized vendor, which makes duplicating or manipulating keys more difficult.

SECTION 7: School Safety Equipment

SECURITY ALARMS

A centrally monitored security, zoned alarm should be installed for all schools, or at least in rooms that contain valuable equipment and/or files.

SCHOOL COMMUNICATIONS

Emergencies can occur in any classroom or facility at any time and two-way communication may be needed to report an injury or, an emergency, or to call for help. Communication options include the use of intercom systems, wired telephones, cellular digital telephones and/or two-way radios.

SECTION 8: Interior Safety

INTERIOR LIGHTING

Interior lighting should be included in the scheduled maintenance plan, which should list the school's procedures for reporting light outages.

SECTION 9: General Safety Information

SCHOOL PROPERTY

School property should be labeled with an identifiable marking or tracking number to discourage theft. All school property with a value over \$100 should be included in inventory. This inventory should include a complete description of the item, any school documented tracking numbers and the storage location of the item. If the item is placed in the care of a faculty or staff member, that person should sign a document verifying acceptance of and responsibility for that item.

SECTION 10: School Safety Planning Information

All schools should have a NIMS (National Incident Management System) compliant emergency management plan. NIMS is the United States' single, comprehensive system for managing domestic incidents and is suitable for all schools and educational institutions to implement throughout all phases of school emergency management:

1. Prevention-Mitigation.
2. Preparedness.
3. Response.
4. Recovery.

NIMS uses a core set of concepts, principles, procedures, processes, standards and terminology that may be integrated with school emergency management practices. The collective use of NIMS across all local incident response agencies (including K-12 schools and higher education institutions) and disciplines creates a common operating picture, promoting mutual goals and responsibilities, and ultimately, a more efficient and effective response. Furthermore, in the event of a large-scale incident crossing multiple jurisdictions and disciplines, NIMS is critical. In this scenario, the common use of NIMS unites all the response teams from all participating jurisdictions. The U.S. Department of Education also provides guidance for emergency planning - Guide to Developing High-Quality School Emergency Operations Plans - www.rems.ed.gov.