Minnesota School Safety Center

School Facility
Self-Assessment Checklist

School Facility (name):

Assessment conducted by: **Title/Affiliation:**   **Date:**

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The Minnesota School Safety Center compiled this checklist to help school personnel assess a school facility's vulnerabilities and hazards. This checklist does not take the place of mandated safety requirements enforced by building inspectors, OSHA standards, or state and federal fire codes.

EMERGENCY/CRISIS OPERATIONS PLAN

1. The school/district reviews and updates the plan regularly.

    Frequency:

    Person responsible for review (name and title):

2. The plan is based on identified threats, hazards and vulnerabilities.

3. The plan includes phone numbers/contact information for key staff members, utility companies, etc.

    Information is updated annually or as needed.

4. The school/district communicates plan updates to response agencies, including 911 dispatch and emergency manager.

    Person responsible (name and title):

5. The plan includes procedures and accommodations for:

    Language needs.

    Functional needs.

    Traveling students/staff.

    Other:

6. The plan includes:

    Before/after school activities.

    Special events (for example, prom, athletic events and field trips).

    Contact information for relocation sites.

7. The plan is accessible offsite (in case of evacuation) on a secure website or network.

8. Administration emergency go/stay kits contain a hard copy of the plan.

Comments:

TRAINING

Students and staff learn option based strategies for responding to threats inside and outside the school.

1. Key staff is trained in the National Incident Management System (NIMS) and Incident Command System (ICS).
    Trained staff names:

2. Emergency/crisis operations plan procedures training:

    Staff

    Training frequency:

    Substitute teachers

    Method of sharing information:

    Volunteers

    Method of sharing information:

    After-school staff

    Training frequency:

    School resource officers (SROs)/security personnel

    Training frequency:

    Transportation staff

    Training frequency:

3. Public safety officials are included in emergency/crisis operations plan procedures training.

Comments:

DRILLS

1. All staff participate in required annual drills:

    Fire drills (5)

    Lock down drills (5)

    Severe weather (1)

2. Drills include:

    Accountability procedures.

    Camera coverage area and tracking ability audits.

    Communication procedures.

    Lockdown release procedures.

    Relocation procedures.

    Other:

3. Drills take place at various times of the year.

4. Drills take place at various times of the day.

5. Drills take place when students/staff are in non-classroom areas.

6. An after action review takes place after each drill.

Comments:

SCHOOL CLIMATE

1. The school has a welcoming environment. A sense of pride is evident.

2. Student activities and opportunities for involvement are displayed.

3. Artwork is displayed encouraging positive behavior choices and well-being.

4. Staff members are visible in hallways supervising and interacting with students.

5. The school discipline plan is communicated to staff, students and parents.

6. Discipline policies are clear and fair.

7. Mentoring programs are in place.

8. An anti-bullying program is in place that includes cyberbullying.

9. Respectful, trusting and caring relationships exist throughout the school community.

10. Social, emotional and behavior support services are available for students and staff.

11. The student services team includes a mental health specialist, social worker, counselor and/or psychologist.

Comments:

ACCESS CONTROL

1. Each building has a single monitored point of public entry/exit.

2. Internal doors are secured until visitors are admitted by office staff.

3. Signs are posted listing items not allowed in the school (for example, weapons, drugs, tobacco and alcohol).

4. School staff monitors all entrances and exits during students' arrival and departure.

5. A limited number of entrances are kept open during arrival and dismissal times.

6. Doors remain open for a limited timeframe during arrival and dismissal.

7. Staff follow written procedures for accessing the building before and after school hours.

8. There is a procedure in place to issue/revoke keys, fobs and identification badges.

9. Temporary staff/substitutes are provided keys and/or access cards with the ability to lock/unlock doors during a lockdown.

10. Emergency personnel have quick access to keys.

11. All staff members are required to wear photo identification on breakaway lanyards.

12. Sign-in stations/desks are identified, staffed and properly equipped with a phone, radio, duress/panic button, etc.

13. Visitors are required to:

    Show picture identification.

    Sign in and out.

    Wear visible visitor identification.

14. Visitors are escorted when deemed necessary.

15. Contractors and vendors are required to check in, check out and display visible identification.

Comments:

COMMUNICATION

1.   There is two-way communication between the office and:

> Administration.
>
> Athletic fields.
>
> Classrooms.
>
> Counselors.
>
> Custodial staff.
>
> Health services.
>
> Playground and physical education staff.
>
> Portable classrooms/buildings.
>
> School-based security staff.
>
> Special education staff.
>
> Transportation dispatcher.
>
> Other:

2.   All classrooms and work areas are equipped with a system to communicate on an outside line. The line is clearly marked with the appropriate number for 911, such as 9-911.

3.   A process is in place to clearly communicate security instructions to staff in a timely manner.

> Email
>
> Mobile app
>
> PA
>
> Other:

4.   The communication system can be accessed from several areas of the school.

5.   Multiple staff members can initiate the emergency/crisis plan for events, such as a lockdown.

6.   A system is in place for staff and students to report suspicious activity, physical threats and online threats.

7.   All safety-related parent or media inquiries are directed to a designated spokesperson.

8.   Communication dead spots in the building are identified for:

> School communication systems.
>
> Cell phone service.
>
> Emergency response radios.

9.   Alternate communication methods for identified dead spots are established.

10.   A communication system is in place for those with hearing loss/limitations and in noisy areas, such as the cafeteria and band rooms. The system uses lights, reader boards or other technology.

11.   The school and district communicate regularly with parents about emergency procedures.

12.   There is a system to contact traveling staff, parents and students who are not in the building during an emergency. The system can issue alerts and instructions:

        Email

        Mobile app

        Phone

        Social media

        Text

        Website

        Other:

Comments:

SECURITY/MONITORING

1. Social media and suspicious internet activity on school computers is monitored.

2. There is a central security alarm system connected to a monitoring company.

3. The alarm system has motion detectors/sensors.

4. High-risk areas are protected by high-security locks and an alarm system. High-risk areas include the main office, labs, nurse's office, boiler room, electrical rooms, swimming pool, communication closet, etc.

5. Law enforcement (SROs) or security personnel are on site.

6. There is a written job description/list of expectations for SRO/security staff/monitors.

7. Duress/panic buttons are installed in:

   Main office.

   Administration office.

   Special education classrooms.

   Other:

8. Staff members monitor:

   Hallways.

   Stairwells.

   Restrooms.

   Locker rooms.

   Other interior areas.

9. All security cameras are functioning and designated by location.

10. Security cameras monitor:

    Building exterior.

    General indoor areas.

    Stairwells.

    Hallways.

    Remote areas.

    Other:

11. Security camera feeds are monitored throughout the day by trained staff.

12. There is an ability to access security camera feeds from more than one location.

13. There are policies in place for recorded data retention.

14.   The video system is protected with adequate firewalls.

15.   Designated staff monitor a NOAA Weather Radio.

16.   The bus loading area is monitored by:

        Camera.

        Direct line-of-sight.

        Patrols/staff presence.

17.   The parent pickup/drop off area is monitored by:

        Camera.

        Direct line-of-sight.

        Patrols/staff presence.

18.   Play/recreation areas are monitored by:

        Camera.

        Direct line-of-sight.

        Patrols/staff presence.

19.   Formal/informal gathering areas, such as patios and courtyards, are monitored by:

        Camera.

        Direct line-of-sight.

        Patrols/staff presence.

20.   Parking lots are monitored by:

        Camera.

        Direct line-of-sight.

        Patrols/staff presence.

Comments:

BUILDING EXTERIOR

1. The visitor entrance is clearly identified. Alternate doors have signs to direct visitors to the main entrance.

2. Visitor procedures are posted at entrance doors.

3. Exterior doors close without assistance.

4. Grounds are fenced in appropriate areas.

5. Landscaping, walkways and bollards guide traffic for natural access control.

6. Gates are secured when not in use, if allowed by fire code.

7. The school building's perimeter is clear of safety hazards, debris, overgrown vegetation and other obstructions.

8. Shrubs and foliage are trimmed low to allow for good sightlines.

9. Ground level mechanical, electrical and similar equipment are surrounded by a protective enclosure.

10. Restricted areas are identified by posted signs.

11. Building(s) are free of graffiti.

12. Ground floor windows have functional locks and unbroken panes.

13. Ground floor windows and doors have been hardened/glazed.

14. Roof access is restricted.

15. Outside air intakes are more than 10 feet above ground level.

16. All trailers/outbuildings are labeled and secured to their location.

17. Building exteriors are well lit.

18. Exterior doors:

    Are not propped open.

    Allow for keyed/fob re-entry.

    Are easily identified and have matching interior labels (for example, N1, N2).

    Have sensors to alert staff when a door is left open.

