



## School Safety Needs Assessment

Name of school \_\_\_\_\_  
Person(s) completing checklist \_\_\_\_\_

Principal: \_\_\_\_\_  
Date checklist completed \_\_\_\_\_

### **Purpose of School Building School Safety Needs Assessment and Vulnerability Assessment**

- To assess for potential hazards within and outside of a school building
- To review the strengths and weaknesses of a building's physical and psychological safety procedures
- To review emergency communication procedures in a school building

### **Instructions**

This assessment should be conducted building-wide at least annually: once at the beginning of the school year and once after any areas of concern have been addressed. Use the data from this assessment to determine what areas of strength and what areas of improvement your building has in terms of safety. It may be helpful to have at least two people work together to complete this form. This form should not be completed in isolation. Before filling out this form, the person(s) completing the assessment should conduct an internal and external building walkthrough to physically observe different areas of the building. Take this form with you when conducting your walkthrough so you can take notes during the process. You may also need to interview building administration and other staff to obtain additional data (such as building intervention programs and custodial cleaning schedule).

### **Materials Needed to Conduct the Assessment**

1. Clipboard
2. Pen
3. Highlighter
4. School Building Vulnerability Assessment handout
5. Blank paper
6. School disciplinary procedures
7. School or district safety and crisis plans



## School Safety Needs Assessment

Access Control						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
The facility perimeter and areas within the facility that require access control are well defined.						
The facility limits building access points.						
Designated access points are monitored to control facility access.						
Positive entry control systems are established (e.g., telephone entry control, biometric access control).						
Signs direct visitors to designated building entrances and exits.						
Exterior doors to gyms, maintenance areas, kitchen, and delivery areas are secured when not in use.						
Visitors are required to check in with the front office upon arrival and departure.						
Visitors are provided with school issued identification badges when on school grounds.						
Vendors and contractor personnel are escorted throughout the facility.						
Background checks are conducted on all school employees, vendors, and contractors.						
A key control program is established that monitors keys, entry cards, and duplicates.						
Key control program is audited annually.						



## School Safety Needs Assessment

Building Exterior						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
Policies are in place that restrict access to bus-loading zones.						
Bus-loading, unloading, drop off zones and fire zones are clearly marked.						
School designates areas for use of parking lots (e.g., staff lot, student lot, visitor spaces).						
Parking system incorporates an identification system (e.g., placards in windshields).						
Appropriate perimeter barriers or gates are installed and secured when not in use.						
Perimeter barriers are clear to enable continuous monitoring and to inhibit concealment of people or packages.						
Windows are locked securely.						
Window hardware and frames are regularly inspected for security weaknesses.						
Facility has visual surveillance capability (e.g., designated surveillance points, cleared lines of sight).						
Clear zones adjacent to buildings are free of vegetation and other obstructions.						



## School Safety Needs Assessment

Barriers are installed to protect doors and windows from small arms fire and explosive blast effects. School grounds are adequately lit.						
<b>Building Exterior (continued)</b>						
<b>Assessment Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to be Addressed Immediately (Within 48 hours)</b>	<b>Area to Be Addressed Soon (within next 30 days)</b>	<b>Area to be Addressed in the Future (More than 1 month away)</b>
Vandalism and graffiti is documented and removed.						
Mechanical, electrical, and other equipment are surrounded by protective enclosures to prevent unauthorized access.						
Access to the roof is restricted.						
Speed limits are posted.						
Covered walkways are adequately lit to ensure visual surveillance.						
Fire hydrants are clearly visible.						



## School Safety Needs Assessment

Building Interior						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
School front office is clearly marked.						
First aid/school nurse office location is clearly marked.						
Critical utility systems and equipment are secured and locked.						
Employees are familiar and trained with how to shut off utility services.						
A positive inventory is kept on chemicals in use or used in science classes or laboratory areas.						
Roof access doors are secured and locked						
Custodial and storage closets are secured and locked.						
The number of containers and trashcans in hallways, atriums, and lobby areas are minimized.						
Unassigned lockers are secured.						
Doors and stairwells are numbered.						
Stairwells, hallways, and restrooms are adequately lit.						
Enclosed stairwells are monitored, either electronically or by security personnel.						



## School Safety Needs Assessment

Smoke detectors have vandal-resistant features (e.g., tamper alarms or protective cages).						
Building Interior (continued)						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
Doors and locks are in good condition.						
Easy access to fire extinguishers.						
Adequate access to first aid supplies (e.g., automated external defibrillators (AEDs)).						
Class III type fire doors with crash bar capabilities and automatic activation are installed.						



## School Safety Needs Assessment

<b>Classroom Security</b>						
<b>Assessment Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to be Addressed Immediately (Within 48 hours)</b>	<b>Area to Be Addressed Soon (within next 30 days)</b>	<b>Area to be Addressed in the Future (More than 1 month away)</b>
Classroom safe zones or protection areas are established.						
Classroom has access to two-way communication system.						
All areas of the classroom are visible from the classroom door.						
Classroom doors can be locked from the inside.						
Classroom doors with windows can be covered.						
Classrooms have adequate aisle space for quick exits.						
Class rosters are reviewed and updated on a regular basis.						
Faculty and staff are assigned to check that all classrooms and bathrooms are locked after the school day.						
Valuable items are secured (e.g., instruments, computers, video equipment).						
Chemicals, poisons, and flammable materials are properly secured and stored.						
Fire extinguishers are inspected on an annual basis.						
Personnel working with hazardous materials have received appropriate training.						



