

## SECURITY AND SAFETY PROCEDURES CHECKLIST

**This instrument promotes the expectations of district-wide standards and accountability in terms of violence prevention and intervention programs, crisis management, physical security measures and safety programs in all schools within each learning community. It provides the standard expectations and how it is measured. A copy of this checklist is offered to principals for their use in assessing safety and security programs within their school.**

**School Name:** \_\_\_\_\_ **Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All Team Members	Yes	No	N/A	How Measured
1. Every adult and student has been issued an identification badge.				Observation
2. Each student and adult displays an identification badge.				Observation
3. Trespass warning signs are posted at all vehicle and pedestrian entrances.				Observation
4. All buildings are clearly marked or numbered. (office, media center, cafeteria, classrooms numbers visible on outside, gymnasium, auditorium)				Observation
5. Visitor information and direction signs are posted in appropriate places.				Observation
6. Students are required to have hall passes when out of class during class time.				Observation and staff interview
7. Student Hotline posters are up around campus and the stickers were given to students.				Observation and staff interview
8. Trash bins are available throughout the school site.				Observation
9. The school grounds are free of trash and debris.				Observation
10. Wall-mounted light fixtures have a protective covers.				Observation
11. The school exterior walls are free of graffiti.				Observation
12. Window panels in doors are clear and unobstructed.				Observation
13. Classroom doors are locked when unoccupied.				Observation

**Comments:** \_\_\_\_\_  
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## SECURITY AND SAFETY PROCEDURES CHECKLIST

Site Security / Investigations	Yes	No	N/A	How Measured
14. There is designated visitor parking.				Observation
15. All vehicles in parking areas are registered and have parking stickers.				Observation (vehicles and decal log)
16. Parking lots are monitored for compliance.				Interview staff (security attendant)
17. There is designated handicapped parking.				Observation
18. Student parking is fenced, gated and locked during school hours.				Observation and staff interview
19. A procedure is in place for student drivers who leave school grounds during regular school hours.				Observation and staff interview
20. Security staff controls entry and exit points.				Observation and staff interview
21. Security staff members dress in readily recognizable distinctive uniforms.				Observation and staff interview
22. Trespass warning signs are posted at all vehicle and pedestrian entrances.				Observation
23. The school has signs to direct visitors to designated points of building entry.				Observation
24. A visitors log is maintained and all visitors are required to sign in.				Observation and staff interview
25. Bus traffic is separated from other vehicular traffic at entrance, exit, and pick-up points.				Observation and staff interview
26. Bus loading and drop-off zones are clearly designated and monitored at arrival/dismissal.				Observation and staff interview
27. Parent drop-off and pick-up areas are clearly designated and monitored at arrival/dismissal.				Observation and staff interview
28. The school has trimmed shrubs, and foliage to allow for good line of sight (CPTED 3'-8' rule).				Observation
29. The building perimeters are cleared of trees, fences, trash dumpsters, walls, etc., which may provide access to the roof.				Observation
30. All buildings are clearly marked or numbered (classrooms, office, media center, gymnasium, auditorium, etc.)				Observation
31. Visitor information and direction signs are posted in appropriate places.				Observation
32. The physical plant is clean and free of evidence of vandalism.				Observation
33. Chain-link fences are in good condition.				Observation

**Comments:** \_\_\_\_\_

## SECURITY AND SAFETY PROCEDURES CHECKLIST

Security Compliance and Emergency Preparedness	Yes	No	N/A	How Measured
34. There is a system in place for replacing lost or stolen ID badge.				Identification Badge log / procedure
35. There is a written and up to date Safe School Plan.				Review plan and verify assignments
36. Security staff member has received formal training on their security duties.				Review Security Services training log
37. Security staff members have written security post instructions.				Observation & staff interview
38. Supervision schedules identify and cover critical periods within the school day when violent incidents or security violations are most likely to occur.				Observation, Safe School Plan review and staff interview
39. Halls are monitored throughout the school day during passing times.				Observation and staff interview
40. The school has a Safety committee made up of staff and students.				Review roster, staff interview
41. The school has copies of minutes from safety committee meetings on file.				Review minutes
42. There is evidence that shows school officials continually communicate local safety and security policies and procedures to various school audiences.				Review agenda from parent meetings and staff meetings
43. Procedures exist for notifying staff of acts of violence or potential threats to safety when they occur (e.g., bomb threat, weapon reported on campus).				Administration / staff interviews
44. SERT and key staff members understand their roles during a crisis.				Administration / staff interviews
45. More than one copy of the Safe School Plan is at the site.				Observation / Crisis Kit
46. There is a list of emergency telephone numbers of agencies to be contacted in the event of a crisis (police, fire, hospital).				Observation / plan review
47. There is a plan for managing in-coming phone calls during a crisis.				Administration / staff interviews
48. There are written procedures for handling Bomb Threats (cards at all phones which receive incoming phone calls).				Observation / staff interview

**Comments:** \_\_\_\_\_

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**SECURITY AND SAFETY PROCEDURES CHECKLIST**

<b>Safety and/or Environmental Services</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>How Measured</b>
49. All classrooms are connected to the central intercom system.				Observation / inspection
50. The intercom system is located in the vicinity of the principal's office.				Observation / inspection
51. Safety precautions and procedures are visibly posted in classrooms or labs with chemicals and/or machinery.				Observation / inspection
52. There is a published traffic control plan.				Observation / review plan
53. The parking lot has signs to direct staff, students, and visitors to designated parking areas.				Observation / inspection
54. Speed bumps are located appropriately in traffic areas.				Observation / inspection
55. Universal precautions video has been shown to all staff.				Review training log / staff interview
56. Emergency evacuation plans are posted.				Random classroom inspection
57. School evacuation drills (fire drills) are conducted.				Inspect log and Safety database
58. Tornado drills are conducted (as a minimum during Florida Hazardous Weather Awareness Week – February each year)				Inspect log and Safety database
59. Gasoline is stored in metal fuel cans. The nozzle of the can is covered with a spring actuated cap.				Staff interview / inspection
60. Mechanical, electrical, and other energized equipment is housed in a locked enclosure.				Observation / inspection
61. Electrical, mechanical, and boiler rooms are locked.				Observation / inspection
62. Fire extinguishers are inspected and inspection tags are up to date.				Staff interview / inspection

**Comments:** \_\_\_\_\_

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**SECURITY AND SAFETY PROCEDURES CHECKLIST**

<b>School or Area Administrator / Dean</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>How Measured</b>
63. Rules for driving and parking on campus exist and are communicated to staff, students and parents.				Staff interview / inspection
64. Radios are used to communicate and monitor conditions on campus.				Staff interview / inspection
65. There are consequences for failing to carry / wear the student ID badge.				Policy review / staff interview
66. Student Consent to Search Vehicle Forms are completed, signed by students parking cars on campus and on file with the administration.				Policy review / staff interview
67. The student handbook provided by the school addresses dress code requirements.				Policy review / staff interview
68. Student dress code information has been shared with parents.				Policy review / staff interview
69. There are consequences for students failing to comply with dress code requirements.				Policy review / staff interview
70. The school provides, or arranges for in-service training for staff in conflict resolution and violence prevention.				Review of training log / staff interview
71. The school has violence prevention and conflict resolution programs to reduce negative student behavior.				Staff interview
72. Students are required to have hall passes when out of class during class time.				Observation
73. There is a student handbook, which clearly states expectations for students' behavior.				Handbook review / staff interview
74. Emergency Notification student information is being maintained.				Review of files / staff interview
75. At least two employees are trained in CPR and copies of certification cards are on file				Review of files / staff interview

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