

School Facility Self-Assessment Checklist

School Facility (name): _____

Assessment conducted by: _____

Title/Affiliation: _____

Date: _____

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EMERGENCY/CRISIS OPERATIONS PLAN

1. ☐ The school/district reviews and updates the plan regularly.

Frequency:

Person responsible for review (name and title):

2. ☐ The plan is based on identified threats, hazards and vulnerabilities.

3. ☐ The plan includes phone numbers/contact information for key staff members, utility companies, etc.
☐ Information is updated annually or as needed.

4. ☐ The school/district communicates plan updates to response agencies, including 911 dispatch and emergency manager.

Person responsible (name and title):

5. ☐ The plan includes procedures and accommodations for:

☐ Language needs.

☐ Functional needs.

☐ Traveling students/staff.

☐ Other:

6. ☐ The plan includes:

☐ Before/after school activities.

☐ Special events (for example, prom, athletic events and field trips).

☐ Contact information for relocation sites.

7. ☐ The plan is accessible offsite (in case of evacuation) on a secure website or network.

8. ☐ Administration emergency go/stay kits contain a hard copy of the plan.

Comments:

TRAINING

Students and staff learn option based strategies for responding to threats inside and outside the school.

1. ☐ Key staff is trained in the National Incident Management System (NIMS) and Incident Command System (ICS).

Trained staff names:

2. ☐ Emergency/crisis operations plan procedures training:

☐ Staff

Training frequency:

☐ Substitute teachers

Method of sharing information:

☐ Volunteers

Method of sharing information:

☐ After-school staff

Training frequency:

☐ School resource officers (SROs)/security personnel

Training frequency:

☐ Transportation staff

Training frequency:

3. ☐ Public safety officials are included in emergency/crisis operations plan procedures training.

Comments:

DRILLS

1. ☐ All staff participate in required annual drills:
 - ☐ Fire drills (5)
 - ☐ Lock down drills (5)
 - ☐ Severe weather (1)
2. ☐ Drills include:
 - ☐ Accountability procedures.
 - ☐ Camera coverage area and tracking ability audits.
 - ☐ Communication procedures.
 - ☐ Lockdown release procedures.
 - ☐ Relocation procedures.
 - ☐ Other:
3. ☐ Drills take place at various times of the year.
4. ☐ Drills take place at various times of the day.
5. ☐ Drills take place when students/staff are in non-classroom areas.
6. ☐ An after action review takes place after each drill.

Comments:

SCHOOL CLIMATE

1. ☐ The school has a welcoming environment. A sense of pride is evident.
2. ☐ Student activities and opportunities for involvement are displayed.
3. ☐ Artwork is displayed encouraging positive behavior choices and well-being.
4. ☐ Staff members are visible in hallways supervising and 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 and staff.
11. ☐ The student services team includes a mental health specialist, social worker, counselor and/or psychologist.

Comments:

ACCESS CONTROL

1. ☐ Each building has a single monitored point of public entry/exit.
2. ☐ Internal doors are secured until visitors are admitted by office staff.
3. ☐ Signs are posted listing items not allowed in the school (for example, weapons, drugs, tobacco and alcohol).
4. ☐ School staff monitors all entrances and exits during students' arrival and departure.
5. ☐ A limited number of entrances are kept open during arrival and dismissal times.
6. ☐ Doors remain open for a limited timeframe during arrival and dismissal.
7. ☐ Staff follow written procedures for accessing the building before and after school hours.
8. ☐ There is a procedure in place to issue/revoke keys, fobs and identification badges.
9. ☐ Temporary staff/substitutes are provided keys and/or access cards with the ability to lock/unlock doors during a lockdown.
10. ☐ Emergency personnel have quick access to keys.
11. ☐ All staff members are required to wear photo identification on breakaway lanyards.
12. ☐ Sign-in stations/desks are identified, staffed and properly equipped with a phone, radio, duress/panic button, etc.
13. ☐ Visitors are required to:
 - ☐ Show picture identification.
 - ☐ Sign in and out.
 - ☐ Wear visible visitor identification.
14. ☐ Visitors are escorted when deemed necessary.
15. ☐ Contractors and vendors are required to check in, check out and display visible identification.

Comments:

COMMUNICATION

1. ☐ There is two-way communication between the office and:
 - ☐ Administration.
 - ☐ Athletic fields.
 - ☐ Classrooms.
 - ☐ Counselors.
 - ☐ Custodial staff.
 - ☐ Health services.
 - ☐ Playground and physical education staff.
 - ☐ Portable classrooms/buildings.
 - ☐ School-based security staff.
 - ☐ Special education staff.
 - ☐ Transportation dispatcher.
 - ☐ Other:
2. ☐ All classrooms and work areas are equipped with a system to communicate on an outside line. The line is clearly marked with the appropriate number for 911, such as 9-911.
3. ☐ A process is in place to clearly communicate security instructions to staff in a timely manner.
 - ☐ Email
 - ☐ Mobile app
 - ☐ PA
 - ☐ Other:
4. ☐ The communication system can be accessed from several areas of the school.
5. ☐ Multiple staff members can initiate the emergency/crisis plan for events, such as a lockdown.
6. ☐ A system is in place for staff and students to report suspicious activity, physical threats and online threats.
7. ☐ All safety-related parent or media inquiries are directed to a designated spokesperson.
8. ☐ Communication dead spots in the building are identified for:
 - ☐ School communication systems.
 - ☐ Cell phone service.
 - ☐ Emergency response radios.
9. ☐ Alternate communication methods for identified dead spots are established.
10. ☐ A communication system is in place for those with hearing loss/limitations and in noisy areas, such as the cafeteria and band rooms. The system uses lights, reader boards or other technology.

11. ☐ The school and district communicate regularly with parents about emergency procedures.
12. ☐ There is a system to contact traveling staff, parents and students who are not in the building during an emergency. The system can issue alerts and instructions:
- ☐ Email
 - ☐ Mobile app
 - ☐ Phone
 - ☐ Social media
 - ☐ Text
 - ☐ Website
 - ☐ Other:

Comments:

SECURITY/MONITORING

1. ☐ Social media and suspicious internet activity on school computers is monitored.
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. High-risk areas include the main office, labs, nurse's office, boiler room, electrical rooms, swimming pool, communication closet, etc.
5. ☐ Law enforcement (SROs) 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:
 - ☐ Main office.
 - ☐ Administration office.
 - ☐ Special education classrooms.
 - ☐ Other:
8. ☐ Staff members monitor:
 - ☐ Hallways.
 - ☐ Stairwells.
 - ☐ Restrooms.
 - ☐ Locker rooms.
 - ☐ Other interior areas.
9. ☐ All security cameras are functioning and designated by location.
10. ☐ Security cameras monitor:
 - ☐ Building exterior.
 - ☐ General indoor areas.
 - ☐ Stairwells.
 - ☐ Hallways.
 - ☐ Remote areas.
 - ☐ Other:
11. ☐ Security camera feeds are monitored throughout the day by trained staff.
12. ☐ There is an ability to access security camera feeds from more than one location.
13. ☐ There are policies in place for recorded data retention.

14. ☐ The video system is protected with adequate firewalls.
15. ☐ Designated staff monitor a NOAA Weather Radio.
16. ☐ The bus loading area is monitored by:
- ☐ Camera.
 - ☐ Direct line-of-sight.
 - ☐ Patrols/staff presence.
17. ☐ The parent pickup/drop off area is monitored by:
- ☐ Camera.
 - ☐ Direct line-of-sight.
 - ☐ Patrols/staff presence.
18. ☐ Play/recreation areas are monitored by:
- ☐ Camera.
 - ☐ Direct line-of-sight.
 - ☐ Patrols/staff presence.
19. ☐ Formal/informal gathering areas, such as patios and courtyards, are monitored by:
- ☐ Camera.
 - ☐ Direct line-of-sight.
 - ☐ Patrols/staff presence.
20. ☐ Parking lots are monitored by:
- ☐ Camera.
 - ☐ Direct line-of-sight.
 - ☐ Patrols/staff presence.

Comments:

BUILDING EXTERIOR

1. ☐ The visitor entrance is clearly identified. Alternate doors have signs to direct visitors to the main entrance.
2. ☐ Visitor procedures are posted at entrance doors.
3. ☐ Exterior doors close without assistance.
4. ☐ Grounds are fenced in appropriate areas.
5. ☐ Landscaping, walkways and bollards guide traffic for natural access control.
6. ☐ Gates are secured when not in use, if allowed by fire code.
7. ☐ The school building's perimeter is clear of safety hazards, debris, overgrown vegetation and other obstructions.
8. ☐ Shrubs and foliage are trimmed low to allow for good sightlines.
9. ☐ Ground level mechanical, electrical and similar equipment are surrounded by a protective enclosure.
10. ☐ Restricted areas are identified by posted signs.
11. ☐ Building(s) are free of graffiti.
12. ☐ Ground floor windows have functional locks and unbroken panes.
13. ☐ Ground floor windows and doors have been hardened/glazed.
14. ☐ Roof access is restricted.
15. ☐ Outside air intakes are more than 10 feet above ground level.
16. ☐ All trailers/outbuildings are labeled and secured to their location.
17. ☐ Building exteriors are well lit.
18. ☐ Exterior doors:
 - ☐ Are not propped open.
 - ☐ Allow for keyed/fob re-entry.
 - ☐ Are easily identified and have matching interior labels (for example, N1, N2).
 - ☐ Have sensors to alert staff when a door is left open.

Comments:

TRANSPORTATION/PARKING/BUSING

1. ☐ The bus loading zone is visible from the main office and is monitored by staff.
2. ☐ Buses do not create a visual obstacle where crime may occur.
3. ☐ Bus loading and drop off zones are clearly marked.
4. ☐ Bus drivers can communicate with dispatch and other bus drivers.
5. ☐ Parking areas are adequately lit.
6. ☐ Parent drop off and pickup areas are separate from bus zones.
7. ☐ Parent drop off and pickup areas are clearly marked.
8. ☐ Fire zones are kept free of cars and buses at all times.
9. ☐ Designated parking areas are clearly marked to direct staff, students and visitors.
10. ☐ Students' vehicles are clearly identified.
11. ☐ Campus supervision/security includes regular parking lot monitoring.
12. ☐ Adequate bike racks are available.