Comments:

TRANSPORTATION/PARKING/BUSING

1. The bus loading zone is visible from the main office and is monitored by staff.

2. Buses do not create a visual obstacle where crime may occur.

3. Bus loading and drop off zones are clearly marked.

4. Bus drivers can communicate with dispatch and other bus drivers.

5. Parking areas are adequately lit.

6. Parent drop off and pickup areas are separate from bus zones.

7. Parent drop off and pickup areas are clearly marked.

8. Fire zones are kept free of cars and buses at all times.

9. Designated parking areas are clearly marked to direct staff, students and visitors.

10. Students' vehicles are clearly identified.

11. Campus supervision/security includes regular parking lot monitoring.

12. Adequate bike racks are available.

Comments:

DELIVERY AREAS

1. Deliveries are accepted only at designated receiving areas.

2. Items delivered to the building are documented, inspected and approved.

3. Loading dock doors are secured when not used.

Comments:

RECREATIONAL AREAS

1.   Play and recreation areas are protected by fencing.

2.   Vehicular access is restricted around play areas.

3.   Emergency vehicles can easily access play and recreation areas.

4.   Bleachers are well maintained.

5.   Risers between bleacher seats are protected to prevent entrapment.

6.   Recess monitors are easily identified by reflective vests or other means. An adequate number of recess monitors are appropriately positioned around the play area perimeter.

7.   Recess monitors have equipment to warn children of an emergency.

8.   Play areas and equipment comply with the Consumer Product Safety Commission (CPSC) guidelines and are regularly audited for hazards/safety issues.

Comments:

BUILDING INTERIOR

1. The campus is free of graffiti.

2. Locker height allows for clear sightlines.

3. Unused lockers are secured to prevent unintended use.

4. There is adequate lighting in:

   Hallways.

   Stairwells.

   Restrooms.

   Locker bays.

   Locker rooms.

   Cafeteria.

   Other:

5. Restrooms:

   Have hardware that prevents the main entrance locking from the inside.

   Have no inlay ceilings.

   Designated restrooms are available for staff only.

6. Locker rooms:

   Have controlled access.

   Are supervised.

7. Doors and locks are in working condition.

8. Classrooms are kept locked at all times or can be quickly locked from the inside without having to step into the hallway.

9. Classrooms with windows have curtains and/or shades to use during a lockdown.

10. Unoccupied rooms are locked.

11. Controlled access is required for:

    Boiler and mechanical rooms.

    Custodial rooms.

    Electrical panel access doors.

    Food prep and storage areas.

    HVAC access points.

12. Exit signs are visible.

13. Interior signs aid navigation within the building.

14. Emergency lighting is functioning.

15. There is unobstructed access to automated external defibrillators (AEDs) and first aid supplies.

16. Hallway safety mirrors (convex mirrors) are used as necessary.

17. All rooms have emergency procedures posted.

18. All rooms have evacuation routes, AED and severe weather shelter locations posted.

19. Severe weather shelters are designated with signage.

20. School files and records are maintained in locked, vandal-proof, fireproof containers.

21. Electronic records are secure and backed up on a regular basis.

22. Air handling units are controlled in zones.

23. At least three employees can shut down utilities.

24. Exit paths/hallways are kept clear of clutter.

25. Heavy shelves and objects are secured to walls.

26. Things work and/or are fixed in a timely manner.

27. Chemicals in specialized areas, such as swimming pools, custodial rooms and chemistry labs, are secured in locked areas with limited access.

28. When construction is being done on buildings, the school/district consults public safety partners.

Comments:

KITCHEN

1. The freezer door can be opened from the inside.

2. The cafeteria's physical layout allows for quick and safe entry and exit.

3. The physical layout of the cafeteria allows for good sightlines.

4. The cafeteria loading dock door(s) are secured when not in use.

5. There is adequate staff during lunch.

Comments:

GYM

1. Lighting fixtures and windows are protected in gym areas.

2. The physical education wing has AEDs.

3. Safety mats and equipment are maintained.

4. Equipment is properly stored and secured.

5. Activities in the gym are adequately supervised.

Comments:

AFTER-HOURS BUILDING USE

1. After-hours building use is supervised.

2. Designated points of entry are monitored to control building access.

3. Staff conducts visual inspections of school for suspicious items and activity.

4. Staff has been trained in and can initiate the emergency/crisis plan.

5. A designated staff member checks the following at the end of every event/evening:

   Classrooms are locked and unoccupied.

   Bathrooms are locked and unoccupied.

   Exterior doors are locked.

   Security lights are on.

   Building alarm is activated.

   Other:

6. After-hours faculty and staff undergo background checks.

7. Designated after-hours staff monitor a NOAA weather radio

8. After-school staff can access a duress/panic button.

9. Participant access to unused areas can be blocked, if allowed by fire code.

Comments:

1.   Observed strengths:

2.   Areas requiring attention and person designated to address the issue:

3.   Other recommendations: