

Lockout

(Aka; soft lockdown, modified lockdown, lockdown with warning, etc.)

Lockout occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

When implementing Lockout procedures:

Building Administration

- Announce “lockout” (this announcement might only be directed to faculty and staff)
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Position administrators or designees at doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce “all clear” signal when the threat has ceased

Staff

- Lock all exterior doors
- Cover exterior windows*
- Keep students away from windows
- Continue classes. Move on announcement only
- Wait for further instructions

** Check with local law enforcement agencies regarding the covering of windows and doors.*

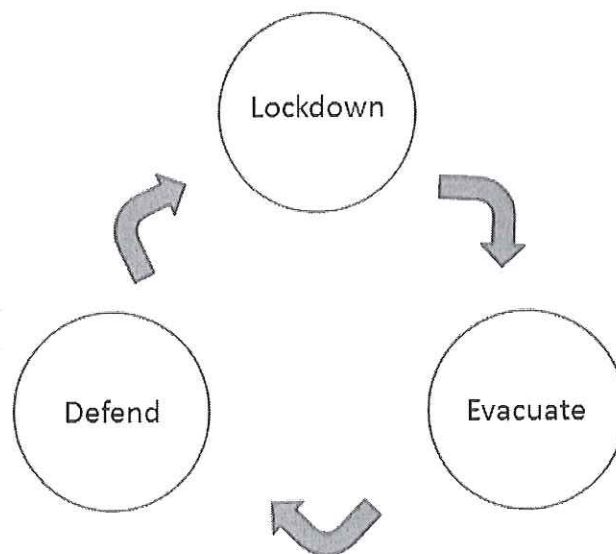
Lockdown with Enhanced Lockdown Options

Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event.

Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure could involve barricading the door and readying a plan of counter tactics or evacuation should the need arise. It is recognized the unfortunate reality that schools may fall target to those interested in doing harm. The School Safety Center is constantly reevaluating its procedures and options to provide a safe and healthy learning environment to students and staff.

It is recognized there is not a single-procedural plan that could cover all variations of possible emergencies or hostile incidents. Because of this, the procedures listed in this insert are to be considered as a guideline. Typical lockdown procedures should be effective in most situations; however, there may be circumstances where locking down may not be the best option. In these incidents, staff should be afforded the freedom to utilize the best of the following options in the interest of safety: Locking Down, Evacuating¹, and Defending Oneself². The three options are not in hierarchal order but are considered free-flowing. They should be constantly reevaluated by individual staff members during the event of an emergency in order to utilize the best and safest option (**see diagram below*).



¹ Evacuating the premises may be needed if locking down is impractical or if it is seemingly safer to go off-site. Those evacuating should go to an off-site location where they can contact 911. Stay at that location until advised otherwise. Advise administrators of your location and attendance.

² "Defend" refers to defending oneself if there is an imminent threat; where the lack of intervention may lead to great bodily harm or death to yourself or your students. It does not mean actively pursuing a threat or needlessly putting yourself in harm's way.

Lockdown occurs when there is a threat or intruder inside the building

When implementing Lockdown procedures:

Building Administration

- Announce “lockdown”
- Repeat announcement several times.
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to evacuation or re-location site
- DO NOT lock exterior doors
- Announce “all clear” signal when threat has ceased as authorized by law enforcement

Staff

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with special needs accommodations
- Close and lock all windows and doors
- Cover windows to hallways with predesigned materials (curtain, paper, poster, etc.)
- Shut off lights
- Be quiet
- Stay away from all doors and windows
- DO NOT OPEN THE CLASSROOM DOOR for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Wait for further instructions

Enhanced Lockdown Options (not listed in a mandated order) (lockdown options may not be appropriate for all ages or abilities)

