

Facilities Assessment

School Name:

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Prepared by

Name:

Date:

**This document is regularly updated to meet the emerging needs and concerns of school districts. If you have questions and/or suggestions, please contact the New York State Center for School Safety.*

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Grounds and Building Exterior

	Yes	No	Comments
1. Are grounds fenced in appropriate areas?			
2. Are grounds clearly demarcated?			
3. Are there gates? <ul style="list-style-type: none"> Are they secured after hours? 			
4. Is the perimeter of the school building clear of debris, obstructions and safety hazards? <ul style="list-style-type: none"> Are hazardous areas supervised and patrolled? 			
5. Is lighting adequate?			
6. Are shrubs trimmed to allow lines of vision?			
7. Are parking lots adequately lit?			
8. Are parking lots visible from the building? <ul style="list-style-type: none"> If not are they monitored by use of cameras? 			
9. Is there graffiti?			
10. How soon is graffiti removed after discovery?			
11. Are recreational areas fenced?			
12. Are recreational areas visible from the building? <ul style="list-style-type: none"> If not how are they monitored? 			

	Yes	No	Comments
13. Is vehicular activity restricted near recreational areas?			
14. Do ground floor windows have functional locks and unbroken panes?			
15. Are basement windows protected?			
16. Is there a designated and monitored traffic area for pick up and drop off?			

Recommendations:

Building Access

	Yes	No	Comments
1. Is there a policy, system, or practice of ensuring secure entry and exit?			
2. Is there a single point of entry/exit?			
3. Are visitor policy/procedure signs posted at all doors?			
4. Are there informative signs; drug-free, weapon-free, smoke-free, AED?			
5. Are there signs stating secure door policy?			
6. Are the doors staffed?			
7. Are sign-in stations/desks identified and staffed?			
8. Are all visitors, including vendors and contractors, required to sign in?			
• Are visitors given passes?			
• Are the passes time sensitive or dated?			
9. Are staff required to wear ID badges?			
10. Are they different from students and visitors?			
11. Are students required to wear ID badges?			
12. Are they different from staff and visitors?			

	Yes	No	Comments
13. Is written permission needed to remove students from grounds by custodial and non custodial parents, friends, mentors, and relatives?			
14. Is this an open campus? • If so do students need permission to leave?			
15. Is there a system to monitor keys, entry cards, and their duplicates?			
16. Are staff members in the building after school hours required to sign in and out?			
17. Are there anti-intruder alarms?			

Recommendations:

Building Interior

	Yes	No	Comments
1. Can the main entrance be observed from the main office?			
2. Are stairwells properly lit?			
3. Are hallways properly lit?			
4. Are bathrooms properly lit? a. Are bathrooms locked?			
5. Are bathrooms supervised by staff?			
6. Are doors opening into interior areas like courtyards locked?			
7. Is there graffiti? How soon is graffiti removed after discovery?			
8. If there are restricted areas, are they posted?			
9. Are electrical panels locked?			
10. Are boiler rooms and mechanical rooms locked?			
11. Are heating, ventilation, and air conditioning (HVAC) shut-off valves clearly labeled, color-coded?			
12. Are locked doors in good condition?			

	Yes	No	Comments
13. Can classroom doors be locked from the inside?			
14. Are the following locked when not in use? <ul style="list-style-type: none"> • Classrooms • Locker Rooms • Gyms • Auditorium • Cafeteria/Kitchen • Labs and shops 			
15. If any of the above areas are unlocked are they supervised to restrict access?			
16. Are valuable items secured (i.e. computers, video cameras, etc.)? How?			
17. Has school property recently been inventoried?			
18. Are fire extinguishers appropriately stored and dated?			
19. Are Automated External Defibrillators (AED) in appropriate places in the school building and dated?			
20. Are hallways and public spaces clean and in good repair?			
21. Are classroom door windows unobstructed?			

Recommendations:

Social and Emotional Tone

	Yes	No	Comments
<p>General Observations</p> <ul style="list-style-type: none"> • Look for clues in signage. • Converse with staff and students if possible; listen carefully. • What types of student programs or activities are there? (Anger Management, mediation, service learning, mentoring, etc.) 			
1. Are there staff visible in hallways supervising/interacting with students?			
2. Are there behavioral expectations for everyone in the school?			
3. Are the procedures used to make decisions about student behavior well-known to students and staff?			
4. Are the procedures outlined in the school code of conduct followed consistently?			
5. Are rewards and consequences for student behavior appropriate and consistently applied?			
6. Are there standard definitions and procedures to identify school crime in the code of conduct and/or student handbook?			
7. Is there a process for identifying and addressing students who may be at risk for violent behavior?			

	Yes	No	Comments
8. Are students actively involved in promoting a positive school climate? • And if so how?			
9. Does the school promote respect for differences and emphasize equity and inclusion? How?			

Recommendations:

General Security

	Yes	No	Comments
1. Are there: <ul style="list-style-type: none"> • Cameras? • Metal Detectors? • Police? • Hall Monitors? • School Resource Officers? 			
2. Do law enforcement or security personnel monitor school facilities during school hours?			
3. Do law enforcement personnel patrol the grounds after hours?			
4. Is there a written process for pre-employment recruitment and training for security personnel and/or monitors?			
5. Are there written job descriptions for security personnel and/or monitors?			
6. Do security staff and hall monitors receive training annually?			
7. Is afterschool and weekend use of school facilities encouraged? <ul style="list-style-type: none"> • If yes, is security present? • Are specific persons designated to secure buildings after activities? 			
8. After the school day, are there staff members assigned to monitor the following: <ul style="list-style-type: none"> • All classrooms locked • All bathrooms unoccupied and/or locked • All exterior doors locked • All security lights are on • Building alarm is activated 			

	Yes	No	Comments
9. Is there someone responsible for overall school security procedures? • And who is it?			
10. Is there a dedicated telephone line for outgoing calls during an emergency?			
11. Does the main office have a telephone with caller-ID capability?			
12. Does local law enforcement know where the buildings master key is and do they have access to it?			
13. Are there communications between the main office and: • Playground staff? • Classrooms? • Ball fields, athletic staff? • School nurse? • Custodial staff?			
14. Is the Sex Offender Registry checked at least once a month and the information disseminated, if appropriate?			
15. Is cyber safety included in the BLERP plan?			
16. Does the school have an Acceptable Use Policy for: • Staff? • Students?			

Recommendations:

Development of a Building Level Emergency Response Plan

	Yes	No	Comments
1. Does the building have the following school teams: <ul style="list-style-type: none"> • Building-level school safety team • Crisis Response Team • Post incident response team • Does everyone understand their role and responsibility? 			
2. Is the Building Level Emergency Response Plan: <ul style="list-style-type: none"> • Reviewed on an annual basis? • Developed by the building safety team? • Developed by a team whose membership is in accordance with minimum requirements of the SAVE Legislation? 			
3. Has the school established a well-coordinated emergency plan with law enforcement and other crisis response agencies?			
4. Are there emergency procedures for the following? <ul style="list-style-type: none"> • Bomb Threats • Hostage Takings • Intrusions • Kidnappings • Acts of Violence 			
5. Are the following components of the Building Level Emergency Response Plan practiced on a quarterly basis? <ul style="list-style-type: none"> • Lockdown • Lockout • Shelter in place • Evacuation of Building (can be done on a semi-annual basis) 			

6. Does the school practice and document the following types of exercises: <ul style="list-style-type: none"> • Drill • Tabletop • Functional • Full-Scale 			
7. Does the school invite local emergency responders to conduct tabletop exercises with the school's emergency response team or the school safety team?			
	Yes	No	Comments
8. Are the following used to communicate during emergencies? <ul style="list-style-type: none"> • Two-way radios • Cell Phones • Other 			
9. Are there two evacuation sites identified in the plan?			
10. Does the building have an evacuation plan for persons with limited mobility?			
11. Does the building have an evacuation plan for persons with special health needs?			
12. Is the school's communication equipment interoperable with those of emergency responders?			
13. Is there a Memorandum of Understanding and/or Agreement of Understanding with emergency and community partners?			
14. An incident Command System (ICS) chain of command is outlined in Building-Level Emergency Response Plan that includes an Incident Commander, the Command Staff, and if needed the General Staff? <ul style="list-style-type: none"> • Has the ICS been reviewed with emergency responders? • Does everyone understand his or her respective role and responsibility during an emergency? 			
15. Are the following ICS facilities pre-designated in the Building Level Emergency Response Plan? <ul style="list-style-type: none"> • Incident Command Post • Staging Area • Base, if needed 			

<ul style="list-style-type: none"> • Helibase or Helispots, if needed 			
16. Are the Incident Command systems (ICS) terms and definitions institutionalized in the Building Level Emergency Response Plan?			
17. Have school employees who have a direct role in emergency preparedness, incident management, or response taken the IS-100 An Introduction to ICS for Schools? http://training.fema.gov/EMIWeb/IS/IS100SCA.asp			
	YES	NO	Comments
18. Have schools that receive federal preparedness funds had the appropriate personnel take the IS-700 NIMS introductory course? http://training.fema.gov/EMIWeb/IS/IS700a.asp			
19. Does the BLERP include information about the schools' facilities (e.g. maps, floor plans, etc.)			
20. Are substitute teachers taught the response procedures in the emergency plan?			
21. Does the Building Level Emergency Response Plan outline the duties as detailed in the memoranda of understanding or the mutual aid agreements for the: <ul style="list-style-type: none"> • Crisis Team Members • Emergency Responders 			
22. Are there emergency supplies and "Gotta go Bags" tailored in at least 2 locations of the school? <ul style="list-style-type: none"> • And if so where are they located? 			
23. Is plain language used when communicating an emergency situation instead of codes and code words?			
24. Is an electronic mass notification system for parents/guardians and faculty implemented?			
25. Is there a family reunification plan and is guidance provided?			
26. Are parents actively involved in school safety issues and decision making?			

27. Does the school conduct after-action briefings?			
28. Does the student handbook include information on school safety and security procedures?			

Recommendations: