

**CHECKLIST FOR THE SAFETY AND SECURITY
OF
BUILDING AND GROUNDS**

DIRECTIONS: Use the following checklist to assess the school's strengths and weaknesses related to the safety and security of buildings and grounds. If an element currently exist, check YES; if it does not exist, check NO; if you plan to implement a particular item, check IMPLEMENT; if you need to improve in a particular area, check IMPROVE.

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
School building and grounds are fenced. If yes, approximate height of fence _____				
Gates are secured by good padlocks and chains after hours.				
Drug-free zone signs are posted.				
Signs are posted for visitors to report to main office through a designated entrance.				
Shrubs and foliage are trimmed to allow for a line of sight (3'-0"/ 8'-0" rule).				
All poisonous shrubs, trees, and foliage have been removed.				
Boundary edges are free from trees and telephone poles.				
There is adequate lighting around the building.				
Lighting is provided at entrances and other points of possible intrusion.				
The school building/ground is free from trash.				
Good visual surveillance of play area is possible.				
Visual surveillance of parking lots from office is possible.				
Accessible lenses are protected by unbreakable material.				

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
Ground floor windows:				
No broken panes.				
Locking hardware in working order.				
Basement windows are protected with grill or well covered.				
There is a central alarm system in the school/building.				
High-risk areas (computer room(s), shops, labs) are protected by high security locks.				
High-risk areas (computer room(s), shops, labs) are protected by surveillance cameras.				
Restricted areas are properly identified.				
Visitors are required to sign in.				
There is only one clearly marked designated entrance for visitors.				
Proper identification is required of vendors and repairmen.				
Visitors are issued I.D. cards or badges.				
The hallways are properly lighted.				
Bathrooms are properly lighted.				
The bathroom walls are free of graffiti.				
Stairwells are properly lighted.				
Exit signs are clearly visible and pointing in the correct direction.				
Switches and controls are properly located and protected.				
School grounds are properly lighted for night activities.				

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
Directional lights are aimed toward the building.				
Access to electrical panels is restricted.				
Mechanical rooms and other hazardous storage areas are locked at all times.				
Files and records are maintained in locked vandal proof, fireproof containers or vaults.				
Maintain a record of all maintenance on doors, windows, lockers, or other areas of the school/building.				
There are written regulations regarding access and control of schools when used after school hours.				
Visitor parking is clearly marked in a highly visibility location as close to the main office as is feasible.				
All visitors are required to report to the main office and follow sign-in procedures.				
Signs concerning visitor procedures and trespassing are properly displayed at the entrance to the building.				
Parking areas can be monitored by school staff.				
A high visibility area has been designated as the pick-up/drop off point for students and staff.				
Assess to bus loading area by other vehicles is restricted where feasible.				
One person is designated to perform security checks of the building at the end of each day.				
Check all restrooms daily to assure that no one is hiding.				
Check all exterior entrances daily to assure that they are locked.				
Check all night lights daily to assure that they have been turned on.				
Check the alarm system regularly to assure that it is functioning properly.				
The telephone numbers of the principal or designated contact person is provided to the police department so that the Police can make contact in the event of an emergency.				

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
Law enforcement personnel monitor school grounds after schools hours.				
All equipment is permanently marked with an identification number.				
Student lockers can be monitored by school staff.				
Handrails are provided on all stairwells.				
Stairwells are covered with non slippery materials.				
The capability exists to monitor the main entrance.				
The school or building has emergency telephone capability.				
There is two-way communication throughout the building.				
All students participate in bus evacuation drills two times per year.				
Bus Passenger lists are maintained at the school site and are updated as changes occur.				
All students and staff participating in field trip exercises carry identification on their person.				
Teachers have in their possession a list of all students on field trips with emergency information for each student.				
Copies of the safety plan have been distributed to the faculty.				
Emergency flip charts have been explained to all staff members.				
All personnel, parent volunteers, substitutes, visitors and student teachers wear appropriate ID badges.				
Emergency management procedures have been reviewed by all staff members to include volunteers and parents.				
Code red, green and yellow have been explained to faculty and staff.				

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
There is a policy for handling cash received at the school or building.				
There is regular maintenance and/or testing of the entire security alarm system at least every six (6) months.				
Students have been informed of school policies for student behavior and local school discipline procedures.				
Parents have been informed of school policies for student behavior and local school discipline procedures.				
Violations of state and federal law that occur on school grounds will be reported immediately by school officials to the school resource officer, Chief of Police and Safety Project Manager when necessary.				
An incident reporting procedure has been established for all disruptive incidents occurring on school property to include weapons, fights and drugs.				
Storage sheds are labeled and locked at all times.				
There is a control system in place to issue, monitor and retrieve keys from employees.				
Exterior light fixtures are securely mounted.				
Mechanical rooms and hazardous storage areas are locked at all times.				
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Fire drills are conducted monthly.				
A record of fire inspections by the local or state Fire Marshal is maintained.				
Areas where vandalism occurs have been identified.				
Before school/business hours				
After school/Business hours				
During School/Business hours				
Weekends				

SAFETY AND SECURITY OF BUILDING AND GROUNDS	YES	NO	IMPLEMENT	IMPROVE
The school/building has established a well coordinated emergency plan with law enforcement and other crisis response agencies.				
Categories listed in the emergency plan should include, but may not be limited to the following:				
Flood				
Severe Thunderstorm				
Tornado				
Hurricane				
Earthquake				
Winter Storm				
Hazardous Material Spills				
Bomb Threat/Explosion				
Heat Wave				
Intruder				
Hostage Situation				
Fire				
Terrorism				
School Bus Accident				
Train Accident				
Personal Injury/Accidents				
Acts of Violence				
Death				
Suicide				
Civil Disturbance				
Power Failure				
Airplane Crash				
Nuclear Attack				
Radiological Attack				
Alternate site agreements have been signed by all parties.				

Administrator Signature

Date

Location

Evaluator Signature

Date

Title

Safety Project Manager Signature

Date

Central Office