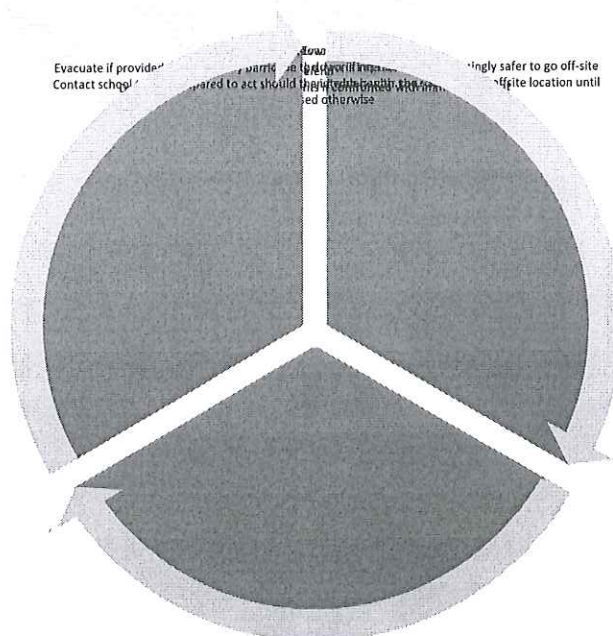
- Using the information at hand, decide if you will Lockdown, Evacuate, or Defend.
(Note that these are not in any specified order)

Enhanced Lockdown Options (not listed in a mandated order) (lockdown options may not be appropriate for all ages or abilities)

- Using the information at hand, decide if you will Lockdown, Evacuate, or Defend.
(Note that these are not in any specified order)

Lockdown	Evacuate	Defend
• Quietly barricade the door if needed • Be prepared to act should the intruder enter the room	• Evacuate if provided a safe corridor or if locking down is impractical and seemingly safer to go off-site • Contact school to let them know where you are and who is with you. Stay at that offsite location until advised otherwise	• Defend yourself and protect students if confronted with imminent threat

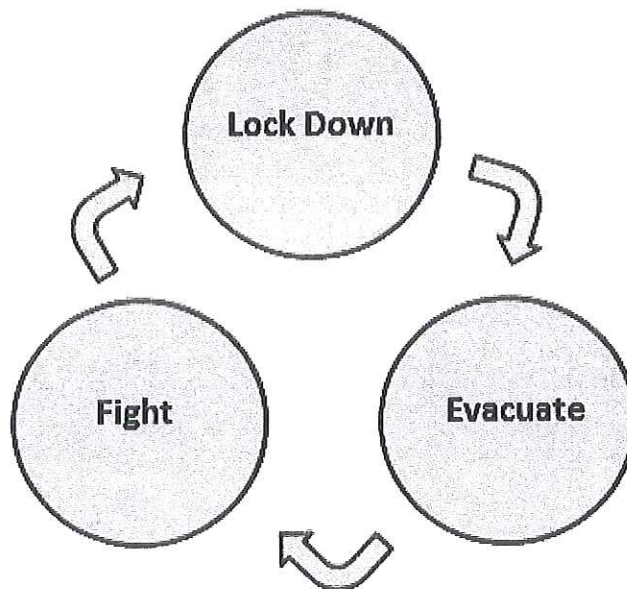
or



Emergency and Modified Lockdowns: Foreword

Independent School District 192 recognizes the unfortunate reality that schools may fall target to those interested in doing harm. ISD 192, in conjunction with Farmington Police Department, is constantly reevaluating its policies and procedures to provide a safe environment to its students and staff.

Under advisement of FPD, ISD 192 recognizes there is not a single-procedural plan that could cover all variations of possible emergency or hostile incidents. Because of this, the procedures listed in this document are to be considered as a guideline. These procedures should be effective in most situations; however, there may be circumstances where locking down may not be the best option. In these incidents, staff is afforded the freedom to utilize the best of the following options in the interest of safety: Locking Down, Evacuating¹, and Fighting². The three options are not in hierarchal order but are considered free-flowing. They should be constantly reevaluated by individual staff members during the event of an emergency in order to utilize the best and safest option (**see diagram below*).



