



Safety and Security Site Assessment

For: _____

(Insert school photograph or logo)

District Name	
School Name	
School Address	
Number of Students	
Number of Staff	
Grade levels (lowest)	
Grade Levels (Highest)	

Assessment Conducted and Written By:		Date:
Name and Title of Members of Assessment Team		

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SCHOOL MAP

ARRIVAL & DISMISSAL	YES NO N/A	COMMENTS
1. Supervision is in place before students arrive. (note time of first student arrivals)		
2. Bus zones & parent drop-off/pick-up zones are separate.		
3. Bus loading zones have restricted access & are clearly marked.		
4. Bus area is supervised when students are present. (note time of first supervisor)		
5. Parent drop-off/pick-up area is clearly marked.		
6. Parent drop-off/pick-up area is supervised when students are present.		
7. Sidewalks and crosswalks provided for student walkers.		
8. Crossing guards are provided to assist elementary children.		
9. Vehicles drive within appropriate speed limit.		
10. Adequate lighting in parking lots.		
11. Adequate number of parking spaces for staff & visitors.		
12. Student access to parking lots is restricted to arrival/dismissal for high school.		
13. Staff and students have parking permits assigned.		
14. Parking lot is supervised during arrival & dismissal.		
15. emergency service vehicles have adequate access to buildings and fields.		
16. Visitors have marked spaces within view of main office area.		

EXTERIOR SAFETY	YES NO N/A	COMMENTS
1. Directional and informational signs have large lettering, bold graphics, simple and correct directions, especially as applies to school entrance, parking, visitors, drug-free schools zones, prohibited items and cameras is use.		
2. Outside entrances and windows are numbered to direct emergency vehicles.		
3. "Visitors Must Report To Office" signs are posted at all exterior entrances.		
4. Visitor entrance is clearly identified.		
5. Shrubs/foliage are arranged and trimmed to allow for surveillance of areas.		
6. Adequate lighting at all exterior entrances, parking areas and walkways.		
7. Bollard posts are installed in areas where cars could ram entrances of building.		
8. Exterior door to kitchen is kept locked, has peephole & adequate doorbell.		
9. Are there any door stops (wood blocks, rocks, etc.) that are used to prop open doors.		
10. School grounds are free of graffiti & trash.		
11. Exterior doors & locks are in good condition.		
12. Exterior doors & windows are locked before & after school.		
13. Access control badges are utilized on exterior entrances.		
14. Exterior windows & locks are in good condition.		
15. Basement windows are protected – grills, etc.		

16. Blinds/curtains closed in rooms containing computers & valuable equipment.		
17. School grounds are fenced to prevent unauthorized vehicles & public access.		
18. Dangerous equipment & utilities are protected & secured.		
19. Good visibility of bike racks from building.		
20. Hose spigots require keys and hoses are not readily available.		

SECURITY CAMERAS, NOTIFICATION & MESSAGING	YES NO N/A	COMMENTS
1. Security Cameras have adequate coverage of entrances and areas of interest.		
2. Security cameras are in working order.		
3. Administration is trained and can review security footage.		
4. Security camera footage is stored for a minimum of 30 days.		
5. Cameras are available to monitor activities on school busses.		
6. Intercom/ PA notification system works in all areas including gyms, locker rooms, band, woodshop, and exterior.		
7. For access and functional needs or in high volume areas, strobes or reader boards are utilized and tied in with Intercom.		
8. Intercom/PA Notification System works adequately in exterior gathering areas.		
9. Does the school utilize a mass notification messaging system to alert parents of emergency?		
10. What is the system's name. (Flash Alert, PowerSchool, School Messenger?)		

RESTROOMS	YES NO N/A	COMMENTS
1. Restroom stalls are equipped with doors or fire-resistant curtains.		
2. Restrooms/locker rooms have adequate lighting.		
3. Restrooms are clean, odor free, and free of trash.		
4. Restroom walls, mirrors, & interior stall doors are free of graffiti.		
5. Vape sensors installed in bathrooms.		

CUSTODIAL ROOMS & PROCEDURES	YES NO N/A	COMMENTS
1. Mechanical rooms & custodial rooms are secured at all times.		
2. Custodians carry two-way radio for communication with office & administration.		
3. Custodians have been trained on building emergency procedures & participate in all drills.		
4. Damage caused by graffiti, broken glass, and other vandalism are immediately repaired (before school opens).		
5. Combustible materials are stored in non-combustible containers.		
6. Fire protection equipment is free of obstructions (alarm panels, fire extinguishers, sprinkler control valves.)		

7. There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)		
8. Attic access is secured.		
10. Electrical panels have 36 inches of clearance.		
11. All containers including spray bottles are properly labeled.		
12. SDS notebook location is known & notebook is easily accessible.		
14. High-risk areas (main office, cafeteria, store, computers, etc) are secured after hours.		
15. Unused portions of building are secured after hours.		
16. Nightly walk arounds are done with fidelity to ensure building is locked.		

KITCHEN & EATING AREAS	YES NO N/A	COMMENTS
1. Access to kitchen by students is restricted and/or with adult supervision only.		
2. Eating areas are supervised when students are present.		
3. Adequate seating in eating areas.		
4. Eating areas are clean and free of trash.		
6. Cleaning supplies are properly marked and stored away from food.		
7. Interior entrance to kitchen is locked when staff is not present.		

8. Knives & dangerous objects are stored in a secured place.		
9. Kitchen is clean and serviced/maintained on regular schedule.		
10. All kitchen staff have been trained in emergency procedures & participate in drills.		
11. Walk in refrigeration units have easy escape doors.		

CLASSROOMS	YES NO N/A	COMMENTS
1. Classroom doors are locked & lights are turned off when room is vacant.		
2. Emergency Plan is posted in all rooms.		
3. Evacuation route map posted in all rooms.		
4. Intercom system and phone work in all rooms.		
5. Cover plates are on all electrical junction boxes (outlets/switches).		
6. Electrical outlets within 6 feet of water are GFCI protected.		
7. Power strips are used in place of extension cords.		
8. Cords are properly secured to avoid tripping.		
9. A system is in place to track student exit & return. Hall passes are used consistently.		
10. Staff wears visible ID.		

12. New staff has been trained on building emergency procedures during current school year.		
13. Interior doors can be shut and locked from inside of the classroom.		
14. Interior blinds and windows have blinds that can be shut quickly.		
15. Classrooms that have exterior doors have doors locked.		
16. School has policy for personal appliances such as space heaters or wax melters.		

OFFICE & ADMINISTRATION	YES, NO N/A	COMMENTS
1. Lobby entrance is visible from front office, (or cameras are used to accomplish this.)		
2. Visitors, parents & contractors are required to sign in/out at office & wear visible ID.		
3. Access into school is granted via a call button/intercom/camera system		
3. Student sign-out log is required.		
4. School has policy for adults not listed on student registration form trying to pick up students.		
5. Local fire & police departments have current school maps, contact lists and keys to school buildings.		
6. Two-way radios are assigned to & carried by staff (administrators, custodians, front office, outside classes)		
7. Portables have front office communication & receive fire alarm notification.		

8. Intercom/two-way notification system works, and can be heard in all areas of campus.		
9. A key-control system is in place. Keys/cards are audited annually.		
10. Are Key cards used vs keys for exterior access.		
10. Policy in place for lost/stolen keys and when to re-key of doors.		
10. Supervision Schedule is current.		
11. Safety committee meets monthly & minutes are posted in a prominent location for staff to view.		
12. OR-OSHA poster <i>Job Safety & Health</i> is displayed in prominent area.		
13. Medications for students are properly stored & secured and log entry is used.		
14. A system is in place for staff, students & parents to anonymously report problems (hotline, designated staff, tip box, etc.)		
15. District drill schedule is followed. Drill Evaluation Forms are utilized & given to District Safety Officer.		
16. A SAFE Team has been established & trained. (Attach copy of roles & responsibilities.)		
17. All staff has been trained on emergency procedures during current school year.		
18. A system is in place to train substitute staff on emergency procedures.		
19. First aid kits are properly stocked and readily accessible.		
20. Crisis Response Team Kits are fully stocked and readily accessible.		

INTERIOR SAFETY	YES NO N/A	COMMENTS
1. School rules are posted and clearly visible throughout school.		
2. Students wear visible hall passes when not in class (during class-time).		
3. Halls are supervised during passing time.		
4. Common areas are supervised when students are present.		
5. Unused entrances are locked during school day.		
6. Halls & common areas are free of graffiti & trash.		
7. Students interviewed know emergency procedures.		
8. Fire Evacuation maps are posted.		
9. Fire Doors close and function properly.		
10. Fire Evacuation routes and exits are not obstructed.		
11 .Fire extinguishers are checked annually by fire-inspection company.		
12 .Fire extinguishers are checked monthly by school staff: (pin in place, gauge in green zone, properly labeled.)		
13 .Fire extinguishers that are not visible have visible signage.		
14 .Combustible decorations/student work is within safety limits: (does not exceed 20% of wall or door surfaces.)		
15.Fire exits, doors, corridors & stairways are free of obstructions & at least 22 inches wide.		

16.Exit doors open & close easily & exit signs are well lit.		
17.Doors with panic hardware are free of locks/latches/chains.		
18. AED's are in found throughout the building and clearly marked.		
19. For after hour events, areas of the school can be sectioned off and securely closed.		

SCHOOL SAFETY PLANNING INFORMATION	YES NO N/A	COMMENTS
<p>1. Does the school have a complete and comprehensive Emergency Operations Plan that has been developed by key stakeholders (e.g. school staff and admin, law enforcement, fire,) and adopted by the school board?</p> <p>A plan is complete if it includes:</p> <ul style="list-style-type: none"> • Incorporates all courses of action to be accomplished for all selected threats and hazards (e.g., bomb threats, fires, active threats) and identified functions. • Integrates the needs of the whole school community. • Provides a complete picture of what should happen, when and at whose direction. • Estimates time for achieving objectives, with safety remaining as the utmost priority. • Identifies success criteria and a desired end state. 		
<p>2. Are school staff trained regarding the written safety plan?</p>		
<p>3. Are school staff provided a resource a manual, reference card, flip chart of the plan?</p>		
<p>4. Does the school utilize the Standard Response Protocols from I Love U Guys?</p>		
<p>5. Has the school formed a partnership with the local law enforcement agency and fire department?</p>		
<p>6. Does Law Enforcement or the Fire Dept. regularly come observe and/or assist in monthly drills?</p>		
<p>7. Does the school currently operate under and Memorandums of Understanding with law enforcement, fire dept, or reunification sites?</p>		
<p>8. Does the school have an off-site reunification site if the school campus needs to be evacuated?</p>		

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