SCHOOL SAFETY and SECURITY CHECKLIST

School District:	Campus:	Building:
Team members:		
Date:	**Team leader signature:**	

Instructions: This checklist is designed to help evaluate the safety and security of your school. The best way to use it is to form teams to conduct the survey at locations other than their own to keep observations neutral and objective. Each survey team should ensure that local law and fire personnel are invited to help with the evaluations and planning. Audit Team members should review the following documents and materials, preferably in advance of the on-site visit:

1. Student / Staff Code of Conduct
2. Data on Student Discipline Referrals
3. Criminal Data (reported by the school and by the surrounding community)
4. Blueprint of the school
5. Crisis Management Plan

The checklist does not take the place of crisis management plans or emergency plans but supports the testing and adequacy of these plans. Standards set by Alaska law under AS 14.33.100 must be met and followed where they may conflict with the items on the checklist. School safety and security requires policies and procedures for management of disciplinary issues and dangerous students as outlined in AS 14.33.110.

You can contact Michael Lary, your APEI Loss Control Coordinator, if you have questions or need assistance
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SCHOOL EXTERIOR AND PLAY AREAS	YES	NO	IMPLEMENT	IMPROVE
1. School grounds are fenced.				
2. What kind?				
3. If yes, approximate height (Security fencing should meet zoning and code standards. Best height prevents unauthorized entry and is 6-8 ft tall with a turned top to restrict scaling) Are gates secured by locks?				
4. There is one clearly marked and designated entrance for visitors				
5. Signs are posted for visitors to report to main office through a designated entrance.				
6. Restricted areas are clearly marked				
7. Shrubs and foliage are trimmed to allow for good line of sight. (3'-0"/8'-0" rule)				
8. All poisonous shrubs, trees, and foliage have been removed.				
9. Shrubs near building have been trimmed "up" to allow view of bottom of building				

10. Bus loading and drop-off zones are clearly defined.				
11. Access to bus loading area is restricted to other vehicles during loading/unloading.				
12. Staff is assigned to bus loading/drop off areas.				
13. There is a schedule for maintenance of:				
a. Outside lights				
b. Locks/Hardware				
c. Storage Sheds				
d. Windows				
e. Other exterior buildings				
14. Parent drop-off and pick-up area is clearly defined. Speed bumps are in place to restrict vehicle speeds.				
15. There is adequate lighting around the building.				
16. Lighting is provided at entrances and points of possible intrusion.				
17. The school ground is free from trash or debris.				
18. The school is free of graffiti.				
19. Play areas are fenced. Visual surveillance of playground areas is possible from a single point.				
20. Playground equipment has tamper-proof fasteners				
21. Visual surveillance of bicycle racks is possible.				
22. Visual surveillance of parking lots from main office is possible				
23. Parking lot is lighted properly and all lights are functioning				
24. Accessible light lenses are protected by some unbreakable material				
25. All areas of school buildings and grounds are accessible to patrolling security vehicles.				
26. Driver education vehicles are secure.				
27. Students/Staff are issued parking stickers for assigned parking areas				
28. Student access to parking area is restricted to arrival and dismissal times.				
29. Staff and visitor parking has been designated				
30. Outside hardware has been removed from all doors except at points of entry.				

	YES	NO	IMPLEMENT	IMPROVE
31. Ground floor windows:				
a. no broken panes,				
b. locking hardware in working order				
32. Basement windows are protected with grill or well cover.				
33. Doors are locked when classrooms are vacant.				
34. High-risk areas are protected by high security locks and an alarm system				
a. Main office				
b. Cafeteria				
c. Computer Labs				
d. Industrial Arts rooms				
e. Science labs				
f. Nurses Office				
g. Boiler Room				
h. Electrical Rooms				
i. Phone line access closet				
35. Unused areas of the school can be closed off during after school activities.				
36. There is two-way communication between the main office and:				
a. Classroom (each classroom has a phone or direct intercom connection)				
b. Duty stations				
c. Re-locatable classrooms				
d. Staff and faculty outside building (all locations have communications)				
e. Buses				
37. Students are restricted from loitering in corridors, hallways, and restrooms.				
38. "Restricted" areas are properly identified.				
39. There are written policies restricting student access to school grounds and buildings. 40.				
SCHOOL INTERIOR	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
41. There is a central alarm system in the school. If yes, briefly describe:				

