

# School Safety and Security Observation Tool

Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

<p><b><u>Site Exterior:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fencing Present</li> <li><input type="checkbox"/> All Gates Closed and Locked</li> <li><input type="checkbox"/> Security or Staff monitoring all open gates</li> <li><input type="checkbox"/> Gate monitors have two-way communications</li> <li><input type="checkbox"/> Parking and Traffic clearly marked</li> <li><input type="checkbox"/> Clearly visible parking passes student/staff vehicle</li> <li><input type="checkbox"/> Crosswalks present/clearly marked</li> <li><input type="checkbox"/> Crossing guards present</li> <li><input type="checkbox"/> Visitor parking clearly marked</li> <li><input type="checkbox"/> Signage identifying visitor directions</li> <li><input type="checkbox"/> Areas off limits marked interior/exterior</li> <li><input type="checkbox"/> Off limit areas monitored by security or staff</li> <li><input type="checkbox"/> Students have assigned areas for arrival/dismissal</li> </ul> <p><b><u>Building Exterior:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classrooms numbered inside/outside</li> <li><input type="checkbox"/> Exterior doors closed and locked</li> <li><input type="checkbox"/> Electronic access controls</li> <li><input type="checkbox"/> Security glass/shatter resistant film at points of entry</li> <li><input type="checkbox"/> Door props/stops present</li> </ul>	<p><b><u>Building Interior:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visitor management process</li> <li><input type="checkbox"/> Single point of entry</li> <li><input type="checkbox"/> Classroom doors close and locked</li> <li><input type="checkbox"/> Faulty locks "high priority" work order</li> <li><input type="checkbox"/> Security glass/shatter resistant film on vision panels</li> <li><input type="checkbox"/> Vision panel covers present</li> <li><input type="checkbox"/> Classrooms w/ "hard corners"</li> <li><input type="checkbox"/> Bleeding control/first aid kits</li> </ul> <p><b><u>Technology/Equipment:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Buses equipped with cameras and radios</li> <li><input type="checkbox"/> Security cameras working</li> <li><input type="checkbox"/> Law enforcement has access to security cameras</li> <li><input type="checkbox"/> Weapon detection equipment</li> <li><input type="checkbox"/> Two-way communication</li> <li><input type="checkbox"/> Master key system</li> <li><input type="checkbox"/> Law enforcement has master key</li> </ul> <p><b><u>Culture:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signage displaying behavioral expectations for students</li> <li><input type="checkbox"/> Signage for tip/help lines</li> <li><input type="checkbox"/> Subs know emergency drills</li> <li><input type="checkbox"/> Subs have classroom key</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Subs wear staff ID</li> <li><input type="checkbox"/> Subs have access to emergency ops plan/procedure</li> <li><input type="checkbox"/> Protocol to cover duty assignment for absent staff</li> <li><input type="checkbox"/> Staff know they have the <i>responsibility</i> to act on safety and security matters</li> <li><input type="checkbox"/> Staff know they have the <i>authority</i> to check for unlocked doors</li> <li><input type="checkbox"/> Students and staff know <i>how to report</i> concerning behavior and/or threat(s)</li> <li><input type="checkbox"/> Staff is aware of duty schedule</li> <li><input type="checkbox"/> Staff and Students wear identifiable ID</li> <li><input type="checkbox"/> Students adequately monitored at arrival/dismissal</li> <li><input type="checkbox"/> Students are adequately monitored during class transitions</li> <li><input type="checkbox"/> Common areas are adequately monitored</li> <li><input type="checkbox"/> Restroom access is monitored and controlled</li> <li><input type="checkbox"/> Student movement is monitored</li> <li><input type="checkbox"/> Teachers greeting students</li> <li><input type="checkbox"/> Student sign out when leaving classroom</li> <li><input type="checkbox"/> Student have highly visible hall pass</li> <li><input type="checkbox"/> Staff know they have the authority to act on safety and security matters</li> </ul>
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Signature: \_\_\_\_\_