## School Safety Needs Assessment

School Culture						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
Faculty, students, and staff are all provided with security information and training.						
Security information and training includes training on how to identify suspicious packages.						
Faculty and staff have been trained to appropriately respond to and report threatening/suspicious phone calls.						
Faculty and staff monitor hallways, stairwells, and restrooms during school hours.						
Students do not have access to the school without direct staff supervision.						
Curricula and programs aimed at preventing harmful behaviors are implemented (e.g., social problem-solving, life skills, anti-bullying, mentoring programs, character education).						
School maintains, reviews, and updates a code of conduct/school handbook.						
Code of conduct/school handbook contains standard definitions and procedures that identify school crime.						
School has a well-developed network of service providers that students can be referred to (e.g., mental health services)						





## School Safety Needs Assessment

Photo identification badges are issued to all faculty, students, and staff.						
School has a trained threat assessment team.						
Communication						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
Systems are installed that provide two- way communication between faculty, staff, administrators, and security personnel.						
Communication system is installed that provides communication with all people at the school, including faculty, students, staff, emergency response teams, and visitors.						
Regular communication with local law enforcement and emergency responders is established.						
Procedures are developed for communicating with public and the media regarding security issues.						
A notification protocol is developed that outlines who should be contacted in emergencies and how.						

Law Enforcement Role						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
A School Resource Officer is assigned to the school.						
Law Enforcement monitors school grounds after regular school hours and can contact school administration.						



## School Safety Needs Assessment

Incidents of crime that occur on school property/events are reported to law enforcement and other appropriate agencies.						
Law enforcement personnel are involved in the development the school safety/crisis plan.						
The school and law enforcement have an agreement of understanding that clearly defines the roles and responsibilities of each group.						

<b>Prevention and School Based Mental Health</b>						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
Each school engages in prevention activities (youth mental health first aid training, mental health awareness).						
Each school has their own behavioral health problem solving team.						
Specialized instructional support personnel (SISP) roles are within appropriate ratio to support students.						
Law enforcement and SISP staff work together to support students.						
Law enforcement and SISP staff receiving training annually on mental health, social emotional supports, and students with special needs.						
School implements full continuum of SEL and mental health supports.						



## School Safety Needs Assessment

Reporting Procedures						
Assessment Areas	Yes	No	N/A	Area to be Addressed Immediately (Within 48 hours)	Area to Be Addressed Soon (within next 30 days)	Area to be Addressed in the Future (More than 1 month away)
School has a single point of contact for reporting threats, threatening behavior, or concerning behavior.						
The identified point of contact for reporting potential threats is available 24/7.						
Reporting can be anonymous.						
There are clear policies in place for collecting and acting on information about a threatening or potentially threatening situation.						
Policies explain how information will be handled confidentially and appropriately.						



## School Safety Needs Assessment

<b>Security Procedures</b>						
<b>Assessment Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to be Addressed Immediately (Within 48 hours)</b>	<b>Area to Be Addressed Soon (within next 30 days)</b>	<b>Area to be Addressed in the Future (More than 1 month away)</b>
Facility has security system installed (e.g., CCTV, IP cameras, digital camera integration and intrusion detection and alarm system).						
Video security systems are connected to the building's emergency power supply.						
Alarm system is connected to local law enforcement.						
Security camera tapes or recordings are retained for an allotted time period.						
All emergency response equipment and supplies are checked on a regular basis.						
School has adequate utility service capability to meet normal and emergency needs.						
Magnetometers (metal detectors) and x-ray equipment are installed.						



## School Safety Needs Assessment

<b>Emergency Operations Plan</b>						
<b>Assessment Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Area to be Addressed Immediately (Within 48 hours)</b>	<b>Area to Be Addressed Soon (within next 30 days)</b>	<b>Area to be Addressed in the Future (More than 1 month away)</b>
A comprehensive school emergency operations (crisis) plan has been developed.						
Plan has been developed in coordination with community partners (e.g., local law enforcement, emergency medical personnel, and fire department personnel)						
Plan takes into consideration numerous circumstances and criteria for response (e.g., lockdown, evacuation, shelter-in-place).						
Plan defines roles and responsibilities—that is, creates an organizational system (e.g., school security commander, public information officer, etc.)						
School ERP Plan contains common vocabulary.						
School ERP Plan includes an accountability system that accounts for all faculty, students, staff, and visitors.						
School ERP Plan contains a parent reunification system that ensures students are only released to authorized individuals after an incident.						
School ERP Plan includes components for post-incident response/recovery (e.g., stress management, mental health services,						

*Developed by S. Ellis and approved by the RCS District Crisis Team, 03-14-2018 (Based on NASP Prepare Crisis Training Vulnerability Assessment and K-12 Homeland Security Checklist and K0-12 Schools Security Practices Guide.)*



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infrastructure restoration, post-incident evaluation, business continuity plans etc.)						
School ERP School conducts regular exercises/drills of emergency plans.						