

Safety, Security & Health Assessment

Safe and Healthy Schools Support Division

Note: Policies governed by Fire Code are highlighted in yellow.

School Name: _____
School Address: _____
Phone: _____
FAX: _____

Principal's Name: _____
Date of Assessment: _____
Conducted by: _____
Title or Role: _____

SECTION 1:

Description of School	Description	Comments
School Type, Grade Span:	Indicate if the school is Primary, Elementary, Middle, High or Early College. Indicate the grade spans served. (E.g. K-5, 6-8, 9-12, etc.) Also if school has a particular focus. (E.g. vocational, alternative, magnet, etc.)	Question or note go here
Number of Staff:	Indicate the total number of staff currently employed.	
Number of Students:	Indicate the total number of students currently enrolled.	
Daily Hours:	Indicate the operational hours the school is open for serving students on a daily basis, Including hours of operation for extracurricular activities.	
Area of School Property:	Total amount of acreage school campus covers both cleared & non-cleared.	
Building Type:	Indicate the building types for each and all buildings used for instructional purposes. (E.g. single story, multi-story, enclosed design, etc.)	
Area of Buildings:	Number and total square footage of all buildings used for instructional purposes.	

SECTION 2:

Prior Assessments	Comments
Has a school safety, security & Health survey been previously conducted?	
When was the survey conducted?	
What were the major findings?	
What recommendations were implemented?	
What recommendations were not implemented and why?	

SECTION 3:

Community Environment	Description	Comments
Law Enforcement Agencies:	List any law enforcement agencies that serve the school. (E.g. police department, county sheriff's office, etc.)	
Streets and Accesses:	Describe the type of streets or other accesses that service the school. (E.g. residential, two-lane, four-lane, etc.)	
Neighborhood Type:	Describe the type of neighborhoods surrounding school. (E.g. commercial, industrial, residential, etc.)	
Housing:	Describe the type(s) of housing surrounding the school. (E.g. single-family, multiple family, public housing, etc.)	
Businesses:	Describe the type(s) of businesses surrounding the school. (E.g. mercantile, fast food, adult entertainment, bars or taverns, etc.)	
Community Institutions:	Describe the community institutions surrounding the school. (E.g. churches, hospitals, parks or recreation, etc.)	

SECTION 4:

Safety and Security Planning Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. A chain of command has been established for the school, including when the principal and/or other administrators are away from the school.				
2. The school has a comprehensive written safety plan, including an emergency operations plan, which has been developed by the appropriate stakeholders (e.g. school staff, law enforcement, fire etc.) and approved by the local board of education.				
3. School staff is fully trained on the written safety and emergency operations plans and know their responsibilities as outlined in the plans.				
4. The Emergency Operations Plan emphasizes the following: <ul style="list-style-type: none"> • Training all staff on implementation of the plan so they are familiar with its provisions and are updated about modifications; • Prevention to reduce the likelihood of an emergency situation occurring, and to minimize its impact if an emergency occurs; • Intervention to contain the situation and provide support and safety to those involved; • Recovery to offer counseling and return to normal operations. 				
5. Local law enforcement agencies and the school have formed a partnership and have adopted formal agreements that define the standard operating procedures, roles and responsibilities of all parties involved.				
6. Local fire, EMS, emergency management, and law enforcement agencies cooperate with school officials to conduct regular training for staff and the crisis team in crisis management, evacuation and search procedures.				
7. School psychologists, social workers, school counselors, school nurses and other mental health professionals are available for immediate consultation and				

assistance in case of emergencies.				
8. All applicants undergo a full criminal and mental health background check prior to employment.				
9. All LEA employees eligible to operate school vehicles and equipment are subject to random drug and alcohol testing.				
10. Caller ID or Call Tracing devices have been placed on the phone system to trace phone calls; Also person(s) responsible for answering the phones have been trained in bomb and school violence threat procedures.				
11. Staff and students are taught personal safety and basic first aid skills (including choking emergencies), as well as traffic and school bus safety.				
12. School has developed a plan with local telecommunications carrier to divert mass phone inquiries to a designated communication center within the LEA so as to clear school phone lines during an emergency.				
13. Buses have two-way communications capability with the central office, school office, and school bus garage.				
14. Unassigned lockers are cleared and secured.				