Comments:

DELIVERY AREAS

1. ☐ Deliveries are accepted only at designated receiving areas.
2. ☐ Items delivered to the building are documented, inspected and approved.
3. ☐ Loading dock doors are secured when not used.

Comments:

RECREATIONAL AREAS

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. ☐ Recess monitors are easily identified by reflective vests or other means. An adequate number of recess monitors are appropriately positioned around the play area perimeter.
7. ☐ Recess monitors have equipment to warn children of an emergency.
8. ☐ Play areas and equipment comply with the Consumer Product Safety Commission (CPSC) guidelines and are regularly audited for hazards/safety issues.

Comments:

BUILDING INTERIOR

1. ☐ The campus is free of graffiti.
2. ☐ Locker height allows for clear sightlines.
3. ☐ Unused lockers are secured to prevent unintended use.
4. ☐ There is adequate lighting in:
 - ☐ Hallways.
 - ☐ Stairwells.
 - ☐ Restrooms.
 - ☐ Locker bays.
 - ☐ Locker rooms.
 - ☐ Cafeteria.
 - ☐ Other:
5. ☐ Restrooms:
 - ☐ Have hardware that prevents the main entrance locking from the inside.
 - ☐ Have no inlay ceilings.
 - ☐ Designated restrooms are available for staff only.
6. ☐ Locker rooms:
 - ☐ Have controlled access.
 - ☐ Are supervised.
7. ☐ Doors and locks are in working condition.
8. ☐ Classrooms are kept locked at all times or can be quickly locked from the inside without having to step into the hallway.
9. ☐ Classrooms with windows have curtains and/or shades to use during a lockdown.
10. ☐ Unoccupied rooms are locked.
11. ☐ Controlled access is required for:
 - ☐ Boiler and mechanical rooms.
 - ☐ Custodial rooms.
 - ☐ Electrical panel access doors.
 - ☐ Food prep and storage areas.
 - ☐ HVAC access points.
12. ☐ Exit signs are visible.

13. ☐ Interior signs aid navigation within the building.
14. ☐ Emergency lighting is functioning.
15. ☐ There is unobstructed access to automated external defibrillators (AEDs) and first aid supplies.
16. ☐ Hallway safety mirrors (convex mirrors) are used as necessary.
17. ☐ All rooms have emergency procedures posted.
18. ☐ All rooms have evacuation routes, AED and severe weather shelter locations posted.
19. ☐ Severe weather shelters are designated with signage.
20. ☐ School files and records are maintained in locked, vandal-proof, fireproof containers.
21. ☐ Electronic records are secure and backed up on a regular basis.
22. ☐ Air handling units are controlled in zones.
23. ☐ At least three employees can shut down utilities.
24. ☐ Exit paths/hallways are kept clear of clutter.
25. ☐ Heavy shelves and objects are secured to walls.
26. ☐ Things work and/or are fixed in a timely manner.
27. ☐ Chemicals in specialized areas, such as swimming pools, custodial rooms and chemistry labs, are secured in locked areas with limited access.
28. ☐ When construction is being done on buildings, the school/district consults public safety partners.

Comments:

KITCHEN

1. ☐ The freezer door can be opened from the inside.
2. ☐ The cafeteria's physical layout allows for quick and safe entry and exit.
3. ☐ The physical layout of the cafeteria allows for good sightlines.
4. ☐ The cafeteria loading dock door(s) are secured when not in use.
5. ☐ There is adequate staff during lunch.

Comments:

GYM

1. ☐ Lighting fixtures and windows are protected in gym areas.
2. ☐ The physical education wing has AEDs.
3. ☐ Safety mats and equipment are maintained.
4. ☐ Equipment is properly stored and secured.
5. ☐ Activities in the gym are adequately supervised.

Comments:

AFTER-HOURS BUILDING USE

1. ☐ After-hours building use is supervised.
2. ☐ Designated points of entry are monitored to control building access.
3. ☐ Staff conducts visual inspections of school for suspicious items and activity.
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:
 - ☐ Classrooms are locked and unoccupied.
 - ☐ Bathrooms are locked and unoccupied.
 - ☐ Exterior doors are locked.
 - ☐ Security lights are on.
 - ☐ Building alarm is activated.
 - ☐ Other:
6. ☐ After-hours faculty and staff undergo background checks.
7. ☐ Designated after-hours staff monitor a NOAA weather radio
8. ☐ After-school staff can access a duress/panic button.
9. ☐ Participant access to unused areas can be blocked, if allowed by fire code.

Comments:

SUMMARY

1. Observed strengths:
2. Areas requiring attention and person designated to address the issue:
3. Other recommendations: