



# Safe School Self-Assessment Checklist

Updated January 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
<b>THE EMERGENCY PLAN</b>						
1. Multi-hazard in nature within the emergency management model of <i>Prevention, Preparedness, Mitigation, Response and Recovery</i> .						
2. District articulates a strategic vision, mission and methodology for response agencies.						
3. District's plan is then developed in collaboration with community stakeholders and response agencies.						
4. Plan identifies designees (ideally three) who will direct emergency response in the absence of the administrator.						
5. Plan is reviewed and updated on a regular basis. (How often?)						
6. Plan includes specific procedures and accommodations for students with special needs and English Language Learners (ELLs)/English as Second Language (ESL).						
7. Plan uses common vocabulary for all school stakeholders and emergency responders.						
8. Plan includes after-school activities.						
9. Plan includes an Incident Command System (ICS) and describes school emergency response teams.						
10. Plan includes special events, (e.g. prom, graduation, homecoming, etc.)						
11. Plan includes a threat assessment process.						
12. Plan includes the following <b>required</b> universal procedures:						
a. lockdown						
b. evacuation						
c. severe weather shelter						
13. Plan includes the following <b>suggested</b> universal procedures:						
a. shelter-in-place						
b. reunification						
14. Plan includes cash handling procedures.						
15. Plan includes mail handling procedures.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>THE EMERGENCY PLAN continued</b>						
16. Plan includes emergency procedures specific to a variety of potential incidents, (e.g. bomb threats, fights, intruders, etc.)						
17. Plan includes emergency procedures specific to a variety of potential incidents, (e.g. bomb threats, fights, intruders, hazardous materials.)						
18. The school/district has communicated their crisis plan to community response agencies and included them in planning/training.						
19. Drills and exercises make use of:						
a. emergency go kits						
b. accountability systems (e.g. attendance)						
c. after action reports						
20. Maps of facilities are updated and communicated to all community stakeholders and emergency responders.						
21. Plan includes a recovery module for post-crisis response, (e.g. access to mental health services.)						
22. Plan addresses community hazards, (e.g. railway, expressway, pipelines, waterways, chemical facilities, airports, etc.)						
23. Plan identifies relocation facilities, (i.e. memorandums have been established if needed.)						
<b>Comments:</b>						
<b>POLICY</b>						
1. Required policies are in place:						
a. bullying						
b. harassment and violence						
c. crisis management						
d. hazing						
e. student discipline						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>POLICY continued</b>						
2. The school has a student assistance team for assessing students who are demonstrating at risk behaviors.						
<b>Comments:</b>						
<b>DRILLS</b>						
1. Required drills take place in each school building throughout each school year:						
a. 5 lockdown						
b. 5 fire (first fire drill of each school year must be within first ten days of beginning of classes)						
c. 1 severe weather						
<b>Comments:</b>						
<b>BUILDING ACCESS</b>						
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. School staff monitors all entrances and exits during <i>arrival</i> and <i>departure</i> of students.						
5. Main entrance is observable from main office.						
6. Students are required to have written permission to leave school grounds.						
7. Signs are visibly posted listing items not allowed in the school (e.g. weapons, drugs, tobacco, alcohol, etc.)						
8. Staff follow written procedures for accessing the building before and after school hours.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>BUILDING ACCESS continued</b>						
Comments:						
<b>KEYS AND IDENTIFICATION</b>						
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. The school has a Knox Box or other system to provide quick access to keys by law enforcement and fire department.						
4. All staff members are required to wear photo ID.						
5. Staff members are required to turn in photo IDs, keys, and access cards upon termination of employment.						
6. Emergency response team staff members are identified by lanyards or some other clear form of designation on a daily basis.						
Comments:						
<b>VISITOR PROCEDURES</b>						
1. Policy/Procedures signs are posted at all entrances.						
2. Visitors are required to:						
a. show picture ID						
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.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>VISITOR PROCEDURES continued</b>						
6. Contractors and vendors are required to check in AND out and display visible identification.						
<b>Comments:</b>						
<b>STAFF TRAINING</b>						
1. Staff receive training in:						
a. threat assessment						
b. all required drills/evacuation routes						
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. personal safety						
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.						
4. School emergency response teams practice regularly scheduled and unscheduled drills and exercises to ensure competency.						
<b>COMMENTS:</b>						
<b>PHYSICAL CLIMATE</b>						
1. School demonstrates a welcoming environment.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>PHYSICAL CLIMATE continued</b>						
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).						
<b>Comments:</b>						
<b>COMMUNICATIONS</b>						
<i>School communications systems:</i>						
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 staff						
e. portable classrooms/buildings						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>COMMUNICATIONS continued</b>						
f. ball fields						
g. health services						
h. custodial staff						
i. transportation dispatcher						
j. other student services personnel (counselors, social workers, and special ED staff, etc.)						
2. All classrooms are equipped with a system to communicate in an emergency that is clearly marked with the appropriate "911" designation to get an outside line.						
3. A process is in place to communicate security instructions to staff in a timely and understandable manner (e.g. PA system)						
4. Filters or other such mechanisms are in place to routinely monitor suspicious internet activity on school computers.						
5. A reporting system is in place in the event of discovering suspicious internet activity.						
6. An anonymous reporting system is in place for students and staff. (e.g. comment box, web-based, texting method, etc.)						
7. All safety related parent or media inquiries are directed to a designated spokesperson.						
<b><i>District/Media Emergency Communications:</i></b>						
8. The school/district communicates with parents throughout the year about emergency procedures via newsletters, emails, website, and/or other means.						
9. The district has a protocol for working with the media in the event of any emergency.						
10. In the event of an emergency during school hours, a system is in place to contact parents with alerts and/or instructions.						
<b>Comments:</b>						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>GENERAL EXTERIOR:</b> <i>while answering the following questions, keep in mind seasonal differences may apply; (e.g. snow accumulation, snow piles, vegetation growth, etc.)</i>						
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. Roof access is restricted.						
12. Outside air intakes are greater than 10 feet above ground level.						
a. air handling units can be controlled (shut off) in zones						
b. air handling system can be shut down by at least 3 employees						
13. All trailers/outbuildings are secured to their location and labeled.						
14. Areas around buildings are adequately lit.						
15. Exterior doors:						
a. have a sturdy center mullion and/or are equipped with appropriate security						
b. have non-removable hinge pins						
c. unless designated for entry, lack exterior hardware						
d. allow for keyed re-entry						
e. are coded on the outside and clearly visible (North 1 or N1)(continue numbering on all sides of facility)						
f. are coded on the inside matching exterior numbers (North 1 or N1)						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>GENERAL EXTERIOR continued</b>						
<b>Comments:</b>						
<b>BUSES AND PARKING</b>						
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. Parking areas are lit.						
5. Parent drop off and pick up areas are clearly marked.						
6. Fire zones are maintained free of cars and buses at all times.						
7. Parking lot has signs to direct staff, students and visitors to designated parking areas.						
8. Student cars are properly marked through the use of identification.						
9. Campus supervision/security includes regular parking lot monitoring.						
10. Bicycle or motorcycle parking is in view of the building or monitored by security.						
<b>Comments:</b>						
<b>PLAYGROUND / RECREATION AREAS</b>						
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.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>PLAYGROUND / RECREATION AREAS continued</b>						
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 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						
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						
<b>Comments:</b>						
<b>DELIVERIES</b>						
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 during deliveries.						
<b>Comments:</b>						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>GENERAL INTERIOR</b>						
1. Stairwells are uniformly and adequately lit.						
2. Hallways are:						
a. uniformly and adequately lit						
b. 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.						
7. Controlled access by specialized staff is required for:						
a. electrical panel access doors						
b. boiler and mechanical rooms						
c. custodial closets						
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.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>GENERAL INTERIOR continued</b>						
16. All interior glass doors are properly installed and repaired.						
17. Floor coverings are properly installed and in good repair.						
18. There is unobstructed access to AEDs and first aid supplies.						
19. Hallway safety mirrors (convex mirrors) are used as necessary.						
20. All rooms have emergency procedures posted.						
21. All rooms have evacuation routes and severe weather safe areas posted.						
22. High-risk areas are protected by high-security locks and an alarm system, (e.g. main office, cafeteria, computer labs, industrial arts, science labs, nurse's office, boiler room, electrical rooms, swimming pool, and communication closet.)						
<b>Comments:</b>						
<b>CAFETERIA</b>						
1. Is uniformly and adequately lit.						
2. The freezer door can be opened from the inside.						
3. Cafeteria is supervised adequately by staff.						
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.						
<b>Comments:</b>						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>GYMNASIUM AREA(s)</b>						
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.						
<b>Comments:</b>						
<b>SPECIALIZED AREAS</b> (reference fire code for other essential safety elements)						
<i>Science, Art, Theater, Shop, Swimming Pool, Gymnastics and Weight Rooms:</i>						
1. Phones are present in primary work spaces and office areas.						
2. Emergency procedures are posted and readily available; students are trained in procedures.						
<b>Comments:</b>						
<b>MONITORING AND SURVEILLANCE</b>						
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.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>MONITORING AND SURVEILLANCE continued</b>						
8. School Resource Officers (SROs) are on site.						
9. School security officers (non-law enforcement) are on site.						
10. Staff members monitor: <input type="checkbox"/> hallways <input type="checkbox"/> stairwells <input type="checkbox"/> restrooms						
11. Bus loading area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
12. Parent pick-up/drop-off area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
13. Play/recreation areas are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
14. Formal/informal gathering areas (patios, courtyards, etc.) are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
15. Parking lots are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
16. If the building is used after school or on weekends, supervision is present.						
a. specific persons are designated to secure buildings after activities						
b. school staff conducts daily visual inspections of the school for suspicious packages and other items						
c. a designated staff member is assigned to check the following:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
<b>MONITORING AND SURVEILLANCE continued</b>						
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						
17. There are written job descriptions for security personnel and/or monitors.						
18. School requires faculty and staff undergo background checks.						
19. Classrooms are equipped with a system to communicate in an emergency.						
20. The school has access to a weather radio, which is monitored by a designated staff member.						
21. Duress/panic buttons are installed in the:						
a. main office						
b. administration offices						
c. special ED classrooms						
d. counselor's office						
<b>Comments:</b>						

## 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 \_\_\_\_\_