



Safe School Facility Self-Assessment Checklist

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 is not intended to replace mandated safety requirements enforced by building inspectors, Occupational Safety and Health Administration standards, or state and federal fire codes.

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

EMERGENCY/CRISIS OPERATION PLAN	YES	NO	N/A	COMMENTS
1. The plan is reviewed and updated on a regular basis.				
2. Emergency numbers for key staff members, utility companies, etc. are listed in the plan and updated annually or as needed.				
3. The plan is based on threat/hazard identification and risk assessment to include natural, technological and human threats/hazards.				
4. The school/district has communicated their crisis plan to response agencies and included agencies in planning and training.				
5. The plan includes specific procedures and accommodations for students with special needs and English language learners (ELL)/English as a second language (ESL).				
6. The plan includes before/after school activities, field trips and special events (e.g. prom, graduation, homecoming, ball games, etc.).				
7. Continuity of operations after an event is considered as part of the plan.				
8. The plan includes reunification and recovery procedures.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

TRAINING	YES	NO	N/A	COMMENTS
1. Key staff are trained in the National Incident Management System (NIMS) and Incident Command System (ICS).				
2. Staff receive training in: <ul style="list-style-type: none"> <input type="checkbox"/> Awareness/reporting of suspicious or unusual activity <input type="checkbox"/> Drills/evacuation routes and procedures <input type="checkbox"/> Conflict resolution <input type="checkbox"/> De-escalation techniques <input type="checkbox"/> Emergency operation plan procedures <input type="checkbox"/> First aid/CPR <input type="checkbox"/> Personal safety <input type="checkbox"/> Monitoring access points and encountering unidentified visitors <input type="checkbox"/> Other 				
3. Volunteers, substitutes and after school facility staff are trained in emergency operation procedures.				
4. School resource officers (SRO)/security personnel receive training for their responsibilities.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

DRILLS	YES	NO	N/A	COMMENTS
1. Required drills take place each year <input type="checkbox"/> Fire drills (5) <input type="checkbox"/> Lock down drills (5) <input type="checkbox"/> Severe weather (1)				
2. Drills are conducted at various times during the year.				
3. Drills are practiced when students/staff are in non-classroom areas.				
4. Drills include: <input type="checkbox"/> Accountability procedures <input type="checkbox"/> Audits of camera coverage area and tracking ability <input type="checkbox"/> Communication procedures <input type="checkbox"/> Release procedures for lockdown <input type="checkbox"/> Relocation procedures <input type="checkbox"/> Other				
5. After-action reviews are done after drills.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

SCHOOL CLIMATE	YES	NO	N/A	COMMENTS
1. The school demonstrates a welcoming environment, and a sense of pride is evident.				
2. Student activities and opportunities for involvement are displayed.				
3. Posters are displayed encouraging positive behavior choices and well-being.				
4. Staff members are visible in hallways supervising/interacting with students.				
5. The school discipline plan is communicated to staff, students and parents.				
6. Discipline policies are clear and fair.				
7. Mentoring programs are in place.				
8. An anti-bullying program is in place that includes cyberbullying.				
9. Respectful, trusting and caring relationships exist throughout the school community.				
10. Social, emotional and behavior support services are available for students.				
11. The student services team includes a mental health specialist, social worker, counselor, and/or psychologist.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