¹ Evacuating the premises may be needed if locking down is impractical or if it is seemingly safer to go off-site. Those evacuating should go to an off-site location where they can contact 911. Stay at that location until advised otherwise. Advise administrators of your location and attendance by email.

² "Fighting" refers to incidents where there is an imminent threat; where the lack of intervention may lead to great bodily harm or death to yourself or your students. It does not mean actively pursuing a threat or needlessly putting yourself in harm's way.



Safe School Self-Assessment Training Standard Operating Procedures

1. The goal of the training is to take designated school officials and first responders through the self-assessment school checklist at one school within the district. The group should include individuals that are stakeholders of all schools within the district. Our staff will only be able to assist you with one school; therefore the other schools should be assessed with the newly trained assessment team.
2. The training event will take anywhere from 2 to 4 hours to complete, depending on questions, size of campus and the availability of information. We should discuss the time of the day to conduct the assessment training if school is in session. 12:30pm to 4:30pm is preferred but may not be appropriate for your school and/or the assessment team.
3. School and community representatives who should attend include the following:
 - a. district administrator (superintendent or representative)
 - b. building administrator (principals, assistant principal, dean of students, etc.)
 - c. facility manager (a representative of all district schools if possible)
 - d. an engineer/custodian/maintenance representative
 - e. school resource officer/ liaison officer
 - f. local law enforcement representative
 - g. fire department representative
 - h. private security if employed
 - i. other school representatives associated with school safety/security :
 - i. threat assessment team member
 - ii. school emergency response team member
 - iii. school safety team member
 - iv. school crisis team member
 - v. school medical response team member
4. The first hour or so consists of assessment members convening in a meeting room. We will start the process by looking at the school's emergency crisis plan, OSHA inspection requirements, and fire inspection requirements, along with answering questions on the checklist that can be addressed before seeing the campus.
5. Throughout the assessment process, written comments should be noted for later review. Take photographs and videos to highlight positive observations as well as potential hazards or areas for improvement. The tour should include the following areas:
 - a. 1 or 2 regular type classrooms
 - b. specialized classrooms:
 - i. science rooms
 - ii. shop type rooms
 - iii. wood work/art
 - iv. band, choir, theater
 - v. home economics
 - vi. special education
 - c. other interior places of interest:

- i. main office area
 - ii. cafeteria
 - iii. library
 - iv. nurses office
 - v. boiler room, HVAC room, maintenance and mechanical rooms
 - vi. elevator
 - vii. gymnasium
 - viii. locker rooms
 - ix. swimming pool
 - x. weight room
 - xi. security office/room
- d. exterior of the building and significant areas outside:
 - i. exterior doors/windows
 - ii. outside infrastructure (gas meter, transformers, power lines, air intakes, etc.)
 - iii. stand-alone classrooms
 - iv. portable buildings
 - v. playground
 - vi. athletic fields
 - vii. parking lots
 - viii. bus drop off/pick up zones
 - ix. parent drop off/pick up areas
- 6. The MN School Safety Center staff will take notes and pictures for our own use in developing best practices state wide. We will not supply a report of any kind after the self-assessment although throughout the training day we will discuss best practices seen across the state and nation.
- 7. Not included during the training day: Team members should compile the results of all areas assessed in the self-assessment checklist and create a report for school leadership. Formal reporting establishes a process of accountability that increases the likelihood of improvement and/or corrective action. If findings are not reported, then subsequent emergency plans and preparedness activities will not reflect or effect change.
- 8. Attached is the self-assessment checklist that will be used for the training.
- 9. If you have any questions please call or email; Mike Christianson - Safe School Assessment Coordinator 651-201-7093 / mike.christianson@state.mn.us



Safe School Self-Assessment Checklist

Updated July 2014

Disclaimer: The following checklist, constructed by the Minnesota School Safety Center using a compilation of various resources, provides an overview of school facility vulnerabilities and hazards that should be identified and addressed in the prevention/mitigation phase of a school's emergency management process. The checklist is designed for schools to use while conducting their own assessments. Although comprehensive, this checklist should not be construed to replace mandated safety requirements enforced by building inspectors, Occupational Safety and Health Administration standards, and/or State and Federal fire codes.

