



30 Minute Safety and Security Site Assessment

This is the abbreviated version of the Standard Site Assessment. This site assessment may be conducted on an annual basis as needed.

EXTERIOR	YES - NO N/A	COMMENTS
All lighting in parking lots is functional.		
Directional and informational signs are visible and in good working order.		
"Visitors Must Report To Office" signs are posted at all exterior entrances.		
Shrubs/foliage are arranged and trimmed to allow for surveillance of areas.		
Adequate lighting at all exterior entrances, parking areas and walkways.		
Are there any door stops (wood blocks, rocks, etc.) that are used to prop open doors.		
School grounds are free of graffiti & trash.		
Exterior doors & locks are in good condition.		
Exterior doors & windows are locked before & after school.		
Exterior windows & locks are in good condition.		
Fencing and gates are in good working order.		
Dangerous equipment & utilities are protected & secured.		
Fire extinguishers are checked monthly by school staff: (pin in place, gauge in green zone, properly labeled.)		
Fire extinguishers that are not visible have visible signage.		

INTERIOR	YES - NO N/A	COMMENTS
Security Cameras have adequate coverage of entrances and areas of interest.		
Security cameras are in working order.		
Intercom/ PA notification system works in all areas including gyms, locker rooms, band, woodshop, and exterior.		
For access and functional needs or in high volume areas, strobes or reader boards are utilized and tied in with Intercom.		
Restroom walls, mirrors, & interior stall doors are free of graffiti.		
Mechanical rooms & custodial rooms are secured at all times.		
There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)		
Electrical panels have 36 inches of clearance.		
Classroom doors are locked & lights are turned off when room is vacant.		
Emergency Plan and updated class rosters are available in all rooms.		
Evacuation route map posted in all rooms.		
Interior windows have blinds that are functional and can be shut quickly.		
Classrooms that have exterior doors have doors locked.		
First aid kits are properly stocked and readily accessible.		
AED's are checked regularly.		
Fire extinguishers are checked monthly by school staff: (pin in place, gauge in green zone, properly labeled.)		

School Site

Assessment Conducted By (Print Name)

Date