42. The main entrance is visible from the main office.				
43. There is only one clearly marked and designated entrance for visitors.				
44. Multiple entries to the building are controlled and supervised.				
45. Administrative staff maintain a highly visible profile				
46. Signage directing visitors to the main office are clearly posted				
47. Visitors are required to sign in.				
48. Visitors are issued I.D. cards or badges.				
49. Proper identification is required of vendors, repairmen.				
50. All staff - Full and part-time staff are issued ID cards that are worn in a manner that is visible at all times				
51. The following areas are properly lighted:				
a. Hallways				
b. Bathrooms				
c. Stairwells				
52. Hallways and Bathrooms are supervised by staff.				
53. The bathroom walls are free of graffiti.				
54. Doors accessing internal courtyards are securely locked from the inside				
55. Exit signs are clearly visible and pointing in the correct direction.				
56. Switches and controls are properly located and protected.				
57. Access to electrical panels is restricted.				
58. Directional lights are aimed at the building.				
59. School files and records are maintained in locked, vandal proof, fireproof containers or vaults.				
60. The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school.				
61. If a classroom is vacant, students are restricted from entering the room alone.				
62. Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school.				

63. Students are required to have written permission to leave school during school hours.				
64. Full and part-time staff, including bus drivers, are issued I.D. cards or other identification.				
65. There are written policies regarding access and control of school personnel using the building after school hours.				
66. Staff members who remain after school hours are required to sign out.				
67. Faculty members are required to lock classrooms upon leaving.				
68. One person is designated to perform the following security checks at the end of day:				
a. That all classrooms and offices are empty and locked				
b. All restrooms are empty				
c. All locker rooms are empty				
d. Check all exterior entrances are locked				
e. Check all night lights are working				
f. Check the alarm system				
69. The telephone numbers of the principal or other designated contact person are provided to the police department so the police can make contact in the event of a suspicious or emergency situation.				
70. Law enforcement personnel and/or community residents monitor school grounds after school hours.				
71. All school equipment is permanently marked with an Identification Number.				
72. An up-to-date inventory is maintained for all expendable school supplies.				
73. Secure storage is available for valuable items				
a. During school hours				
b. After school				
74. There is a policy for handling cash received at the school.				
75. There is regular maintenance and/or testing of the entire security alarm system at least every six months.				
76. Are classrooms numbered with reflective material:				
a. Over door				

b. On bottom of door				
c. On an exterior window (Visible to Emergency Responders)				
77. Has consideration been given to replacing interior doors with large windows to doors with small windows				
78. Has consideration been given to replacing present classroom locks with locks that can be activated from the inside				
79. Does the P.A. system work properly				
a. Can it be accessed from several areas in the school				
b. Can it be heard, and understood, outside				
80. Has consideration been given to establishing a greeters window inside first set of exterior doors (must be manned at all time)				
81. Are convex mirrors used to see around corners in hallways				
82. Are convex mirrors used to see up and down stairwells				
83. Do all exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D.				
84. Has consideration been given to installing Proximity Readers on certain exterior doors				
85. Has consideration been given to installing strobe lights or flashing lights on exterior of building to warn staff and students outside of problems				
86. How do you communicate during emergencies				
a. Two way radios				
b. Cell phones				
c. Pagers				
d. Other				
87. Who is issued two way radios				
a. Administrators				
b. Custodians				
c. Members of the Emergency Response Team				
d. Other				
88. There is a control system in place to monitor keys and duplicates.				

	YES	NO	IMPLEMENT	IMPROVE
89. Exterior light fixtures are securely mounted.				
90. Mechanical rooms and hazardous storage areas are locked.				
91. Fire drills are conducted as required by law				
92. A record of health permits is maintained.				
93. A record of Fire Inspection by the local or state Fire Officer is maintained.				
DEVELOPMENT / ENFORCEMENT OF POLICIES	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
94. The Student Conduct Policy is reviewed and updated annually.				
95. A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification. All staff are trained to challenge any visitor without identification.				
96. The school has a Crisis Management Plan in effect that is reviewed and updated annually.				
97. The Incident Command System is an integral part of the Safety Plan.				
98. A chain-of-command has been established for the school when the principal and/or other administrators are away from the building.				
99. The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e., school buses).				
100. Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced.				
101. Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used.				
102. Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts.				
103. Parents are an integral part of the schools safety planning and policy making.				
104. Parents are an integral part of students discipline procedures and actions.				
105. The policy provides a system(s) whereby staff and students may report problems or incidents anonymously.				
106. Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc.				