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN *Asterisked questions should be observed and verified on the assessment day.						
1. The Emergency Plan includes 3 major sections: Basic Plan, Functional Annexes also known as Universal Procedures, and Threat & Hazard Specific Annexes also known as Emergency Procedures. For more information see the references in the comments section to the right.						References: 1. Guide for Developing High-Quality School Emergency Operations Plans. http://remms.ed.gov/docs/REMS_K-12_Guide_508.pdf . 2. FEMA School EOP Sample Plan. https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/FEMA%20School%20EOP%20Sample%20Plan%20Nov%202013.pdf
2. Plan includes the following functional annexes/universal procedures:						
a. lockdown						
b. evacuation						
c. severe weather shelter						
d. shelter-in-place						
e. reunification/release						
f. relocation (facilities identified?)						
g. reverse evacuation						
h. communications procedures (internal & external) (more communications questions on page 7)						
i. transportation (bus) procedures						
1) driver on call availability						
2) special transport (adult & child)						
j. media procedures						
k. continuity of operations procedures						
l. recovery: psychological healing procedures						
m. accounting for all persons						
n. security						
o. health and medical						
3. Plan includes the following threat & hazard specific annexes/emergency procedures:						
a. armed intruder/active shooter						
b. assaults						
c. bomb threat						
d. bus accident						
e. chemical or hazardous material spill						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN continued *Asterisked questions should be observed and verified on the assessment day.						
f. demonstration						
g. explosion						
h. fight/disturbance						
i. fire						
j. hostage						
k. intruder						
l. mass casualty incident						
m. medical emergency						
n. pandemic or disease outbreak						
o. sexual assault						
p. suicidal threat or attempt						
q. suspicious package or mail						
r. weapons						
4. Plan addresses threat & hazard specific annexes/emergency procedures for the following community hazards:						
a. flood (waterways)						
b. tornado						
c. severe thunderstorm						
d. severe winter weather						
e. hazardous material (derailment)						
f. hazardous material (facility/plant accident)						
g. hazardous material (highway accident)						
h. terrorism						
5. As part of building and updating the plan a thorough school and community threat and hazard analysis has been completed.						
6. Plan identifies designees (ideally two) who will direct emergency response in the absence of the administrator.						
7. The school/district has communicated their crisis plan to response agencies and included them in planning.						
8. The school/district has included response agencies in training.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN continued *Asterisked questions should be observed and verified on the assessment day.						
9. Plan uses common vocabulary for all school stakeholders and emergency responders.						
10. Maps of facilities are updated and communicated to emergency responders.						
11. Plan describes school emergency response teams; their function and purpose for:						
a. district response team (include transportation supervisor)						
b. building response team						
c. medical response team						
d. recovery team						
12. Plan includes an Incident Command System (ICS).						
13. Plan includes specific procedures and accommodations for students with special needs and English Language Learners (ELLs)/English as Second Language (ESL).						
14. Multi-hazard in nature within the emergency management model of <i>Prevention, Preparedness, Mitigation, Response and Recovery</i> .						
15. Plan is reviewed and updated on a regular basis. (How often?)						
16. Plan includes a threat assessment (TA) process and has a selected TA team.						
17. The school has a student assistance team for evaluating students who are demonstrating at risk behaviors.						
18. Drills and exercises make use of:						
a. emergency go kits						
b. accountability systems (e.g. attendance rosters)						
c. after action reports						
18. Plan includes special events. (e.g. prom, graduation, homecoming, ball game, etc.)						
19. Plan includes after-school activities.						
20. Plan includes before-school activities.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
POLICY	* Asterisked questions should be observed and verified on the assessment day.					
Required policies are in place:						
a. bullying						
b. harassment and violence						
c. crisis management						
d. hazing						
e. student discipline						
DRILLS						
Required drills take place in each school building throughout each school year:						
a. 5 lockdown						
b. 5 fire (first fire drill must be within first ten days of beginning of classes)						
c. 1 severe weather						
Comments:						
BUILDING ACCESS						
1. There is a policy, system, and practice for ensuring secure entry/exit.						
2. There is a single point of public entry/exit to each building.						
3. Designated points of entry are monitored to control building access.						
4. *An intercom with camera is used for staff to visually identify and question visitors before admittance to the school.						
5. *Main entrance is observable from main office.						
6. *Signs are visibly posted listing items not allowed in the school (e.g. weapons, drugs, tobacco, alcohol, etc.)						
7. School staff monitors all entrances and exits during <i>arrival</i> and <i>departure</i> of students.						
8. Staff are trained in monitoring access points and confronting visitors.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
BUILDING ACCESS continued *Asterisked questions should be observed and verified on the assessment day.						
9. Staff follow written procedures for accessing the building before & after school hours.						
10. Students are required to have written permission to leave school grounds.						
Comments:						
KEYS AND IDENTIFICATION						
1. There is a master key control system to monitor keys, access cards, and their duplicates.						
2. Keys and access cards are audited annually.						
3. Someone has been appointed as key/access card control manager.						
4. Temporary staff/substitutes are provided keys and/or access cards (i.e. ability to lock/unlock doors during lockdown).						
5. *The school has a Knox Box or other system to provide quick access to keys by law enforcement and fire department.						
6. All staff members are required to wear photo ID.						
7. Staff members are required to turn in photo IDs, keys, and access cards upon termination of employment.						
8. Emergency response team staff members are identified by lanyards or some other clear form of designation on a daily basis.						
Comments:						
VISITOR PROCEDURES *Asterisked questions should be observed and verified on the assessment day.						
1. *Policy/Procedures signs are posted at all usable entrances.						
2. Visitors are required to:						
a. show picture ID						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
VISITOR PROCEDURES continued						
*Asterisked questions should be observed and verified on the assessment day.						
b. sign in AND out						
c. wear visible identification						
3. *Sign-in stations/desks are identified, staffed and properly equipped (e.g. phone, radio, duress button, etc.)						
4. *Supply of visitor IDs are out of reach of visitors.						
5. Visitors are escorted, when deemed necessary.						
6. Contractors and vendors are required to check in AND out and display visible identification.						
Comments:						
STAFF TRAINING						
1. Staff receive training in:						
a. all required drills/evacuation routes						
b. personal safety						
c. awareness of any suspicious or unusual activity						
d. awareness of irregularities in the surroundings (e.g. suspicious vehicles containers, broken air vents, etc.)						
e. proper procedures for checking suspicious packages and deliveries						
f. proper response to bomb threats or other threatening/suspicious phone calls						
g. threat assessment process						
2. Emergency medical response team members have been trained and certified in CPR and First Aid.						
3. If AEDs exist, building emergency response team members have been trained and drilled in their use and know their location.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
STAFF TRAINING continued						
*Asterisked questions should be observed and verified on the assessment day.						
4. School emergency response teams practice regularly scheduled and unscheduled drills and exercises.						
COMMENTS:						
PHYSICAL CLIMATE						
1. *School demonstrates a welcoming environment.						
2. *Student work is displayed to show pride and ownership by students (needs to be less than 20% of corridor wall).						
3. *Environment displays student activities and opportunities for involvement.						
4. *Posters are displayed encouraging positive behavior choices and well-being.						
5. *Staff members are visible in hallways, supervising/interacting with students.						
6. Things work and/or get fixed immediately.						
7. There is a school discipline plan that is communicated to staff, students and parents.						
8. Teachers are required to submit a classroom management plan to their administrator.						
9. The school provides conflict resolution training for staff and/or students.						
10. There is an anti-bullying program which includes cyber-bullying.						
11. Mentoring programs are in place.						
12. The school student services team includes a mental health specialist (e.g. social worker, counselor, and/or psychologist).						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
COMMUNICATIONS						
1. There is a 2-way communication modality between the main office and the:						
a. classrooms						
b. administration						
c. school-based security staff						
d. playground & PE staff						
e. portable classrooms/buildings						
f. athletic fields						
g. health services						
h. counselors						
i. health services						
j. custodial staff						
k. transportation dispatcher						
l. special ED staff						
2. All classrooms are equipped with a system to communicate on an outside line that is clearly marked with the appropriate "911". e.g. "9-911"						
3. A process is in place to communicate security instructions to staff in a timely and understandable manner (e.g. PA system)						
4. The PA system can be accessed from several areas in the school.						
5. Filters or other such mechanisms are in place to routinely monitor suspicious internet activity on school computers.						
6. A reporting system is in place in the event of discovering suspicious internet activity.						
7. An anonymous reporting system is in place for students and staff. (e.g. comment box, web-based, texting method, etc.)						
8. All safety related parent or media inquiries are directed to a designated spokesperson.						
9. Dead-spots have been located within the building for first responder radio systems.						
10. Alternate means of communication have been identified for these dead-spots.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
COMMUNICATIONS continued *Asterisked questions should be observed and verified on the assessment day.						
11. The school/district communicates with parents about emergency procedures via newsletters, emails, website, and/or other means.						
12. The district has a protocol for working with the media in the event of any emergency.						
13. A system is in place to contact parents with alerts and/or instructions.						
Comments:						
GENERAL EXTERIOR: while answering the following questions, keep in mind seasonal differences may apply; (e.g. snow accumulation, snow piles, vegetation growth, etc.)						
1. *School has marquee, visible from road.						
2. *School reflects use of school colors/symbols.						
3. *Grounds are fenced in appropriate areas.						
4. Gates if present are secured when not in use (if allowed by the fire code).						
5. *Perimeter of school building is clear of safety hazards, debris, overgrown vegetation and obstructions.						
6. *Mechanical, electrical and other such equipment on ground level is surrounded by a protective enclosure.						
7. *Shrubs and foliage are trimmed low to allow for good sightlines.						
8. *Building(s) are free of graffiti.						
9. *Posted signs indicate restricted areas.						
10. *Ground floor windows have functional locks and unbroken panes.						
11. *Ground floor window hardening/glazing has occurred.						
12. *Roof access is restricted.						
13. *Outside air intakes are greater than 10 feet above ground level. Also:						
a. air handling units can be controlled (shut off) in zones						
b. air handling system can be shut down by at least 3 employees						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL EXTERIOR continued *Asterisked questions should be observed and verified on the assessment day.						
14. *All trailers/outbuildings are secured to their location and labeled.						
15. *Areas around buildings are adequately lit.						
16. *Dark areas/shadows have been lessened via increased lighting or motion lighting.						
17. *Exterior doors:						
a. have a sturdy center mullion and/or are equipped with appropriate security						
b. have non-removable hinge pins						
c. have hardened or glazed glass						
d. unless designated for entry, lack exterior hardware						
e. allow for keyed re-entry						
f. are coded on the outside and clearly visible (North 1 or N1)(continue numbering on all sides of facility)						
g. are coded on the inside matching exterior numbers (North 1 or N1)						
h. are adequately lit						
i. have sensors which alert staff when left open						
Comments:						
BUSES AND PARKING						
1. *Bus loading zone is visible from main office or monitored by staff.						
2. *Buses are prevented from creating a visual obstacle where crime may occur.						
3. *Bus loading and drop off zones are clearly marked.						
4. Buses have two forms of communication with dispatch and bus to bus capability.						
5. *Parking areas are adequately lit.						
6. *Parent drop off and pick up areas are clearly marked.						
7. *Fire zones are maintained free of cars and buses at all times.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
BUSES AND PARKING continued						
*Asterisked questions should be observed and verified on the assessment day.						
8. *Parking lot has signs to direct staff, students and visitors to designated parking areas.						
9. *Student cars are properly marked through the use of identification.						
10. Campus supervision/security includes regular parking lot monitoring.						
11. *Bicycle or motorcycle parking is in view of the building or monitored by security.						
Comments:						
PLAYGROUND / RECREATION AREAS						
1. *Play and recreation areas are protected by fencing.						
2. *Vehicular access is restricted around play areas.						
3. *Emergency vehicles can access play and recreation areas easily.						
4. *Bleachers are well maintained.						
5. *Risers between bleacher seats are protected to prevent entrapment.						
6. An adequate number of recess monitors are appropriately positioned around the play area perimeter.						
7. Recess monitors have equipment to warn children in case of emergency.						
8. *Play areas and equipment comply with the following Consumer Product Safety Commission guidelines (CPSC):						
a. surfaces are free from holes and other blemishes that could cause injury						
b. surfacing extends at least 6' in all directions from play equipment						
c. play structures more than 30" high are spaced at least 9' apart						
d. posts are secure and free from sharp points or edges						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
PLAYGROUND / RECREATION AREAS continued * Asterisked questions should be observed and verified on the assessment day.						
e. hardware is secure (e.g. no open "S" hooks)						
f. elevated areas have guardrails						
g. spaces (e.g. openings in guardrails or between ladder rungs) are appropriate in size and free from risk of entrapment						
Comments:						
DELIVERIES						
1. Deliveries are accepted only at designated receiving areas.						
2. Deliveries are documented using delivery logs.						
3. There is a system for inspecting and approving items delivered to the building.						
4. *Loading dock doors are secured unless observed by staff.						
Comments:						
GENERAL INTERIOR						
1. Stairwells are uniformly and adequately lit.						
2. *Hallways:						
a. are uniformly and adequately lit						
b. are free of graffiti						
3. *Restrooms:						
a. are uniformly and adequately lit						
b. are free of graffiti						
c. have hardware that prevents the main entrance from locking from the inside						
d. have no inlay ceilings						
4. *Doors and locks are in good condition.						
5. *Classrooms with windows have curtains and/or window shades.						
6. All rooms are locked when not in use.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL INTERIOR continued	*Asterisked questions should be observed and verified on the assessment day.					
7. Controlled access by specialized staff is required for:						
a. electrical panel access doors						
b. boiler and mechanical rooms						
c. custodial closets						
d. food prep & storage areas						
e. HVAC access points						
8. Doors opening into interior areas like courtyards are kept locked with limited access.						
9. Unused areas are closed off when not in use after school hours if allowed by the fire code. Gates are not allowed to create dead-end corridors.						
10. *Locker bays are well lit.						
11. *Locker height allows for clear sightlines.						
12. *Exit signs are visible and adequately lit.						
13. *Classroom doors can be locked from the inside.						
a. if not procedures are in place to safely block, wedge or obstruct movement of classroom doors						
b. procedures are rehearsed						
14. *Emergency lighting is properly installed and functioning.						
15. *All interior glass doors are properly installed and repaired.						
16. *There is unobstructed access to AEDs and first aid supplies.						
17. Hallway safety mirrors (convex mirrors) are used as necessary.						
18. All rooms have emergency procedures posted.						
19. All rooms have evacuation routes and severe weather safe areas posted.						
20. *High-risk areas are protected by high-security locks and an alarm system, (e.g. main office, labs, nurse's office, boiler room, electrical rooms, swimming pool, communication closet, etc.)						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL INTERIOR continued						
21. *School files and records are maintained in locked, vandal proof, fireproof containers.						*Asterisked questions should be observed and verified on the assessment day.
Comments:						
CAFETERIA						
*Asterisked questions should be observed and verified on the assessment day.						
1. Is supervised adequately by staff.						
2. *Is uniformly and adequately lit.						
3. *The freezer door can be opened from the inside.						
4. *Physical layout of cafeteria allows for quick, safe entry AND exit of students.						
5. *Physical layout of cafeteria allows for good sightlines.						
6. A system is in place for inspecting and approving food deliveries.						
7. *Cafeteria loading dock door(s) are secured when not in use.						
Comments:						
GYMNASIUM AREA(s)						
*Asterisked questions should be observed and verified on the assessment day.						
1. *Lighting fixtures and windows are protected in gym areas.						
2. *AEDs are present in physical education wing.						
3. *Safety mats and equipment are maintained.						
4. *Equipment is properly stored and secured.						
5. Adequately supervised.						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
SPECIALIZED AREAS (reference fire code for other essential safety elements)						
<i>Science, Library, Art, Theater, Shop, Swimming Pool, Locker Rooms and Weight Rooms:</i>						
1. Proper supervision is in place for all specialized areas.						
2. Emergency procedures are posted and readily available; students are trained in procedures.						
3. Phones are present in primary work spaces and office areas.						
4. Clear guidelines have been delivered to students who use specialized areas. (e.g. no cell phone use in locker rooms)						
5. Students have signed a behavior guidelines document before using specialized areas.						
Comments:						
MONITORING AND SURVEILLANCE						
1. *Security cameras are stationed outside the school.						
2. *Security camera locations provide maximum coverage possible of grounds.						
3. *Security cameras are stationed inside the school.						
4. Security cameras are monitored throughout the day by trained staff.						
5. *Remote and isolated hallways are monitored by security cameras.						
6. There is a retention period for recorded data. Retention period is _____ days.						
7. There is a central security alarm system which is connected to a monitoring company.						
8. School Resource Officers (SROs) (law enforcement) are on site.						
9. SROs receive in-service training for their responsibilities.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE continued						
* Asterisked questions should be observed and verified on the assessment day.						
10. School security officers (non-law enforcement) are on site.						
11. School security officers receive in-service training for their responsibilities.						
12. There are written job descriptions for security personnel and/or monitors.						
13. Staff members monitor: ☐ hallways ☐ stairwells ☐ restrooms						
14. Bus loading area monitored by: ☐ camera ☐ direct line of sight ☐ patrols/staff presence						
15. Parent pick-up/drop-off area monitored by: ☐ camera ☐ direct line of sight ☐ patrols/staff presence						
16. Play/recreation areas are monitored by: ☐ camera ☐ direct line of sight ☐ patrols/staff presence						
17. Formal/informal gathering areas (patios, courtyards, etc.) are monitored by: ☐ camera ☐ direct line of sight ☐ patrols/staff presence						
18. Parking lots are monitored by: ☐ camera ☐ direct line of sight ☐ patrols/staff presence						
19. When the building is occupied after school hours or on weekends:						
a. supervision is present						
b. school staff conducts visual inspections of the school for suspicious packages and other items						
c. supervisors can initiate the crisis plan						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE continued						
d. a designated staff member is assigned to check the following:	* Asterisked questions should be observed and verified on the assessment day.					
1) all classrooms are locked						
2) all bathrooms unoccupied and locked						
3) all exterior doors locked						
4) all security lights are on						
5) building alarm is activated						
20. School requires faculty and staff undergo background checks.						
21. Classrooms are numbered with reflective material:						
a. over door						
b. on bottom of door						
c. on exterior of window						
22. The school has access to a weather radio, which is monitored by a designated staff member.						
23. Duress/panic buttons are installed in the:						
a. main office						
b. administration offices						
c. special ED classrooms						
d. counselor's office						
e. other areas?						
Comments:						

* Asterisked questions should be observed and verified on the assessment day.

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

OBSERVED STRENGTHS:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

AREAS REQUIRING ATTENTION:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

OTHER RECOMMENDATIONS:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

ASSESSMENT CONDUCTED BY: _____ TITLE/AFFILIATION: _____ DATE: _____