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School Security Checklist And Risk Assessment



SCHOOL SAFETY AND SECURITY CHECKLIST

This Survey is designed to help you quickly and easily identify areas of risk and vulnerabilities your school faces. We help school systems identify those risks and vulnerabilities as well as create a security solution to fit the needs of each school we assess.

Name of School _____

Grade Level(s) _____

Date of Assessment _____

CRIME AND NATURAL DISASTER PLANS

	Yes	No
Do you have a comprehensive school emergency operations plan?		
Do you have an effective system of reporting suspicious incidents?		
Do you have training in place for crimes in and around the school?		
Do you have a plan for shootings, hostages and bomb threats?		
Do you have a single point of contact for reporting threats or concerning behavior who is available 24/7, via phone, email, online or in person?		
Are there policies on collecting and acting on information about a threatening or potentially threatening situation?		

Communication	Yes	No
Do you have a system that provides two-way communication between faculty, staff, administrators and security personnel?		
Is there a notification system in place that outlines who should be contacted and how in an emergency?		
Monitoring		
Is your alarm system connected to a local monitoring station?		
Do you have cellular backup?		
Do you test your security system on a weekly basis to ensure it is communicating correctly with the monitoring station?		
Windows		
Do your windows have smash resistant security glass laminates?		
Are windows locked securely?		
Are window frames and hardware regularly inspected for security weaknesses?		
Classrooms		
Do classrooms have a two-way communication system?		
Can classroom doors with windows be covered?		
Can classroom doors lock from the inside?		
Are valuable items secured, such as instruments, computers and video equipment?		

Video Surveillance	Yes	No
Do you have a video surveillance system?		
<ul style="list-style-type: none"> Does it monitor, record and store information? 		
<ul style="list-style-type: none"> Can you monitor and share information remotely with a pc or phone apps? 		
Does the video surveillance encompass all interior areas of the building?		
<ul style="list-style-type: none"> Stairwells, hallways and lockers? 		
<ul style="list-style-type: none"> Lunchrooms? 		
<ul style="list-style-type: none"> A/V areas and computer rooms? 		
<ul style="list-style-type: none"> Science laboratories? 		
<ul style="list-style-type: none"> Swimming pools? 		
<ul style="list-style-type: none"> Gymnasiums? 		
<ul style="list-style-type: none"> Cleaning product storage areas? 		
Does the video surveillance encompass the exterior of the building?		
<ul style="list-style-type: none"> Employees and students arriving and departing? 		
<ul style="list-style-type: none"> Temporary buildings? 		
<ul style="list-style-type: none"> Parking lots? 		
<ul style="list-style-type: none"> Garages? 		
<ul style="list-style-type: none"> Athletic fields? 		
<ul style="list-style-type: none"> Play areas? 		

CRIME AND NATURAL DISASTER PLANS, CONT.

	Yes	No
Do you have a crisis management plan in place?		
<ul style="list-style-type: none"> Is security training given to faculty, staff and students? 		
<ul style="list-style-type: none"> Do faculty, staff, students and parents understand their roles in the plan? 		
<ul style="list-style-type: none"> Does it take into consideration lockdown, evacuation and shelter-in-place? 		
Are emergency operations plan developed with local law enforcement, emergency medical personnel and the fire department?		
<ul style="list-style-type: none"> Is a detailed map of the school's floor plan available to community partners, as well as staff and faculty? 		
Do you have an Incident Command System? (A systematic tool used for the command, control and coordination of emergency response.)		
Does your school conduct regular drills of all emergency plans?		
Is there a code of conduct established for students during an emergency?		
Do you have a plan for natural disasters?		

ENVIRONMENT AND BUILDINGS

	Yes	No
Are entrances clearly defined?		
Are visitors required to use an intercom before entering the building?		
Is there a designated visitor sign-in area?		
Are visitors required to sign in and given school issued identification badges?		
Is there a well defined reception area?		
Is there designated employee, student and visitor parking areas?		
Are walkways or pedestrian paths well lit?		
Does your security system encompass detached buildings (sheds and field houses) and temporary buildings, as well as maintenance equipment in fenced off areas?		

SECURITY MEASURES AND PRACTICES

Security System		
Does your security system cover all points of access?		
<ul style="list-style-type: none"> Including internal doors and windows 		
Is your security system, fire system, access control, video surveillance , etc. integrated into one network?		
Are your school's security needs and systems routinely tested by a security company?		

Access Control	Yes	No
Is access control required to enter your building?		
Are all exterior doors secured when not in use, ie, gym, maintenance, kitchen and delivery doors?		
Are photo identification badges issued to all faculty, students and staff?		
Are visitors provided with school issued identification badges when on school grounds?		
Do temporary visitor badges automatically expire at the end of the day?		
Do you have a key control program designed to monitors keys, entry cards and duplicate keys?		
Is your key control program monitored routinely?		
Fire		
Are smoke detectors vandal-resistant?		
Do you have fire doors with crash bar capabilities and automatic activation?		
Are fire extinguishers easy to access and inspected on an annual basis?		
Are fire extinguishers clearly visible and inspected annually?		
Environmental Monitoring		
Does your system include environmental monitoring for water leaks, chemical spills, etc.?		