



Southeast Comprehensive Assistance Center (SECAC)

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SCHOOL SAFETY ASSESSMENT PROTOCOL

This document is a Revised Version of the School Safety Audit,
Virginia Department of Education (June 2000).

The level of safety at each school must be assessed according to multiple indicators that apply to the total school facility, the school's climate, and the school's partnership with parents and the community.

At a minimum, the assessment process should address the following:

1. Safety and Security of Buildings and Grounds
2. Development and Enforcement of Policies
3. Procedures for Data Collection
4. Development of Intervention and Prevention Plans
5. Level of Staff Development
6. Opportunities for Student Involvement
7. Level of Parent and Community Involvement
8. Role of Law Enforcement
9. Development of Crisis Management Plans
10. Standards for Safety and Security Personnel
11. Americans with Disabilities Act
12. Emergency Response Plans

School safety is the responsibility of everyone—staff, students, parents, and the community. A school safety assessment is one tool that, if used effectively, can provide a snapshot of the school's safety and identify areas that need improvement. This proactive process will help ensure that students can achieve their learning potential within a safe and secure environment.

How often should a school conduct a safety assessment? Each school should conduct a complete safety assessment every three years. A review of the recommendations set forth in the written report should be conducted annually.

Preparation for the On Site Visit

Assessment team members should review the following documents and materials (if available), preferably in advance of the on site visit:

- Student Conduct Policy Guidelines
- Data on student discipline referrals (including referrals to law enforcement)
- Criminal data (as reported by the school and by the surrounding community to law enforcement)
- Floor plan of the school
- Crisis Management Plan
- Current evacuation plan
- Attendance data

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Section 1

A. BUILDINGS AND GROUNDS

DIRECTIONS:

Use the following checklist to assess the school’s current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

1. Surrounding Environment

Preamble: It may not be possible to change the existing adjacent land use patterns. However, the Assessment should address the influences (both positive and negative) of the surrounding environment and the resulting issues related to safe school planning.

Checklist Element	Yes	No	N/A	Implement	Improve
<p>1. The school is in an: Urban location Suburban location Rural location (circle one)</p> <p>Briefly describe any visible impact of the location on the school site and building.</p> <p>_____</p> <p>_____</p>					
<p>2. The school is close to an industrial area.</p> <p>Briefly describe any visible impact on the school.</p> <p>_____</p> <p>_____</p>					
<p>3. The school is adjacent to a shopping area (grocery, convenience or other).</p> <p>Briefly describe any visible impact on the school (empty cans, debris, hanging area for groups).</p> <p>_____</p> <p>_____</p>					

Checklist Element	Yes	No	N/A	Implement	Improve
<p>4. The school is located adjacent to an interstate. Briefly describe any visible impact on the school (increased traffic or other, such as, damaged fencing).</p> <p>_____</p> <p>_____</p>					
<p>5. The school is off a major (4-lane) state road. Briefly describe the traffic flow and how it impacts entry and exit onto the school property (such as the need for acceleration/deceleration lanes).</p> <p>_____</p> <p>_____</p>					
<p>6. The school is on a busy residential road (i.e., not divided by a median). Briefly describe traffic flow and how it impacts entry and exit onto school property (such as the need for acceleration/deceleration lanes).</p> <p>_____</p> <p>_____</p>					
<p>7. School property boundary lines can be visually recognized as separate from adjacent properties.</p>					
<p>8. School grounds are fenced, if appropriate, for reasons of safety, visual separation or pedestrian control. If yes, approximate height _____.</p>					
<p>9. Gates, if existing, are secured after regular school hours and school activities.</p>					
<p>10. The school has a marquee (or some other sign) clearly indicating the school's name (and street address).</p>					
<p>11. The parking lot has signs to direct staff, students and visitors to designated parking areas.</p>					

Checklist Element	Yes	No	N/A	Implement	Improve
12. A parking area has been designated for student drivers who leave school grounds during regular school hours.					
13. The school has posted "No Trespassing" signs, including reference to appropriate state laws and local zoning regulations and penalties.					
14. The school has signs to direct visitors to designated points of entry into the building.					
15. The school has posted drug, tobacco and drug free zone signs.					
16. The school has evaluated and appropriately removed all tree hazards (i.e., the potential of trees or branches to collapse due to rot or damage or to otherwise cause injury or damage).					
17. The school has trimmed shrubs and foliage to allow for good line of sight (i.e. 3'0"/8'0" rule).					
18. The school has removed all identifiable poisonous shrubs, trees and foliage.					
19. The building perimeter is free from trees, branches, and telephone poles that may provide access to the building's upper floor levels or roof.					
20. Trash bins are available throughout the school site.					
21. The school grounds are free from trash and other debris.					
22. Bus traffic is separated from other vehicular traffic at entrance, exit, and pick-up points.					

Checklist Element	Yes	No	N/A	Implement	Improve
23. Bus loading and drop off zones are clearly designated.					
24. Parent drop off and pick up areas are clearly designated.					
25. Staff members the bus loading/ drop-off area and parent drop-off and pick up area.					
26. Policy restricts other vehicles from access to the bus-loading zone during loading/unloading.					

2. Play Areas

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
27. The play areas have clearly defined boundaries and are protected with fencing.					
28. The play areas have ground cover to a depth recommended by the Consumer Product Safety Commission (CPSC).					
29. The play equipment complies with Consumer Product Safety Commission (CPSC) guidelines.					
30. The play areas are designed to have adequate water drainage.					
31. Vehicular access is restricted around play areas.					
32. Emergency vehicles can access play areas and ball fields easily.					
33. Bleachers are well maintained, (painted with no signs of rust).					
34. The risers between bleacher seats are protected to prevent entrapment and children from falling through.					
35. Field houses can be secured for safety and security.					

3. Surveillance

DIRECTIONS:

Use the following checklist to assess the school’s current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
36. The school has designated points of entry that are monitored to control building access.					
37. Visual surveillance of parking lots or monitoring by remote security cameras is possible from the main office or some other area.					
38. Visual surveillance of play areas is possible.					
39. Visual surveillance of bike racks, if present, is possible.					
40. Law enforcement, security or other staff members patrol parking areas during school hours.					
41. Patrolling security vehicles have access to buildings and grounds after school hours.					
42. Student access to the parking areas is monitored during school hours.					
43. In secondary schools, driver education vehicles are protected from theft and vandalism.					
44. In secondary schools, students and staff members must obtain parking decals or some other appropriate form of identification to authorize legitimate student parking on school property.					

4. Building Exterior

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
45. The school exterior walls are free from graffiti.					
46. The exterior windows have no broken glazing.					
47. Basement windows are well protected with a grill or well cover.					
48. Low canopies or awnings have protective parapets to deter their use to climb onto roofs.					
49. Trash containers are located away from canopies.					
50. Mechanical, electrical and other equipment on the ground is surrounded by a protective enclosure.					
51. Roof access ladders are located and designed to prevent unauthorized access to the roof.					
52. Deep recesses in buildings with wings are fenced for safety.					
53. Deep recesses in buildings with wings are well lit.					
54. In a campus style school with doors opening to the outside, classroom doors are locked when rooms are vacant.					
55. Entrances and other points of possible intrusions are well lit.					

Checklist Element	Yes	No	N/A	Implement	Improve
56. The building has adequate outside lighting to enhance night safety.					
57. The parking lot lighting provides uniform coverage that supports video surveillance.					
58. Wall mounted fixtures are protected with a grill cover.					
59. Pole mounted fixtures are located high enough to prevent damage due to vandalism.					
60. Light fixtures are covered with a vandal resistant cover.					
61. Remote security camera and lenses are covered with a vandal resistant casing.					
62. The remote camera location provides maximum coverage of the grounds.					
63. The view angles of security cameras are free and unobstructed by building elements or trees.					

B. BUILDING INTERIOR

1. Administration and Main Lobby

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The designated entrance door has clearly visible signs showing the location of the main office and advising visitors to report to the office.					
2. Visual surveillance of the main lobby from the office is possible.					
3. Staff members, volunteer personnel, or a security camera monitor the main entrance lobby.					
4. The main lobby is well lit.					
5. Visitors are required to sign in at the main office.					
6. Visitors must show proper identification if they are unrecognized by appropriate school authorities.					
7. Students are issued identification badges.					
8. Staff members (including support staff and bus drivers) are issued identification badges.					
9. Friends, relatives, or non-custodial parents are required to show appropriate identification before the school releases a student from the premises.					

Checklist Element	Yes	No	N/A	Implement	Improve
10. The school maintains a record of fire inspection by the local or state fire officer.					
11. Fire drills are conducted as required by Code.					
12. The school maintains a record of required health permits.					
13. Valuable items can be stored in a secure storage area.					
14. The school maintains an up-to-date inventory for all expendable school supplies.					
15. School files and records are maintained in locked, vandal proof, fireproof containers or vaults.					
16. The school has a central security alarm system. If yes, provide a description. _____ 					

2. Hallways and Bathrooms

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
17. The hallways are uniformly and adequately lit for safety.					
18. Hallways are clean and walls are free of graffiti.					
19. Blind spots in hallways and stairwells are equipped with parabolic mirrors (or some similar surveillance device).					
20. Remote and isolated hallways are monitored by security cameras or other monitoring methods.					
21. Exit signs are lit , clearly visible, and point in the correct exit direction.					
22. Clear and precise emergency evacuation maps are posted at critical locations.					
23. Hallways with lockers are wide enough to allow for two-way circulation and locker activities during class changes.					
24. Locker bays are well lit, aisles are wide enough to allow circulation in both directions and can be easily supervised.					
25. Bathrooms are bright and well lit.					
26. Adults supervise bathrooms.					
27. The bathroom walls and stalls are free of graffiti.					
28. Exposed plumbing pipes are insulated and protected with a cover.					
29. The lighting fixtures have protective covers.					

Checklist Element	Yes	No	N/A	Implement	Improve
30. Bathrooms have a smoke alarm detector.					
31. All bathroom stalls have doors and operable locks.					
32. Bathrooms comply with ADA requirements.					
33. Bathroom door hardware prevents locking from inside.					
34. There is no lay-in ceiling in the bathrooms.					
35. Unused areas of the school can be closed off when not in use after regular school hours.					
36. Stairwells are well lit.					
37. Stairwells are monitored.					
38. There are staff members on hallway duty.					
39. Switches and controls are properly located and protected from unauthorized access.					
40. Visual surveillance of pay phones is possible from main office or monitored in some other way.					
41. Clear signage indicates room numbers, space designations and provide directional information.					
42. Elevator use is restricted.					
43. The school conducts regular inspections of elevators as required by law.					

3. Classrooms and Other Instructional Areas

DIRECTIONS:

Use the following checklist to assess the school’s current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
44. Classrooms are well lit.					
45. Vision panels are clear and unobstructed with posters.					
46. A two-way communication system is in place between the main office and all classrooms, including supplemental rooms (trailers).					
47. The location of trailers enables natural surveillance.					
48. If located in isolated areas, the trailers are monitored with security cameras.					
49. The trailers are connected to the school’s central alarm system.					
50. The crawl space below the trailers is closed off.					
51. Students are restricted from entering a classroom alone without proper supervision.					
52. The trailers are well lit.					
53. Fume hoods in labs are in good working condition and vent directly to the exterior.					
54. Kilns vent directly to the exterior.					
55. Chemicals and lab equipment in preparation rooms and labs are stored in secure storage spaces.					
56. Lab preparation areas, hazardous storage areas and mechanical rooms are properly protected from unauthorized access.					

Checklist Element	Yes	No	N/A	Implement	Improve
57. A log is maintained of all chemicals and other dangerous substances.					
58. Dust removal equipment in shops is in working condition.					
59. Paint booths, auto shops and welding booths are well ventilated and exhaust directly to the exterior.					
60. Eyewash stations in labs and vocational shops are in working condition.					

4. Gymnasium, Media Center, Music Rooms, Commons, and Cafeteria

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
61. The cafeteria area is well lit.					
62. The commons area is clean and well lit.					
63. The commons area has noise control (such as acoustics panels, split blocks, skewed walls).					
64. In the commons area a mix of different seating configurations is available.					
65. The media center is well lit.					
66. The media center has a computerized check out system.					
67. Visual surveillance of the reading room and book shelves is possible from the media office and check out counter.					
68. Security scanners at the door detect illegal removal of books & other materials.					
69. Bleachers in gym spaces are safe, secure, and in good repair.					
70. Lockers in gym areas are the open mesh type.					
71. Visual surveillance of the locker rooms from the coach's office is possible.					
72. Lockers are free of graffiti.					
73. There is a mix of private showers and gang showers.					
74. Light fixtures have protective covers.					

Checklist Element	Yes	No	N/A	Implement	Improve
75. Exterior access to the auditorium, where available, is controlled and monitored.					
76. Access to catwalk and prop areas is restricted.					
77. Seating for the disabled is available, as per ADA requirements, in the auditorium and the gym.					
78. Instruments are stored in secure storage areas.					

C. COMMUNICATIONS

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the development of an emergency response plan. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The school has a working two-way intercom system that is maintained.					
2. The intercom extends to all classrooms and areas used by staff and students.					
3. The intercom system uses phones or emergency call buttons as a backup.					
4. All administrative staff uses walkie-talkies.					
5. Other staff also uses walkie-talkies. List: _____ _____ _____					
6. Other means of communication are available amongst staff such as pagers, cell phones, etc. Specify: _____ _____ _____					
7. Multiple phone lines provide alternative methods of communicating out of the school. Describe: _____ _____ _____					

D. MAINTENANCE AND SECURITY

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. All exterior doors have non-removable hinge pins.					
2. Exterior doors, unless designated for entry, have no exterior hardware.					
3. Exterior doors have a protective plate covering locks.					
4. Double doors have an astragal (plate) covering the gap between doors.					
5. All operable windows have hardware in working condition.					
6. Required exit doors are equipped with panic hardware.					
7. Hallways leading to required exit doors are kept clear and unencumbered with furniture.					
8. A master key control system is in place to monitor keys and duplicates.					
9. Doors accessing internal courtyards are tied into the central alarm system.					
10. The school has developed written regulations regarding access to and use of the building by school personnel after regular school hours.					
11. Staff members who remain after hours are required to sign out.					
12. Staff members must lock unoccupied classrooms when not in use.					

Checklist Element	Yes	No	N/A	Implement	Improve
13. High-risk areas such as the office, cafeteria, computer rooms, music room, shops and labs are protected by high security locks and an alarm system.					
14. The security alarm system receives regular maintenance and/or testing.					
15. Building security at night is provided by either : a. adequate exterior directional lighting, or b. total blackout.					
16. All school equipment is permanently marked with an identification number.					
17. The school maintains record of all maintenance on doors, windows, lockers, and other areas of the school.					
18. One person is designated to perform the following security checks at the end of each day: - Check that all classrooms and offices are locked. - Check all restrooms and locker rooms to ensure that everyone has left the building. - Check all exterior entrances to ensure that they are locked. - Check all night-lights to ensure that they have been turned on. - Check the security alarm system.					
19. The school has a maintenance schedule for checking: - Lights - Locks and other hardware - Storage sheds/areas - Portable classrooms (trailers) - Other <hr/>					

Section 2

Development and Enforcement of Policies

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the development and enforcement of policies. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The student code of conduct is reviewed and updated annually.					
2. A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification.					
3. A chain-of-command has been established for the school when the principal and/or other administrators are away from the building.					
4. The school has implemented security measures on campus, at school sponsored activities, and on all school property (including school buses).					
5. Disciplinary consequences for infractions to the student code of conduct are fairly and consistently enforced.					
6. Parents are an integral part of the planning of student discipline procedures and actions.					
7. Alternatives to suspensions and expulsions have been built into the discipline policy and are used consistently.					

Checklist Element	Yes	No	N/A	Implement	Improve
8. Behavioral expectations and consequences for violations are clearly outlined in the code of conduct, including sanctions for weapon and drug offenses and other criminal actions.					
9. The policy provides a system whereby staff and students may report anonymously problems, incidents, or potential dangers.					
10. Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, rest rooms, etc.					
11. Students are required to wear identification badges.					
12. Staff members are required to wear identification badges.					
13. The school has a policy for handling all cash collected.					
14. The school has a policy that restricts unauthorized access to buildings and grounds both during and after regular school hours.					
15. Visitors to the school must wear school-issued identification while on school property.					

Section 3

Data Collection

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to buildings and grounds. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. Data on violations of state and federal law are reported to law enforcement as required by Code.					
2. The school has established an incident reporting system for disruptive incidents.					
3. The school has established a system for analyzing data to identify recurring problems and to provide information relative to prevention and intervention procedures.					
4. The school files an accident report in the event of student injury on school property or during school-related activities.					
5. The school has developed a procedure for an annual review and update of the incident reporting system.					
6. The school maintains a copy of the safety Assessment report in the principal's office as required by the Code of Your state.					

Section 4

Prevention and Intervention

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to prevention and intervention efforts. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to

Checklist Element	Yes	No	N/A	Implement	Improve
1. Students have access to conflict resolution programs.					
2. Students are assisted in developing anger management skills.					
3. Prevention of harassment is emphasized school wide.					
4. Bilingual and multicultural resources are available to students and staff members.					
5. Programs are available for students who are academically at-risk.					
6. Students may ask for help without the loss of confidentiality.					
7. Students and parents are aware of community resources.					
8. A bully prevention program is in place.					
9. The school has a well developed network of service providers to which students can be referred.					
10. Crisis prevention is an integral part of the school's safety plan; that is, practice of emergency drills and evacuation, a partnership with law enforcement officials, metal detection capability, and adequate adult monitoring at all times.					

Checklist Element	Yes	No	N/A	Implement	Improve
11. Adequate suicide prevention support systems are in place for students.					
12. The school has implemented a character education program in accordance with the state Code.					

Section 5

Staff Development

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to staff development. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The principal, teachers, and other staff members maintain a highly visible presence throughout the school and school grounds.					
2. Administrators, teachers, and other staff members (including school bus drivers, security and law enforcement personnel) are trained in conflict resolution skills.					
3. Administrators, teachers, and other staff (including school bus drivers, security and law enforcement personnel) are trained in implementing the school's crisis management plan.					
4. Administrators, teachers, and other staff members (including school bus drivers) are trained in personal safety.					
5. School security officers (NOT law enforcement personnel) receive in-service training related to their responsibilities and in compliance with the school's policies.					
6. School Resource Officers (SROs) receive in-service training related to their responsibilities and in compliance with the school's policies.					
7. School volunteers receive training to assist them in effectively performing their duties.					

Checklist Element	Yes	No	N/A	Implement	Improve
8. Teachers and other staff members are made aware of their legal responsibilities for the enforcement of state and federal laws (such as the Gun-free Schools Act).					
9. School safety and violence prevention information is provided regularly to staff as part of a school or systemwide staff development plan.					
10. Staff development opportunities extend to support staff, including secretarial, cafeteria, custodial personnel and bus drivers.					
11. Administrators, teachers, and support staff have received training in the prevention of bullying behaviors.					
12. Administrators and teachers have been trained to recognize the early warning signs of potentially violent students.					
13. Administrators and teachers have been trained to recognize the early warning signs of potentially suicidal students, including knowledge of the appropriate steps in referring students for help.					
14. The school has established a procedure and trained staff in the appropriate responses to fighting : a. Not involving a weapon b. Involving a weapon					
15. The school has established a procedure for appropriate staff response to threats from students and parents.					
16. Teachers and other staff members have been trained in how to respond appropriately to suspicious materials, packages, items, etc.					

Section 6

Opportunities for Student Involvement

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to opportunities for student involvement. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. Students are represented on the school safety team.					
2. The school provides opportunities for student leadership related to violence prevention and safety issues.					
3. The school provides adequate recognition opportunities for all students.					
4. Students are provided encouragement and support in establishing clubs and programs focused on safety.					
5. Students are adequately instructed in their responsibility to avoid becoming victims of violence, (i.e., by avoiding high-risk situations and seeking help from adults).					
6. Students have the opportunity to participate in a conflict resolution program.					
7. Students have the opportunity to learn about bullying prevention, as well as conflict resolution, the prevention of sexual harassment, and prevention of suicide.					
8. The school provides some form of an anonymous hot line whereby students may report incidents or suspicious activities.					

Section 7

Level of Parent and Community Involvement

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the level of parent and community involvement. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. Evidence suggests that the community supports the school's programs and activities that teach safety and nonviolence.					
2. School activities, services, and curricula reflect the characteristics of the students and the community.					
3. School safety planning takes into account the community's crime rate.					
4. Parents are an integral part of the school's safety planning and policy development.					
5. The school informs parents of student behavioral expectations and policy changes in a timely manner.					
6. Parents have access to data to inform them of the school's incidence of crime and violence.					
7. Parents are an integral part of the student discipline procedures and actions.					

Section 8

Role of Law Enforcement

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the role of law enforcement. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school

Checklist Element	Yes	No	N/A	Implement	Improve
1. The school reports incidents of crime and violence to law enforcement officials.					
2. Law enforcement personnel are an integral part of the school's safety planning process.					
3. The school has developed an effective relationship with law enforcement.					
4. The school and local law enforcement have developed a memorandum of agreement, (MOA), defining the roles and responsibilities of both.					
5. Law enforcement personnel provide a visible and regular presence on campus during school hours and at school-related events.					
6. Law enforcement provides after hours patrols of the school site.					

Section 9

Development of a Crisis Management Plan

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the development of a crisis management plan. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The school has developed a crisis management plan.					
2. Categories listed in the plan include, but may not be limited to: natural disasters, bus accidents, bomb threats, natural death, shootings, hostage situations, and suicide.					
3. The school has trained all staff members in the implementation of the crisis management plan.					
4. The crisis management plan includes clear strategies for dealing with the media in the event of a crisis.					
5. The crisis management plan includes a component for post-crisis response, such as the availability of counseling services for students and staff members, dealing with the probability of "copy cat" incidents and dealing with post-traumatic stress.					
6. The school has provided information to parents about the crisis management plan and its implementation.					
7. The school has conducted practice drills to help ensure appropriate implementation of the crisis management plan.					
8. The crisis management plan includes an emergency response plan.					

Section 10

Standards for Security Personnel

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the standards for security personnel. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. This school employs security personnel (that is, in place of or in addition to School Resource Officers).					
2. The school or school division conducts pre-employment background checks for security personnel.					
3. School security personnel meet the standard for training and qualifications comparable to those outlined the Code of your state.					
4. Clearly defined roles and responsibilities have been established for security personnel.					
5. Security personnel are involved in the school's safe school planning process.					
6. Security personnel receive training provided by the school or school division related to local school board policy, characteristics of adolescents, and other information relevant to the school environment.					
7. Security personnel are knowledgeable about youth service providers, within the school and the community.					
8. Security personnel have powers of arrest on school property.					

Section 11

Americans with Disabilities Act (ADA) Requirements

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the Americans with Disabilities Act. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The school has addressed ADA requirements and has plans for compliance.					
2. The school has considered appropriate accommodations for students with disabilities.					
3. The school has developed an evacuation plan to accommodate students with disabilities in the event of a crisis.					
4. The school's emergency alarm system is in compliance with ADA requirements, taking into consideration students and staff who may be hearing or visually impaired.					
5. In the event of a hostage or intruder event, the school has considered the unique safety needs of students and staff members with disabilities.					

Section 12

Emergency Response Plan

DIRECTIONS:

Use the following checklist to assess the school's current level of safety related to the development of an emergency response plan. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If the school plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your school.

Checklist Element	Yes	No	N/A	Implement	Improve
1. The school maintains a current emergency response plan.					
2. The school has provided fire drills and tornado drills for all staff and students.					
3. The school coordinates the plan's maintenance with local law enforcement, Emergency Management Services, and emergency management personnel and conducts an annual review of the plan.					
4. The school has informed parents about the plan's content and implementation.					
5. The plan includes an updated set of the school's layout placed in the following locations: main office, local fire department, local law enforcement office, and local EMS office.					
6. A room, accessible from the exterior and the interior of the building, has been designated as the incident command center in case of an emergency.					
7. A nearby but off-site facility has been identified as an alternate incident command center.					
8. A location, either on school property or nearby, has been designated where the press and parents can report.					

Checklist Element	Yes	No	N/A	Implement	Improve
9. Guidelines for working with the media have been established and a school spokesperson has been identified.					
10. The emergency response plan defines the responsibilities of members of the school emergency response team.					
11. Selected staff members have been currently trained in first aid as required by the Code of your state.					
12. Evacuation routes within the building are clearly designated.					
13. Bus transportation arrangements are included, should students need to be evacuated to other locations.					
14. Transportation personnel have received training regarding emergency evacuations.					
15. The emergency response plan reflects the input, expertise, and services of the school nurse.					
16. Emergency evacuation drills (separate from fire drills) have been practiced to familiarize staff members with the plan's implementation.					
17. Student records and medications have been secured in a transportable container that will be added to the emergency evacuation kit during drills and the emergency.					
18. Emergency evacuation kits contain blueprints/maps, rosters, medical kits, communication equipment, keys and are available and are moved during drills. A member of the team has been assigned to add daily rosters and transport it to command post					