SECTION 5:

Traffic Control Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. Emergency vehicles have adequate access to school buildings and facilities. All Fire/Emergency lanes and access to entrances, hydrants & fire department connections are clear and accessible at all times.				
2. Security personnel (e.g. crossing guards, staff, and/or law enforcement) monitor student movement at crosswalks and areas involving vehicular traffic.				
3. Staff are trained (e.g. conditions to be aware of) and assigned to supervise bus and private vehicle loading and unloading zones.				
4. Bus loading and drop-off zones are clearly defined, and are separated from parent/private transportation pick-up zones				
5. Car and bus zones are separated so that students do not have to walk through traffic to enter the school building.				
6. Bus parking is located so that buses do not have to back up or turn around to park.				
7. Students and staff are required to register their vehicles with school, are issued and are required to display parking authorizations.				
8. Unregistered (not displaying a parking authorization) vehicles in staff/student parking areas are recorded by photographs for locating and identification of owner.				
9. Staff and student parking lots are of adequate size to accommodate the number of vehicles and do not interfere with bus parking or movement.				
10. Adequate number and clearly marked spaces are available for visitor parking.				
11. Signage pointing visitors to main office is clearly visible from visitor				

parking area.				
12. Adequate numbers of clearly marked handicapped parking spaces are available.				
13. Sidewalk access and ramps are available and conveniently located to accommodate the needs of the handicapped.				
14. Unauthorized vehicles are prohibited from using bus loading and unloading zones during student arrival and dismissal times.				
15. Traffic patterns for private vehicles are designed to reduce congestion of vehicles entering and exiting school grounds and to control co-mingling of vehicular and pedestrian traffic.				
16. Parking lots are designed in such a way as to reduce vehicle speed and lower risk to pedestrians (e.g. long, straight rows are avoided; raised speed bumps are used.)				
17. Drives that encircle a building are secured so students are not required to cross active drives when moving between buildings, playgrounds or athletic fields. Gated access is recommended.				
18. Vehicular access to play areas is restricted during hours of school operation.				
19. Student access to parking areas is restricted to posted arrival and dismissal times, and students are not allowed to linger in their vehicles or loiter in the parking lot.				

SECTION 6:

Surveillance Outside Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. The main point of entry is well identified and provides a safe, well-lighted, and sheltered entry to the building.				
2. Sufficient windows facilitate visual surveillance from strategic vantage points from throughout buildings.				
3. Directional and informational signs have large lettering, bold graphics, simple and correct directions, and are well lit, especially for school entrance, fire escape routes, parking, directions to school office, no trespassing on school property, drug-free school zones and prohibition of firearms/weapons.				
4. Vehicular routes and parking areas are in visual proximity to strategic sections of buildings, and are adequately lit with vandal-resistant lighting.				
5. All sides of the building, exterior doors, fire escapes, roof accesses, gates and parking lots are clearly illuminated in such a way as to avoid creation of blind spots, glare areas and shadows.				
6. Video cameras are available to monitor activities outside the school building, and for school buses and vehicles in parking areas/ lots.				
7. Plantings are arranged to allow surveillance of open areas, roads, parking lots, walkways, and building accesses. Plantings are kept at a height that does not block surveillance of traffic (recommended maximum height is 3 ft.).				

Surveillance Inside Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. Areas that accommodate a large congregation of students, such as common areas, auditoriums, or music or band rooms, allow for adequate visual supervision, clear sight lines, and easy traffic flow.				
2. Designated control points with clear sight lines are positioned near the entrances and exits to cafeterias.				
3. A closed circuit television system (CCTV) is installed to monitor activity in public and secluded locations, of school.				
4. The CCTV system has the capability to record and reproduce tapes for identification, prosecution, court, and liability purposes.				
5. Adequate supervision is provided for locker rooms and shower areas.				
6. Toilet partitions are structurally sound and attached securely. Partition walls do not exceed 5'6" in height and have a 1'0" clearance above the floor				

SECTION 7:

Access Control Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. A Key Control policy is in place regarding the assignment of keys, including master keys, to buildings, classrooms, laboratories/science rooms, and other locations. A list of all key holders is maintained in a secure location.				
2. Key Control policy addresses the unauthorized reproduction of keys by key holders or others who use school facilities after hours. Policy provides for disciplinary actions up to and including termination and/or legal actions for violations of policy.				
3. Key Control policy addresses access by school personnel or others who use school facilities after hours. Policy provides requirements of accountability for safety and security of property by key holder.				
4. Key holders are required as part of Key Control policy and HR processes to surrender keys when no longer needed, including occasions when key holder retires, is transferred, or is terminated.				
5. Staff are issued and required to wear clearly visible photo ID badges while on school property and are required as part of HR process to surrender photo ID when transferred, terminated, resign or retire.				
6. In general, doors to the exterior are kept closed and locked at all times from external entry. The front entrance may remain unlocked as long as there is good visual surveillance and control from the office.				
7. Administrative areas are proximal to the main entry and visitor waiting areas, with easy visual access into and from these areas.				
8. Staff and students are instructed to not allow entrance of visitors into buildings through locked exterior doors (exception main school entrance for				

office) without a visible school photo ID or school visitor ID.				
9. Visitors are required to sign in and out at the main office, and a visitor log is maintained.				
10. Visitors are required to show a photo ID while checking in at the main office.				
11. Visitors are issued and required to wear clearly visible visitor ID badges while in school building or on the school property, and return the ID badge to the office while signing out, prior to leaving the building or property.				
12. Non-custodial parents and others are required to have written permission to pick up students and are required to show a photo ID.				
13. Multiple entrances to the school are controlled and supervised from the inside for safety and security.				
14. Classroom doors are kept locked when the rooms are vacant.				
15. Chains with locks are not used at any time to secure doors including after school hours.				
16. Unused areas of the school can be locked off unless doing so removes or extends access to emergency exit(s) during occupied times.				
17. Roof access is kept locked at all times.				
18. Doors to boiler, electrical and mechanical rooms are solid, with concealed hinges, pick plates, high-quality deadbolt locks, and high-security strike plates. Doors are kept closed and locked at all times, except when being accessed by authorized personnel.				
19. Restricted areas within the school and on school property are properly identified and secured.				
20. Hazardous chemicals, including cleaning solvents and science laboratory chemicals, are properly labeled, stored, disposed of and secured at all times				
21. Retractable gymnasium bleachers are locked in the closed/stored position when not in use.				
22. Area under exit stairs, if enclosed, shall be protected as required by the building code and accessible only to authorized personnel.				

SECTION 8:

Safety Equipment & Devices Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. The school is connected to a backup emergency power system.				
2. School has a fully functional and operating fire alarm system that reports to a 24 hour central alarm center or directly to the fire department. Also required annual inspections are within date and valid.				
3. Sprinkler system (if installed) works properly and required annual inspections are valid and within date.				
4. Fire extinguishers are fully charged, in plain view, inspected monthly, and adequately secured in offices, classrooms, corridors, shops, cafeteria and				

appropriate laboratory areas. The local fire marshal shall determine the appropriate number and type for compliance.				
5. Battery powered emergency lighting is installed in chemical storerooms without windows.				
6. The principal or designated contact person has a private telephone line for use in case of emergency situations.				
7. There is a two-way communication system between the main office and classrooms and duty stations.				
8. Automatic lock-down and notification devices have been installed, tested and are properly functional.				
9. Doors to the exterior are unobstructed, immediately accessible, and in good working order with proper emergency hardware (e.g. panic bars or "single motion" handles).				
10. Classroom and office doors are constructed of solid material (e.g. wood, metal).				
11. Classroom doors are equipped with heavy-duty, vandal-resistant, locksets that are operable from the inside by "single motion" handle.				
12. Door wells in lavatories allow doors to open outward from within the room.				
13. Regular classrooms must always have, in addition to the door, an egress window or second door into a separate smoke zone, unless the building has a fire sprinkler system throughout.				
14. First aid kits meeting OSHA standards are properly located, adequately stocked and easily accessible to trained personnel throughout the school and on school buses.				
15. Mirrors, windows, and light covers in lavatories and locker rooms are impact resistant.				
16. A well-ventilated storage area is provided for the storage of equipment and materials that pose a combustion hazard. A two-hour fire resistant separation is required by state building code.				
17. Circuits for hazardous equipment, including counter receptacles that are controlled via "kill switches" with indicator lights should be replaced with ARC Fault, GFI (ground fault interrupt) or GFCI (ground fault circuit interrupt) protection.				
18. Electrical sports medicine equipment (e.g. whirlpools) are equipped with ground-fault interruption protection.				
19. Walls in graffiti-prone locations are made of a material and finish that can repel graffiti or tolerate repeated cleanings.				
20. Graffiti is read, recorded by photographs and removed at the earliest possible time. Gang related or violence threat related graffiti is reported to law enforcement immediately prior to removal.				
21. Draperies on any stage or in any other area of buildings are fire retardant.				

SECTION 9:

Safety Provisions Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. Pre-K, K and first grade classrooms are not allowed above or below the floor of exit discharge (on floors where students must use stairs to exit the building).				
2. Elevators located in lobbies or other areas, have an increased level of surveillance. Elevator use is limited to authorized individuals.				
3. Interior hallways, classrooms, science/chemical storerooms, restrooms, cafeteria, stairwells, and other parts of the school building are adequately illuminated.				
4. Fire evacuation plans are posted in all occupied areas of building.				
5. School staff are trained in the use of fire extinguishers.				
6. Fire drills are held in accordance with state laws and up-to-date fire drill reports are maintained.				
7. A record of fire inspections by the local or state fire marshal is maintained.				
8. Infractions recorded as a result of fire inspections by the local or state fire marshal are corrected or abated by school or LEA staff in a timely manner.				
9. Emergency lock-down drills are held in accordance with state laws and up-to-date lock-down drill reports are maintained.				
10. A designated person(s) performs the following security checks at the end of the school day and/or after evening activities: <ul style="list-style-type: none"> All classrooms/offices are free of unknown or suspicious objects, and are properly secured (closed and locked). All non-classroom areas (e.g. restrooms, locker rooms, etc.) are unoccupied. All exterior entrances and windows are locked; All night lights have been turned on or timers/light sensors are properly set for lights to come on; The security alarm system is functioning properly, documented in the logbook and "armed" upon leaving. 				
11. Maintenance guidelines and procedures address: <ul style="list-style-type: none"> Replacing lights that do not work; Repairing broken doors/windows/fences; Keeping trash picked up; Replacing signs that are faded/damaged; Removing graffiti; and Handling and disposal of hazardous material. 				
12. Fire Departments and EMS know about: <ul style="list-style-type: none"> Chemicals stored in school facilities Best routes to critical areas within facility sites. 				

SECTION 10:

Student, Health and Environmental Safety Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. School board members, superintendent, central office staff, maintenance personnel, bus drivers, principals, teachers, school staff and School Resource Officers have been trained in gang awareness, recognition, prevention and the mandatory reporting of any gang related activity to law enforcement.				
2. School board members, superintendent, central office staff, maintenance personnel, bus drivers, principals, teachers, school staff and School Resource Officers have been trained in bullying recognition, prevention, and reporting.				
3. The school has a policy that requires students to remain on school property during school hours, with exceptions permitted only on a limited or authorized basis; and the policy is stated in the student handbook and parents are made aware of the policy.				
4. Students are restricted from loitering in corridors, restrooms and other common or public areas.				
5. The school has an Acceptable Use Policy (AUP)/Internet Use Policy (IUP) for effective computer and Internet use which addresses: <ul style="list-style-type: none"> • respect for school property and resources; • vandalism and destructive behavior; • access rights, network privileges and system safety; • academic integrity, plagiarism and copyright issues; • privacy and personal safety; • illegal activity; • content, language and resources appropriate for school; • proper use of computer time; and • consequences for violating AUP/IUP policies. 				
6. The LEA has a written policy that addresses restrictions on the possession and use of beepers, cell phones, laser pointers and other electronic devices on school property, on buses, or at school-sponsored events.				
7. The LEA and school's Student Code of Conduct are reviewed and updated annually. Behavioral expectations and consequences for violations are clearly outlined.				
8. Parents are an integral part of student discipline procedures and actions. They are made aware of the school's expectations of students and are informed of rule changes in a timely manner.				
9. The school has a Multi-Tier System of Support (MTSS) team (e.g., Responsiveness to Instruction (RtI), Student Assistance, or Problem Solving) that uses a problem solving method to provide assistance for students experiencing learning and/or behavioral difficulties.				
10. The electronic student information system is used to report incidents of disruption, crime and violence to the central office and DPI. (Principals shall promptly report crimes to the School Resource Officer or law enforcement agency.)				

11. Safety regulations regarding athletic play (e.g. detailed policies for when to stop a game or practice under dangerous lightning conditions) are in place.				
12. An emergency action plan for serious sport-related injuries is in place.				
13. A school nurse is available to provide medical supervision and services for children with physical health needs, especially those with acute or chronic health problems.				
14. A designated and immediately available school official keeps prescription medications that must be taken at school in a locked, secure location, and accurate records/logs are maintained of medication(s) administered to students.				
15. The school maintains a smoke-free environment. Staff monitors the lavatories during class changes and lunch periods to deter smoking.				
16. If random, unannounced locker inspections are made by security personnel and/or by school administrators, the practice is stated in the student handbook.				
17. Programs and services are available for students who are at risk of academic failure or behavioral difficulties.				
18. Alternatives to suspension and expulsion have been built into the discipline policy and are appropriately and consistently used.				
19. Students at all grade levels are taught positive social skills and violence prevention, conflict resolution, and communication/ decision-making skills in the Healthful Living Standard Course of Study and physical education program.				
20. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Youth Risk Behavior Survey.				
21. Students are taught appropriate ways to enhance weight management and strength development including the risks of steroids, diet pills and other drugs.				
22. A certified athletic trainer is available to work with student athletes.				
23. Curriculum and special programs on violence and drug prevention, health, safety and security are available to students, staff and parents.				
24. Students are taught how to perform safe and appropriate exercises for their grade level and how to safely use equipment and avoid serious injury (e.g. back injuries or heat stroke) while exercising.				
25. The playground is free of hazardous materials such as broken asphalt, gravel, broken glass, sharp edges and hazardous projections. Playground equipment is kept in good repair.				

SECTION 11:

The items listed in this section are based on legal requirements. Note that with regard to science accidents and resulting court resolutions, the Standards of the Science Education Profession, are equated with law.

Science Education Policies, Practices & Procedures	Implemented		Not Applicable	Comments
	Yes	No		
1. Each LEA has an established policy and procedure to enable the science				

education classroom teacher to advise the administration of conditions deemed unsafe and in need of correction.				
2. Science staff receives updates on safety regulations at least once a year and/or when a procedure or chemical is deemed to be unsafe for staff or students.				
3. SDS (Safety Data Sheets) are accessible to teachers and students for all chemicals used. Prohibitions are in place on use of pathogens or procedures/materials in any lab above Bio-safety Level I as outlined by the Center of Disease Control/National Institute of Health protocols.				
4. The science laboratory complies with: <ul style="list-style-type: none"> • OSHA right-to-know legislation • blood-borne pathogen regulations • laboratory standards – chemical hygiene plan • Safety rules and guidelines established by the profession. 				
5. Chemical storage areas are labeled with appropriate NFPA/OSHA hazard diagrams and are locked at all times including during labs.				
6. A current inventory of types, quantities, shelf lives and chemicals in use is maintained.				
7. Chemicals are properly labeled and stored, by family and or compatibility, in a secure storeroom with appropriate fire protection equipment and a backup light source.				
8. Students are at no time and under no circumstances or for any reason allowed in chemical storage areas.				
9. Safety posters and emergency procedures are prominently displayed in the science laboratory.				
10. ANSI Z.87 approved eye protection equipment is provided with proper sterilization and storage.				
11. Eyewashes are strategically located (per OSHA Standards), accessible and capable of operating “hands-free”, to provide a minimum of 15 minutes of continuous, aerated, potable water.				
12. Teachers model and students are taught to properly wear and use at all times during laboratory instruction proper personal protective equipment. Including, but not limited to, protective eye/face wear, gloves, coats, gowns, aprons, hearing (If required) and foot wear.				
13. Teachers model and students are taught to properly manipulate scientific equipment, care for and handle live organisms, perform laboratory procedures, and properly react if an accident occurs.				
14. Appropriate procedures for disposal and cleanup are followed for biohazards, chemicals, broken glass, and organisms. (E.g. aspirator or kit for mercury spills, vermiculite and baking soda for acids; dilute bleach solution or 5% Lysol solution for body fluids)				
15. All science room/lab electrical outlets are GFI/GFCI/ARC FAULT protected.				
16. Safety equipment is checked per OSHA/NIOSH/NFPA/ANSI requirements				

and schedules for functionality and is removed if not properly working, including but not limited to: <ul style="list-style-type: none">• An exhaust fan/hood that is independently vented;• Functioning drench shower(s) in the lab• Functioning eyewashes in the lab• Master cut-offs (e.g. switches, valves, etc.) in each laboratory for water, electrical and gas, with the gas cut off when not in use.				
17. Science labs do not exceed 24 students per teacher or have less than 45 square feet per student; 60 square feet per student if a classroom/lab combination.				