Safe Schools Physical Security Checklist

Understanding Concerns:
What are the most pressing safety needs in your school?
What school safety activities does your school do best?
What are the biggest barriers to improved school safety measures?

	Notes:	Yes	No	N/A
Does a Comprehensive Safety Plan exist?				
Does the school currently have a plan for assessing and improving physical security?				
Has the physical layout of the school recently been reviewed for possible safety and security problems?				
If problems were identified, were they fixed?				
All staff (including temporary) are trained in the safety plan and know how to use the security hardware.				
An individual is designated to be responsible for overall school security procedures.				
Staff members have been assigned responsibilities to implement all parts of emergency plans.				
Are appropriate provisions for supervision and security planned for after-hour activities?				
Has an organized plan been established for routine supervision of all school entrances?				
If the building is used after school or on weekends, security is present.				
Specific persons are designated to secure buildings after activities.				
School staff protects sensitive information on internal security measures from being released to the public.				
Are all school files and records maintained in locked, vandal proof, fireproof containers (file cabinets, vaults, etc.)?				
The school regularly backs up important computer files and provides physical security protection for computer servers.				
The capability exists to notify all teachers to lock classroom doors in an emergency.				

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Assessment of Building and Grounds	Notes:	Yes	No	N/A
External doors are kept locked where feasible during school hours.				
Entrance doors have see-through safety glass.				
Double exterior doors have a sturdy center mullion.				
All exterior doors have non-removable hinge pins.				
Exterior doors, unless designated for entry, lack exterior hardware.				
Exterior doors allow for keyed re-entry.				
All exterior doors are numbered on the outside.				
The capability exists to monitor the main entrance.				
Classroom doors can be locked from the inside.				
Classrooms windows can be quickly covered if needed. (Lockdown)				
The main entrances to the restrooms have hardware that prevents locking from inside.				
All trailers/portables are secured to their location.				
All trailers/portables are labeled/numbered.				
Areas surrounding trailers/portables are adequately lit.				
Areas used for public use after school hours can be secured separately from the classroom areas.				
If feasible and potentially effective, the perimeter of the school is fenced in high traffic areas.				
Shrubbery and trees permit good visual surveillance of all parts of the school campus.				
School grounds are properly lighted for night activities.				
All areas within the building are adequately lighted.				
Doors and locks are in good condition.				
The following are locked when not in use *Locations:* Classrooms Gyms Locker Rooms Auditorium Cafeteria Science Labs Computer Labs Vocational shops Hazardous materials storage areas				
The following are kept locked and access controlled: *Locations:* Electrical panel access doors Doors opening into interior areas like courtyards during non-classroom hours Boiler rooms and mechanical rooms Air vents Custodial closets Cafeteria delivery entrance Rooms with high value items (computer rooms, band equipment, science equipment, etc.)				

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Keys and Identification:		Yes	No	N/A
There is a master key control system to monitor keys, entry cards, and their duplicates.				
Keys are restricted by a patented key control system.				
Keys and entry cards are audited at least annually.				
The school has a Knox box or other system to provide quick access to keys by law enforcement.				
The Knox box (if present) is updated as needed.				
Staff members are required to turn in photo ID badges and keys upon termination of employment.				
Keys are regularly audited to confirm availability by keyholder.				
Additional Comments:				

This model checklist is provided for use by school districts, or as a possible guide for developing a local checklist, to assist districts in assessing schools' safety strengths and weaknesses. This assessment only relates to the physical security of the school buildings, and does not address other security areas also needed in a comprehensive security plan (bullying, training, school climate, communication and surveillance systems, etc.)

This document is provided for guidance and assessment purposes only and is not intended to establish standards of preparedness or levels of safety to be met by all school districts.

Sources:

Center for the Study and Prevention of Violence, UCB "Safe Communities-Safe Schools"
National School Safety Center "School Safety Check Book"

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