COMMUNICATION	YES	NO	N/A	COMMENTS
1. There is two-way communication between office and the: <ul style="list-style-type: none"> <input type="checkbox"/> Administration <input type="checkbox"/> Athletic fields <input type="checkbox"/> Classrooms <input type="checkbox"/> Counselors <input type="checkbox"/> Custodial staff <input type="checkbox"/> Health services <input type="checkbox"/> Playground and PE staff <input type="checkbox"/> Portable classrooms/buildings <input type="checkbox"/> School-based security staff <input type="checkbox"/> Special education staff <input type="checkbox"/> Transportation dispatcher <input type="checkbox"/> Other 				AREAS OF CONCERN:
2. All classrooms/work areas are equipped with a system to communicate on an outside line that is clearly marked with the appropriate "911" (e.g. "9-911").				
3. A process is in place to clearly communicate security instructions to staff in a timely manner. <ul style="list-style-type: none"> <input type="checkbox"/> Mobile app <input type="checkbox"/> Email <input type="checkbox"/> PA <input type="checkbox"/> Other 				
4. The communication system can be accessed from several areas in the school.				
5. Multiple staff members can initiate the emergency/crisis plan for events such as a lockdown.				
6. A reporting system is in place so that staff and students to report suspicious activity (both physical and online threats).				
7. All safety-related parent or media inquiries are directed to a designated spokesperson.				DESIGNEE:
8. Communication dead spots have been located in the building for: <ul style="list-style-type: none"> <input type="checkbox"/> School communication systems <input type="checkbox"/> Emergency response radios 				LOCATION:

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

<p>9. Alternate means of communication have been established for identified communication dead spots.</p>				<p>SOLUTION:</p>
<p>10. The school/district communicates with parents about emergency procedures on a regular basis.</p>				
<p>11. A system is in place to contact parents with alerts and/or instructions during an emergency.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mobile app <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Social media <input type="checkbox"/> Text <input type="checkbox"/> Website <input type="checkbox"/> Other 				
<p>OTHER:</p>				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

BUILDING EXTERIOR	YES	NO	N/A	COMMENTS
1. Visitor entrance is clearly identified.				
2. Visitor procedures are posted at entrance doors.				
3. Grounds are fenced in appropriate areas.				
4. Landscaping, walkways and bollards guide traffic for natural access control.				
5. Gates, if present, are secured when not in use (if allowed by the fire code).				
6. Perimeter of school building is clear of safety hazards, debris, overgrown vegetation and obstructions.				
7. Mechanical, electrical and other such equipment on ground level are surrounded by a protective enclosure.				
8. Shrubs and foliage are trimmed low to allow for good sightlines.				
9. Building(s) are free of graffiti.				
10. Posted signs indicate restricted areas.				
11. Ground floor windows have functional locks and unbroken panes.				
12. Ground floor windows have been hardened/glazed.				
13. Roof access is restricted.				
14. Outside air intakes are greater than 10 feet above ground level.				
15. All trailers/outbuildings are secured to their location and labeled.				
16. Buildings are well lit on the exterior.				
17. Exterior doors: <ul style="list-style-type: none"> <input type="checkbox"/> Are not propped open <input type="checkbox"/> Have hardened or glazed glass <input type="checkbox"/> Allow for keyed re-entry <input type="checkbox"/> Are coded with matching interior codes (N1, N2) <input type="checkbox"/> Have sensors to alert staff when door is left open 				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

TRANSPORTATION/PARKING/BUSING	YES	NO	N/A	COMMENTS
1. Bus loading zone is visible from main office and 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. Bus drivers are able to communicate with dispatch as well as other bus drivers.				
5. Parking areas are adequately lit.				
6. Parent drop-off and pickup areas are clearly marked.				
7. Fire zones are maintained free of cars and buses at all times.				
8. Parking lot has signs to direct staff, students and visitors to designated parking areas.				
9. Vehicles belonging to students are clearly identified.				
10. Campus supervision/security includes regular parking lot monitoring.				
11. Bicycle or motorcycle parking is in view of the building or monitored by security.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

RECREATIONAL AREAS				
	YES	NO	N/A	COMMENTS
1. Play and recreation areas are protected by fencing.				
2. Vehicular access is restricted around play areas.				
3. Emergency vehicles can easily access play and recreation areas.				
4. Bleachers are well maintained.				
5. Risers between bleacher seats are protected to prevent entrapment.				
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 the following Consumer Product Safety Commission (CPSC) guidelines: <ul style="list-style-type: none"> <input type="checkbox"/> Surfaces are free from holes that could cause injury. <input type="checkbox"/> Surfacing extends at least 6' in all directions from play equipment. <input type="checkbox"/> Posts are secure and free from sharp points. <input type="checkbox"/> Hardware is secure/no open "S" hooks. <input type="checkbox"/> Elevated areas have guardrails. <input type="checkbox"/> Openings are free from entrapment risks. 				
OTHER:				
DELIVERY AREA				
	YES	NO	N/A	COMMENTS
1. Deliveries are accepted only at designated receiving areas.				
2. There is a system for documenting, inspecting and approving items delivered to the building.				
3. Loading dock doors are secured when not used.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

ACCESS CONTROL	YES	NO	N/A	COMMENTS
1. There is a single point of public entry/exit to each building.				
2. Designated points of entry are monitored to control building access.				
3. Internal doors are secured until visitors gain entry via office staff.				
4. Signs are visibly posted listing items not allowed in the school (e.g. weapons, drugs, tobacco, alcohol, etc.).				
5. School staff monitors all entrances and exits during arrival and departure of students.				
6. Staff follow written procedures for accessing the building before and after school hours.				
7. There is a key control system to monitor keys/access cards that is audited annually.				
8. Temporary staff/substitutes are provided keys and/or access cards (i.e., the ability to lock/unlock doors during lockdown).				
9. The school has a system to provide quick access to keys by emergency personnel.				
10. All staff members are required to wear photo IDs.				
11. Staff members are required to turn in photo IDs and keys/access cards upon termination of employment.				
12. Sign-in stations/desks are identified, staffed and properly equipped (e.g. phone, radio, duress button, etc.).				
13. Visitors are required to: <ul style="list-style-type: none"> <input type="checkbox"/> Show picture ID <input type="checkbox"/> Sign in and out <input type="checkbox"/> Wear visible identification 				
14. Visitor IDs are out of reach of visitors.				
15. Visitors are escorted when deemed necessary.				
16. Contractors and vendors are required to check in and out and display visible identification.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

GENERAL	YES	NO	N/A	COMMENTS
1. School staff wear identification badges on breakaway lanyards.				
2. The school has access to a NOAA weather radio, which is monitored by designated staff.				DESIGNATED STAFF:
3. School is free of graffiti throughout campus.				AREAS OF CONCERN:
4. Locker height allow for clear sight lines.				
5. There is adequate lighting in: <input type="checkbox"/> Hallways <input type="checkbox"/> Stairwells <input type="checkbox"/> Restrooms <input type="checkbox"/> Locker bays <input type="checkbox"/> Locker rooms <input type="checkbox"/> Cafeteria				AREAS OF CONCERN:
6. Procedures are in place for students who need to leave the building during school hours.				
7. Restrooms: <input type="checkbox"/> Have hardware that prevents the main entrance from locking on the inside <input type="checkbox"/> Have no inlay ceilings				
8. Locker rooms: <input type="checkbox"/> Have controlled access <input type="checkbox"/> Are supervised				
9. Doors and locks are in working condition.				
10. Classrooms can be quickly locked from the inside without having to step into the hallway or are kept locked at all times.				
11. Classrooms with windows have curtains and/or window shades.				
12. Unoccupied rooms are locked.				
13. Controlled access is required for: <input type="checkbox"/> Electrical panel access doors <input type="checkbox"/> Boiler and mechanical rooms <input type="checkbox"/> Custodial rooms <input type="checkbox"/> Food prep and storage areas <input type="checkbox"/> HVAC access points				
14. Unused areas are closed off when not in use if allowed by the fire code.				
15. Exit signs are visible.				
16. Emergency lighting is functioning.				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

17. There is unobstructed access to AEDs and first aid supplies.				
18. Hallway safety mirrors (convex mirrors) are used as necessary.				
19. All rooms have emergency procedures posted.				
20. All rooms have evacuation routes and severe weather shelter locations posted.				
21. Severe weather shelters are designated with signage.				
22. School files and records are maintained in locked, vandal-proof, fireproof containers.				
23. Electronic records are backed up on a regular basis and are secure.				
24. Air handling units are controlled in zones.				
25. Utilities can be shut down by at least three employees.				
26. Exit paths/hallways are kept clear of clutter.				
27. Heavy shelves and objects are secured to walls.				
28. Things work and/or get fixed in a timely manner.				
29. Chemicals in specialized areas such as swimming pools and chemistry labs are in locked areas with limited access.				
30. When construction is being done on buildings, school/district consults public safety partners.				
OTHER:				
KITCHEN	YES	NO	N/A	COMMENTS
1. The freezer door can be opened from the inside.				
2. The physical layout of the cafeteria allows for quick, safe entry and exit of students.				
3. The physical layout of the cafeteria allows for good sightlines.				
4. The cafeteria loading dock door(s) are secured when not in use.				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