	YES	NO	IMPLEMENT	IMPROVE
107.　The school has implemented and communicated a pro-active policy regarding parental actions during sporting events.				
PROCEDURES FOR DATA COLLECTION	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
108.　All Violations of state and federal law are reported to law enforcement.				
109.　An incident reporting procedure for disruptive and violent students and incidents has been established in accordance with the AK Legislation requirements.				
110.　Records or data have been established and are analyzed to identify recurring problems.				
111.　Accident reports are filed when a student is injured on school property or during school-related activities.				
112.　The incident reporting system is reviewed and updated annually.				
INTERVENTION AND PREVENTION PLANS	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
113.　Students have access to conflict resolution programs.				
114.　Students are assisted in developing anger management skills.				
115.　Diversity awareness is emphasized.				
116.　Programs are available for students who are academically at-risk.				
117.　Students may seek help without the loss of confidentiality.				
118.　Students and parents are aware of community resources.				
119.　Students and staff are aware of bullying consequences and programs are in place to prevent verbal, physical, and non-physical bullying such as emails, threats, and exclusion.				
120.　Character education is taught as part of the curriculum.				
STAFF DEVELOPMENT	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
121.　Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods.				
122.　Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Management Plan and have the training updated annually.				
123.　Administrators and staff are trained in personal safety.				

	YES	NO	IMPLEMENT	IMPROVE
124. School security officers (NOT law enforcement) receive in-service training for their responsibilities.				
125. School Resource Officers (law enforcement) receive in-service training for their responsibilities.				
126. School volunteers receive training to perform their duties.				
127. Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.				
128. School safety and violence prevention information is regularly provided as part staff development plan.				
129. Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers.				
OPPORTUNITIES FOR STUDENT INVOLVEMENT	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
130. Students are represented on the School Safety Team.				
131. The school provides opportunities for student leadership related to violence prevention and safety issues.				
132. The school provides adequate recognition opportunities for all students.				
133. Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations)				
LEVEL OF PARENT AND COMMUNITY INVOLVEMENT	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
134. The community supports the school's programs and activities that teach safety and non-violence.				
135. School activities, services, and curricula reflect the characteristics of the students and the community.				
136. School safety planning reflects the neighborhood, including crime and hazardous conditions.				
137. Parents are an integral part of the school's safety planning and policymaking.				
138. Parents are aware of behavioral expectations and are informed of changes in a timely manner.				
139. Local businesses and other community groups are involved in the school's safety planning.				
ROLE OF LAW ENFORCEMENT	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
140. Incidents of crime that occur on school property or at school-related events are reported to law enforcement.				

	YES	NO	IMPLEMENT	IMPROVE
141. Law Enforcement is consulted on matters that may fall below the threshold of criminal activity.				
142. Law enforcement personnel are an integral part of the school's safety planning process. Law enforcement and fire departments have complete current campus maps, floor plans and diagrams showing the location and use of all rooms and critical materials such as chemicals and utility shut-off. Police and fire departments have had tours of the buildings and opportunities to familiarize themselves with the campus.				
143. The school has developed an effective partnership with local law enforcement.				
144. The school and local law enforcement have developed a written agreement of understanding, defining the roles and responsibilities of both.				
145. Law enforcement personnel provide a visible presence on campus during school hours and at school-related events.				
146. Local law enforcement provides after hours patrols of the school site.				
DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
147. The school has a Crisis Management Plan.				
a. Reviewed on an annual basis				
b. Plan developed by the building safety team and reviewed by management.				
c. Team membership is open to all employees and student representatives				
148. The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies.				
149. Categories listed in the plan should include, but may not be limited to, the following:				
a. Natural Disasters				
b. Accidents				
c. Acts of Violence				
d. Death				
e. Loss of power				
f. Fire				
g. Earthquake				

	YES	NO	IMPLEMENT	IMPROVE
150. The following components of the Crisis Management Plan are practiced on a quarterly basis				
a. Lockdown				
b. Lockout				
c. Shelter in place				
d. Evacuation of Building (can be done on a semi-annual basis)				
STANDARDS FOR SECURITY PERSONNEL	**YES**	**NO**	**IMPLEMENT**	**IMPROVE**
151. This school does employ security personnel.				
152. Pre-employment background checks are conducted for security personnel.				
153. School security personnel meet a standard for training and qualifications as mandated in AK.				
154. Security personnel have clearly defined roles and responsibilities.				
155. Security personnel are involved in the school's safe school planning process.				
156. Security personnel are knowledgeable about youth service providers, both in and out of the school.				

While one size does not fit all the basic concepts identified by this checklist are important to provide a safe and secure school environment. The completed checklist will provide you with a snapshot of the state of your school with regards to basic safety and security. The checklist should be completed periodically, at least every three years to help keep abreast of conditions and reported to the School Board. Annually the checklist should be reviewed and action items status reported to the School Board.

This checklist is built upon work by the New York State Police and the Virginia State Education Department.