GYM	YES	NO	N/A	COMMENTS
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.				
5. Activities in the gym are adequately supervised.				
OTHER:				
SECURITY/MONITORING	YES	NO	N/A	COMMENTS
1. Mechanisms are in place to monitor social media and suspicious internet activity on school computers.				
2. There is a central security alarm system connected to a monitoring company.				
3. The alarm system has motion detectors/sensors.				
4. High-risk areas are protected by high-security locks and an alarm system (e.g. main office, labs, nurse's office, boiler room, electrical rooms, swimming pool, communication closet, etc.).				
5. SROs (law enforcement) or security personnel are on site.				
6. There is a written job description/list of expectations for SRO/security staff/monitors.				
7. Duress/panic buttons are installed in: <input type="checkbox"/> Main office <input type="checkbox"/> Administration office <input type="checkbox"/> Special education classrooms <input type="checkbox"/> Other				
8. Staff members monitor: <input type="checkbox"/> Hallways <input type="checkbox"/> Stairwells <input type="checkbox"/> Restrooms <input type="checkbox"/> Locker rooms <input type="checkbox"/> Other interior areas				
9. Security cameras monitor: <input type="checkbox"/> Building exterior <input type="checkbox"/> General areas inside <input type="checkbox"/> Stairwells				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

<input type="checkbox"/> Hallways <input type="checkbox"/> Remote areas in building <input type="checkbox"/> Other				
10. Security camera feeds are monitored throughout the day by trained staff.				
11. There is an ability to access security camera feeds from more than one location (e.g. district office and main office in school).				
12. There are policies in place for recorded data retention.				Retention period: _____ days.
13. The video system is protected with adequate firewalls.				
14. The bus loading area is monitored by: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence				
15. The parent pickup/drop-off area is monitored by: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence				
16. Play/recreation areas are monitored by: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence				
17. 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				
18. Parking lots are monitored by: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

AFTER-HOURS BUILDING USE	YES	NO	N/A	COMMENTS
1. Supervision is present.				
2. Designated points of entry are monitored to control building access.				
3. Staff conducts visual inspections of school for suspicious items.				
4. Staff has been trained in and can initiate the emergency/crisis plan.				
5. A designated staff member checks the following at the end of every event/evening: <ul style="list-style-type: none"> <input type="checkbox"/> Classrooms are locked and unoccupied <input type="checkbox"/> Bathrooms are locked and unoccupied <input type="checkbox"/> Exterior doors are locked <input type="checkbox"/> Security lights are on <input type="checkbox"/> Building alarm is activated <input type="checkbox"/> Other 				DESIGNATED STAFF:
6. After-hours faculty and staff undergo background checks.				
7. After-hours staff has access to a weather radio, which is monitored by a designated staff member.				DESIGNATED STAFF:
8. A duress/panic button is accessible for after-school staff.				
9. Participant access to areas that are not being used can be blocked (if allowed by fire code).				
OTHER:				

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

OBSERVED STRENGTHS:

- 1.
- 2.
- 3.
- 4.

AREAS REQUIRING ATTENTION AND PERSON DESIGNATED TO ADDRESS THE ISSUE:

- 1.
- 2.
- 3.
- 4.

OTHER RECOMMENDATIONS:

- 1.
- 2.
- 3.
- 4.

ASSESSMENT CONDUCTED BY:

TITLE/AFFILIATION:

DATE:

SAFE SCHOOL FACILITY SELF-ASSESSMENT CHECKLIST

NOTES: