Educational Facilities
Vulnerability/Hazard
Assessment Checklist

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Vulnerability assessment is the ongoing process through which school districts and campuses identify and evaluate potential risks, and areas of weakness, capable of adversely impacting the campus or school system (The United States Department of Education, 2008). "Vulnerability assessment tools may vary from one school site to another, depending on variables such as location, environment, size, structure, and even student population and school culture" (p. 9). As a result of varying characteristics, assessments must be customized to fit the physical environment, culture, and resources of each educational facility.
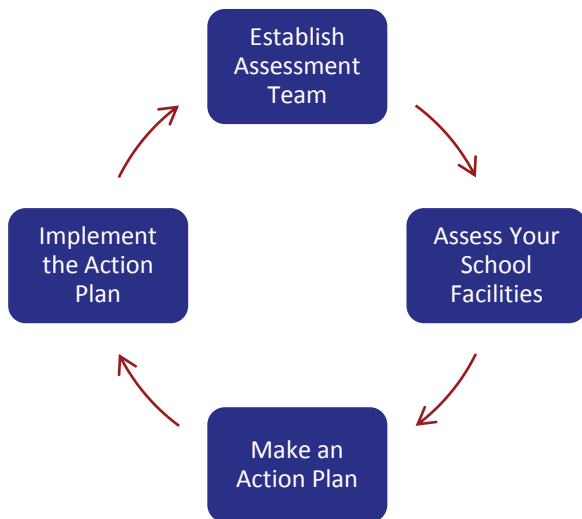
The following checklist, a collaborative effort with the **Texas School Safety Center** (TSSC), and a compilation of various resources, provides an overview of educational facility vulnerabilities and hazards that should be identified and addressed in the prevention/mitigation phase of a school's emergency management process.

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Educational facilities play a key role in the ability of school officials to respond to a variety of emergencies. Most school emergencies are due to natural hazards such as tornadoes, hurricanes, floods, severe winds, and earthquakes . However, additional threats can include weapons, drugs, student bullying, biological terrorism, and deteriorating educational facilities. A primary objective for school officials is to purposefully sustain safe, secure, and healthy learning environments for all students. Thus, school officials need assessment tools to properly prepare and mitigate hazardous situations.

The following resource provided by the American Clearinghouse on Educational Facilities (ACEF), and its supporters – Texas School Safety Center (TxSSC), and the Texas Center for Educational Facilities (TCEF) will provide school officials with a step by step approach for determining where to begin in preparing for emergency situations. This resource guide also provides a Vulnerability/Hazard Assessment Checklist and includes recommendations for follow up to help school officials determine what follow up procedures are needed? This document is intended to assist school officials, including educational stakeholders, in their continuous pursuit to provide a safe, hazard-free learning environment.

STEP 1: ESTABLISH A DISTRICT-WIDE VULNERABILITY/HAZARD ASSESSMENT TEAM.

The establishment of an inclusive district-wide vulnerability/hazard assessment team is critical. School officials should include various stakeholders to thoroughly assess district hazards within school buildings, athletic facilities, the district web site, and administrative offices. The input from various district personnel (i.e. teachers, campus officials, and facility manager), community members, parents, students, and local emergency services may leverage community-wide expertise to overcome potential challenges. The following actions serve as a guide to establish an assessment team and clearly delineate the team's purpose, goals, and timelines:

ACTION CHECKLIST:

- ✓ Identify individuals who are knowledgeable about different areas of the district, school, and the surrounding community.
- ✓ Identify individuals from district, school and partner agencies who are knowledgeable about school hazards and emergency management.
- ✓ Form a vulnerability assessment team from among a variety of these individuals.
- ✓ Create clear goals and develop a plan for the team.
- ✓ Develop a timeline for consistent team meetings and follow-up assessments (p. 17).

STEP 2: SELECT AN ASSESSMENT TOOL AND ASSESS YOUR SCHOOL FACILITIES.

School districts should select an assessment tool which best suits the needs of their school district. The American Clearinghouse on Educational Facilities (ACEF) offers a comprehensive vulnerability/hazard checklist. The comprehensive checklist can be customized to meet the unique needs of each school district and aids school districts in evaluating hazards within their existing facilities and the surrounding environment. The vulnerability

assessment tool: (1) is clear and easy-to-follow; (2) is comprehensive yet customizable, and (3) addresses facility properties each assessment team [district] has deemed in need of evaluation.

The assessment team is responsible for conducting the district-wide evaluation of existing facilities to determine what, if any, hazards would directly place students and staff in an unsafe learning environment. The following list provides actions for an assessment team to consider during the course of their evaluation:

RECOMMENDED ACTIONS:

- ✓ Review discipline data including mapping of infractions by time of day or building location to reveal any "hot spots."
- ✓ Conduct a walk-through of all school grounds and facilities, applying principles of Crime Prevention through Environmental Design (CPTED) to look for, and identify, potential hazards. Consider human, structural, landscaping, technological, as well as culture and climate aspects while surveying.
- ✓ Review and compare previous assessment results to reveal trends over time.

STEP 3: MAKE AN ACTION PLAN

After the assessment team has evaluated all applicable district facilities for existing hazards, the next step is to make an action plan. Within the action plan process, the assessment team will complete a post-assessment report which clearly identifies the areas in need of improvement and prioritize the most imminent hazards posing the greatest risk to the school or district.

District personnel and the assessment team may elect to consult an independent company to survey the campus or district facilities, prepare the post-assessment report, and present the evaluation to district officials.

At the conclusion of the post-assessment report, whether completed by an in-district assessment team or an independent company, the assessment team is responsible for measuring which hazards and vulnerabilities are of greatest risk. School officials may refer to the Federal Emergency Management Agency's (FEMA) (2004) Hazard Analysis Worksheet, to gauge the potential hazards prevalent for a school and prioritize hazards by severity (p. 6).

Post-Assessment Report 101:

- Prioritize the greatest vulnerabilities/hazard areas in need of improvement.

- Include a detailed overview of safety concerns [of particular facility area]; thereby establishing a documented record for trend and timeline purposes.
  - o Include photos, if possible, of safety concerns.

- Within the action plan, identify person(s) responsible for resolving the safety hazards, including an appropriate timeline for completion.

STEP 4: IMPLEMENT THE ACTION PLAN

Implementing a solution for every hazard may not immediately occur. However, some noted vulnerabilities/hazards may be prevented without cost to the school district by simply distributing a Memorandum of Understanding (MOU) to district personnel advising personnel to avoid hazardous situations. Furthermore, the school district can progressively allocate facility funds, seek federal/state assistance for facility improvements, or research no- or low-cost solutions to address existing safety deficits.

The vulnerability/hazard assessment and the action plan predicated on assessment results, provides school officials with individualized data for each school district and campus. The steps outlined in this section, **Where Do We Begin**, are an integral element of the continuous improvement process each school district or campus must address to actively promote a safety-oriented learning environment.

Post-Assessment Example:

Note: How-to adequately document existing hazards within a school/district for accurate record-keeping.
"Rec. 6-08: Lockeroom
A low voltage unapproved extension cord was draped across the walkway inside the lockeroom, creating a trip and fall hazard. Remove the extension cord abating this risk" (Excerpt from KCSS Sample Report: as cited in U. S. Department of Education, 2008, pgs. 79).

Campus/Facility Characteristics and Surrounding Environment:

Directions: Please assess the following areas and answer each question accordingly.

District Name:	
School Name:	

		Answer
STAFF AND STUDENT CHARACTERISTICS		
1	How many staff members are at this facility?	
2	What is the total enrollment of students?	
3	Percentage of students enrolled in Bilingual/ESL Education.	
4	Percentage of students enrolled in Career & Technical Education.	
SCHOOL/FACILITIES		
5	Which of the following best describes the school facility?	☐ Regular public school ☐ Charter school ☐ Have magnet program for part of school ☐ A complete magnet school ☐ Other
6	Which of the following best describes the environment of the campus/facility.	☐ Urban ☐ Suburban ☐ Rural
SURROUNDING ENVIRONMENT		
7	Adjacent to an interstate highway.	☐ Yes ☐ No
8	Off a major (4-lane) road.	☐ Yes ☐ No
9	On a busy residential road (not divided by a median).	☐ Yes ☐ No
10	Near an industrial area.	☐ Yes ☐ No
11	Near a transportation hub (i.e. within 5 miles of an airport, port, bus station)	☐ Yes ☐ No
12	Near a gas pipeline.	☐ Yes ☐ No
13	Near railroad tracks (within 1000 yards).	☐ Yes ☐ No
14	Adjacent to a business district (e.g. grocery, convenience, fast food, etc.).	☐ Yes ☐ No
15	In or near a flood plain.	☐ Yes ☐ No

Trespasser/Intruder Assessment:

Directions: Please assess the following areas and answer each question accordingly.

District Name:		
Campus Name:		
	Staff Member Conducting Assessment:	

VISITOR POLICIES & PROCEDURES (commentary by staff member conducting assessment)					
1	Date				
2	Time				
3	Time gained entry				
4	Entrance point(s)				
5	First personal contact				

VISITOR POLICIES & PROCEDURES: Answer each question with: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed)		Answer	Comments
6	Were all but main entry door locked?		
7	Was the main entry observed by staff?		
8	Were classrooms easily accessible?		
9	Were you directed to the office?		
10	Were you escorted to the office?		
11	Were you asked to sign-in?		
12	Were you instructed to return and sign out?		
13	Were you asked to show picture ID?		
14	Were you given a dated visitor pass?		
15	Were visitor passes closely monitored?		
16	Were students monitored by staff?		

Neighborhood & Campus/Facility Risk Factors:

Directions: For each risk below, please indicate the extent to which you think the factor is present for your school/facility.

RISK FACTORS: [THE FOLLOWING FACTORS CAN FURTHER ASSIST SCHOOL OFFICIALS IN APPROPRIATELY MEETING THE SAFETY CONCERNS OF THEIR EDUCATIONAL FACILITIES BY IDENTIFYING RISKS WITHIN THE SURROUNDING COMMUNITY]		Not Present	Minimally Present	Moderately Present	Extensively Present	Don't Know/Not Assessed
1	Vandalism in neighborhood					
2	High student mobility					
3	Graffiti in neighborhood					
4	Gang activity in neighborhood					
5	Crime in neighborhood					
6	Poverty in neighborhood					
7	Trespassing on school grounds					
8	Parent withdrawal of students due to safety concerns					
9	Students adjudicated for weapons, drugs, alcohol, or assaults					
10	Sex offenders in neighborhood					
11	Bullying, intimidation, harassment in school					
12	Student support services					
13	Truancy					

Natural, Technological, and/or Security Hazard Summary:

Directions: For each risk below, please indicate the likelihood and estimated impact of such occurrence.

HAZARD TYPE:	Likelihood of Occurrence* (See Below)	Estimated Impact on Public Health & Safety Limited – Moderate – Major	Estimated Impact on Property Limited – Moderate – Major
NATURAL			
Drought			
Earthquake			
Flooding (River or Tidal)			
Hurricane			
Tornado/High Winds			
Wildfire			
Winter Storm			
TECHNOLOGICAL			
Dam Failure			
Chemical			
HazMat/Lab Spill (Fixed Site)			
HazMat/Oil Spill (Transport)			
Major Structural Fire			
Nuclear Facility Incident			
Water System Failure			
Pipeline Leak/Explosion			
Train Derailment			
Power Outage			
Transportation Accident			
SECURITY			
Civil Disorder			
Kidnapping/Abduction			
Intruder in Building			
Suicide			
Weapon on Campus			
Sexual Assault			
* **LIKELIHOOD OF OCCURRENCE:** Unlikely, Occasional, Likely, or Highly Likely			

Instructional Facility – Policy & Procedures:

Directions: Please assess the following areas and answer each question with: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed).

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
(A) CAMPUS SAFETY AND SECURITY:					
1	The facility has an electronic security system.				
2	All buildings are equipped with closed-circuit digital video system.				
3	Video security system housings are designed to protect against tampering, vandalism, and exposure to extreme temperature or moisture.				
4	Video security systems have an uninterruptible power supply, and are connected to the building's emergency power supply.				
5	The video security system is protected with adequate firewalls so it cannot be broken into.				
6	Security camera tapes/recordings are retained for 30 days.				
7	The electronic security alarm system [including fire alarm system] is connected to local law enforcement or central reporting is where appropriate agencies will be contacted.				
8	The alarm system is in compliance with American with Disabilities Act (ADA) requirements including provisions for hearing and/or visual impairments.				
9	Staff members monitor hallways during school hours.				
10	Staff members monitor stairwells during school hours.				
11	Staff members monitor restrooms during school hours.				
12	Students are not allowed in the school without direct staff supervision.				
13	If the building is used after school or on weekends, staff/security is present.				
14	The school requires background checks and fingerprinting on all school staff.				
15	Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.				
16	There is a written process for pre-employment, recruitment, and training for security personnel and/or monitors.				
17	Magnetometers (metal detectors) and x-ray equipment are installed and work effectively to deter student misbehavior.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
	(A-1) SCHOOL-BASED LAW ENFORCEMENT OR SECURITY PERSONNEL				
18	School-based Law Enforcement officers are located on site.				
19	School-based Law Enforcement is dedicated to a single school.				
20	School-based Law Enforcement provides a visible and regular presence on campus during school hours.				
21	School-based Law Enforcement officers have an office with a view of the building entrance or main hallways.				
22	School-based Law Enforcement officers have written position descriptions and they are shared with school administration. (Background checks for security personnel)				
23	School-based Law Enforcement officers conduct daily visual inspections of the school for suspicious packages and other items.				
24	Local Law Enforcement/Security Personnel provide after-hours patrol of the school site.				
	(A-2) AFTER THE SCHOOL DAY, STAFF MEMBERS ARE ASSIGNED TO CHECK THE FOLLOWING…				
25	All classrooms are locked.				
26	All bathrooms are unoccupied and/or locked.				
27	All exterior doors are locked.				
28	All security lights are on.				
29	Security alarms are set.				
	(B) THE EMERGENCY OPERATIONS PLAN				
30	Is all-hazard in nature addressing four phases of emergency management.				
31	Is reviewed and updated on an annual basis.				
32	Is developed by a school safety planning team, representative of essential school stakeholder's, including local law enforcement, emergency medical services, and fire department personnel.				
33	Contains an updated map of the school's floor plan and site plan with room numbers, evacuation routes, utility shut offs, the location of first aid kits, and other detailed information.				
34	Contains an established chain of command to respond to an emergency; following Incident Command System (ICS) structure.				
35	Contains a designated primary and alternate incident command post location.				
	(B-1) THE EOP CONTAINS EMERGENCY PROCEDURES FOR THE FOLLOWING…				
36	Bomb Threat.				
37	Hostage Taking.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
38	Intrusion.				
39	Kidnapping.				
40	Acts of violence (shooting, etc.)				
41	Hazardous Materials Incident.				
42	Transportation accidents: Including Train Derailment.				
43	Natural disasters.				
44	Persons with limited mobility.				
45	Persons with special health needs.				
46	Alternative evacuation sites.				
47	A plan for sustaining school occupants for 72 hours.				
48	The emergency operation plan (EOP) includes a component for post-crisis response, such as the availability of mental health services for students and staff.				
(B-2) THE FOLLOWING EMERGENCY DRILLS ARE CONDUCTED AND DOCUMENTED REGULARLY…					
49	Lock-down				
50	Evacuation of the building – per fire marshal code.				
51	Reverse Evacuation				
52	Bus evacuation				
53	Shelter-in-place				
54	Severe Weather				
55	After Action Reviews are conducted after drills, exercises, and actual emergencies.				
(B-3) FACILITIES REUNIFICATION PROCEDURES INCLUDE…					
56	Two confidential reunification sites.				
57	Traffic control plan.				
58	Holding area for students is out of sight from parents.				
59	Requiring parent/guardian photo identification prior to release of students.				
(C) SCHOOL CLIMATE AND CULTURE					
(C-1) STUDENT CODE OF CONDUCT					
60	The Code of Conduct is reviewed and updated annually.				
61	The Student Code of Conduct is posted and prominently displayed or made available for review at the office of the campus principal.				
(C-2) THE STUDENT CODE OF CONDUCT CONTAINS STATEMENTS REGARDING…					
62	Anti-vandalism, anti-tampering				
63	Interviewing policies of student by law enforcement or CPS personnel.				
64	Locker search policies.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
	(C-3) REPORTING				
65	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers)				
66	There are standard definitions and procedures to identify school crime included in the student code of conduct or student handbook.				
67	There is a process in place to collect and review discipline referral data.				
	(C-4) STAFF AND STUDENT TRAINING				
68	Key staff personnel are trained in the National Incident Management System (NIMS) and Incident Command System (ICS).				
69	Staff is trained to be on the lookout and report anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.)				
70	Office staff (including student workers) personnel have been trained to respond appropriately to a bomb threat or other threatening/suspicious phone calls.				
71	Staff personnel working in areas where hazardous materials are located and stored have received training in the HAZCOM Act[1].				
	(D) HEALTH PRACTICES/HEALTH SERVICES CENTER				
72	The school has a representative on the district's school Health Advisory Committee.				
73	The school keeps a record of all student injury and illness.				
74	Medical equipment and supplies are/can be locked in an observable area.				
75	A vision panel with blinds provides natural surveillance into patient care areas, as needed.				
76	Toilet room doors swing outward to prevent patients from being trapped if incapacitated. A fallen patient or overturned wheelchair could otherwise block the door.				
77	The school has a written automated external defibrillator (AED) policy.				
78	The school has a procedure to monitor expiration dates of automated external defibrillator (AED) pads and equipment and to renew prescription.				

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[1] The purpose of Hazard Communication Standard (HAZCOM Act, §1910.1020) ensures that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards are transmitted to employers and employees (Texas Department of Insurance, 2008, p. 1).

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
79	There is a current list of staff that are trained in Cardiopulmonary Resuscitation (CPR) and in the use of Automated External defibrillators (AEDs); such list is distributed and shared with **all** staff.				
80	There is a procedure in place to regularly inspect and restock first aid kits.				
	(D-1) REFERRAL RESOURCE				
81	There is a well-developed network of service providers to whom students can be referred.				
(E) GROUNDS AND BUILDING EXTERIOR					
82	Graffiti is promptly documented/photographed then removed after discovery.				
83	All trash and recycling dumpsters are located outside a child's travel area and equipped with plastic covers in place of steel covers that could cause injury.				
84	All trash and recycling dumpsters are either enclosed in a designated service area or surrounded on three sides by a high wall, preferably a see-through, climbing-resistant fence, and provided with a securable gate.				
85	All trash and recycling dumpsters and their enclosures are positioned so that they cannot be used as ladders for gaining access to the school roof.				
86	A marquee or sign clearly indicating the school's name is visible from the road.				
87	The exterior numbers are clearly visible from a distance of at least 50'.				
88	Roof is in good repair.				
89	Access to the roof is restricted (no climbable plantings or architecture).				
90	Mechanical equipment enclosures are on the roof protected from unauthorized access or vandalism.				
91	Access into the school through skylights is blocked by security grilles or other devices.				
92	Roof parapets are low enough to allow visual surveillance of the roof from the ground.				
93	Speed limits are posted at all entrances.				
94	Walkways are in good repair.				
95	Walkways are cleared of snow and ice during periods of inclement weather.				
96	Covered walkways and adjoining posts, structures, walls, planters, or other building features do not provide climbing access to adjoining windows, roofs, or other upper-level areas.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
97	Covered walkways and their surroundings are adequately lit to promote visual surveillance while in use.				
98	Windows in occupied areas of the building overlook walkways for natural surveillance.				
99	Exterior entrance canopies and walkways are engineered to withstand high winds and seismic activity.				
100	Fire hydrants are clearly visible.				
101	Grounds are fenced in appropriate areas.				
102	Grounds are adequately lit and school boundaries clearly marked.				
103	Grounds are visually separated from adjacent properties.				
104	Gates, if present, are secured when not in use.				
105	The perimeter of the school building is clear of safety hazards.				
106	Mechanical, electrical, and other equipment on ground level is surrounded by a protective enclosure.				
107	Electrical panel access doors are locked.				
108	Landscape surrounding the school is tidy, trimmed, and structured to enhance visibility of windows, doors, etc. and minimize chance of suspicious visitors hiding.				
109	All windows lock securely.				
110	Window hardware and frames are in good condition, and are transom windows or other window configurations that have clear security weaknesses either permanently closed or reinforced with slide bolts or other security devices.				
111	Windows are designed to serve as a secondary means of escape blocked by screens, security grills, louvers, awnings, or other devices, and are readily opened from the inside.				
112	Second-floor windows are inaccessible or protected against entry.				
113	Basement windows are protected from unauthorized entry by security grills or window well covers.				
114	Tempered and wired glass meet local building code and Consumer Product Safety Commission's requirements when used in doors, sidelights, locations near the floor, and other "hazardous" locations.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
115	Windows and their framing and anchoring systems are designed and located to resist the effects of explosive blasts, gunfire, and forced entry.				
116	Entries into courtyards from the exterior of the school are controlled and lockable.				
117	Courtyards are configured to eliminate unauthorized after-hours access.				
118	Courtyard entry doors are wide enough to prevent congestions.				
119	Access beneath portables is restricted with grates, fencing, siding, or other material, which such minimal spaces are suitable for hiding people, contraband, weapons, or incendiary or explosive devices.				
120	All portables are secured to their location; consistent with local wind resistance requirements and building regulation.				
121	All portables are labeled/numbered.				
122	Areas surrounding portables are adequately lighted.				
123	Portables are surrounded by fencing requiring use of the school's main entry.				
124	All exterior doors have non-removable hinge pins.				
125	Exterior doors are sized and arranged to reduce congestion and avoid crowding.				
126	Exterior doors have narrow windows, sidelights, fish-eye viewers, or cameras to permit seeing who is on the exterior side.				
127	Window and sidelights are sized and located so that if they are broken, vandals cannot reach through and open a door from the inside.				
128	Exterior doors are airtight. Airtight doors not only improve energy efficiency but they retard interior contamination during a hazardous chemical or other harmful outdoor release.				
129	Exterior doors are designed and certified to resist thrown and wind-blown objects.				
130	Exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.				
131	All exterior doors are numbered on the outside.				
	(E-1) BUSES AND PARKING				
132	The bus loading zone is visible from the main office or monitored by staff.				
133	Unattended buses do not create a visual obstacle or hinder emergency access.				
134	Fire zones, bus unloading and drop off zones are clearly marked.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
135	Student drop off and pick up areas are clearly marked.				
136	Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.				
137	High School students are required to obtain parking decals or some other form of identification to authorize parking on school property.				
138	Someone is assigned to check for unregistered vehicles in parking areas.				
139	The identities of school bus drivers are verified before they enter school grounds.				
140	School buses and other transportation vehicles are secured when not in use.				
141	School buses are visually inspected by transportation personnel prior to use.				
142	School bus drivers' license are checked annually to ensure that each individual still has a valid driver's license and no infractions, including maintaining such records of checks.				
143	Students are provided rules to follow to have a safe ride to and from school.				
144	Students are trained on acceptable conduct on and around/near the school buses.				
145	Access points for parking lots are gated.				
146	Parking lots are bordered by a wall, chain link fence, or some physical barrier.				
147	Parking lot signs direct staff, students, and visitors to designated parking areas.				
148	Parking lots can be viewed from the building or monitored by security.				
149	Bicycle parking can be viewed from the building or monitored by security.				
	(E-2) ACCESS CONTROL/VISITOR PROCEDURES				
150	Entry signs are, in all relevant languages and with simple maps or diagrams where needed, to direct visitors to designated building entrances.				
151	Where appropriate, entry signs warn in a friendly but firm way about trespassing and illicit behavior and cite applicable laws and regulations.				
152	Written permission is needed to remove students or for them to leave the grounds.				
	(E-3) KEYS AND IDENTIFICATION				
153	There is a master key control system to monitor keys, entry cards and duplicates.				
154	Keys and entry cards are audited at least annually.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
155	Employees must sign a key log when a key is issued or re-issued.				
156	The school has a Knox box or other secure key storage system to provide quick access to keys by law enforcement.				
157	Students are required to turn in photo ID at the end of the year or when they leave the school.				
	(E-4) PLAY AND OUTDOOR RECREATION AREAS				
158	Recreation/practice areas are fenced to restrict unauthorized access.				
159	Fences are in good condition and without gaps.				
160	Low-hanging tree branches are removed from the playground area.				
161	Painted and preserved surfaces are in good and safe condition.				
162	Playground surfaces are free of excess water buildup.				
163	Sandboxes are clean of debris and covered at night to prevent access by animals.				
164	Unsafe and/or obsolete playground equipment has been removed from activity use. (i.e. old wooden teeter-totters, wooden swing seats, high un-railed metal slides, dome-style jungle gyms, etc.)				
165	All equipment is anchored firmly, including footings below ground surface which are not exposed.				
166	Playground attendants (teachers/staff) are clearly designated (vests, etc.), and first aid kits are on hand during recess hours.				
167	2-way radio communication, or other communication device, is available where large playgrounds are an issue.				
168	Landscape around field areas, playground, and outdoor recreation areas minimize potential for injury/hiding.				
169	Vehicular access, except emergency vehicles, is restricted around play area.				
170	Play apparatus are free from sharp edges, and protruding or loose bolts or screws.				
171	Playground edging is well-maintained and away from fall area of equipment.				
172	Ground cover is adequate to provide protection from falls.				
173	Ground cover is free from holes and worn trenches.				
174	Outside drinking fountains are vandal-resistant by design, such as being wall-mounted and made of durable materials.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
175	Hard-surface play areas are located far enough from classrooms to protect windows and avoid being a classroom distraction.				
176	Benches/bleachers are well maintained (painted with no signs of rust or splinters)				
(E-5) MECHANICAL SYSTEMS					
177	Fresh air intakes are located on roofs or placed high on exterior walls, at least 12 feet off the ground (or the fourth floor or higher in tall buildings), and away from vehicle exhaust-laden areas.				
178	Fresh air intakes are located within secure fenced areas, cages or enclosures and protected by metal mesh sloped at least 45 degrees to reduce the threat of objects being tossed onto them.				
179	Exhaust air outlets are located downwind from air intakes and separated by the maximum distance possible.				
180	The master ventilation system shut-off is in the principal's office or other designated area, making it possible to help control the spread of airborne contaminants through the ventilation system from any source, from chemical spills to volcanic ash fall to chemical-biological-radiological (CBR) attack.				
181	Functional, tight-sealing fire dampers are installed and operational at all fire barriers, as required by building and fire codes.				
182	A smoke evacuation system is with adequate purge operational, installed facing away from high-risk buildings, with controls and wires protected against damage, and connected to emergency power.				
183	Heavy mechanical equipment is adequately secured.				
184	Well-maintained records of fire inspections by fire officials, elevator inspections by building officials, and maintenance logs for all mechanical system are up-to-date and kept.				
185	Major mechanical, electrical, plumbing, security, communications, and other system are well-maintained, re-commissioned, and tested on a preventative maintenance schedule, by trained workers in cooperation with security staff.				
(E-6) BUILDING ACCESS					
186	The school has designated a primary point of entry/exit to each building.				
187	The designated points of entry are monitored to control building access, including student arrival and departure.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
188	Signs are posted at entrance listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).				
(F) BUILDING INTERIOR					
189	Lockers are available to students.				
190	Unassigned lockers are secured/locked.				
191	Interior doors are numbered on the door or on the wall adjacent to the door.				
192	Stairwells are uniformly and adequately lighted.				
193	Stairwells are numbered.				
194	Stair handrails and guardrails allow visual surveillance from either side of the stairs.				
195	Stair handrails designs discourage sliding, climbing, or skateboarding.				
196	Windows or openings provide natural surveillance into stairwells located on outer walls.				
197	If natural surveillance is inadequate, enclosed stairwells are electronically monitored.				
198	Hallways are uniformly and adequately lighted.				
199	Hallways are free of graffiti.				
200	Restrooms are located in areas of maximum visual surveillance, such as near the administrative areas.				
201	Restrooms lighting fixtures have protective, vandal-proof covers.				
202	Restroom stall doors and partitions are limited to no more than 5'-6' in height and have 12" clearance above the floor for surveillance.				
203	Restrooms sinks and hand dryers are located in publicly exposed or semi-exposed areas to deter vandalism and encourage hand-washing.				
204	Restroom smoke detectors have vandal-resistant features, such as protective cages or tamper alarms.				
205	Paper towel, liquid soap, and toilet tissue holders are of a see-through design, making it hard to use them as hiding places for contraband.				
206	Restroom mirrors are shatterproof.				
207	Restrooms are uniformly and adequately lighted.				
208	Restroom walls and stalls are free of graffiti.				
209	Entrance doors to restrooms cannot be locked from the inside.				
210	Restroom ceiling are well maintained (not water stained, missing or cracked).				
211	Restrooms with lay-in ceilings have clips to prevent removal.				
212	Doors and locks are in good condition.				
213	Exit doors equipped with push bar exit devices are flush to resist chaining.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
214	School office and first aid/nurse office locations are clearly marked.				
215	Hallways have display cabinets etc., which contain glass panels rather than tempered glass or plexi-glass.				
216	Elevators have alarm or communication features in the event of an emergency.				
217	Hallways and public spaces are clean and in good repair.				
218	Hallways leading to exit doors are free of obstructions.				
219	Art and decorations in hallways follow procedure and fire code requirements.				
220	Common areas are uniformly and adequately lit.				
221	All lighted exit signs are operational, clearly visible, and point in the correct direction.				
222	All interior glass (doors, windows, etc.) is properly installed and repaired.				
223	Flooring coverings are properly installed and in good repair.				
224	All chemicals, poisons, and flammable materials are stored properly.				
225	There is adequate access to fire extinguishers.				
226	Fire extinguishers are inspected annually.				
227	There is adequate access to first aid supplies, including automated external defibrillators (AEDs).				
228	Valuable items are secured (i.e. computers, video cameras, band instruments)				
	(F-1) CLASSROOMS				
229	All parts of the classroom are visible from the classroom door, with no parts of the classroom hidden from sight.				
230	Interior windows between classrooms and corridors promote visual surveillance in both directions. Visual surveillance is not obstructed by posters, pictures, and/or other posted materials.				
231	Classroom windows enhance visual surveillance of the school grounds.				
232	Classrooms are well lit, with as much natural light as possible.				
233	Classrooms have small water fountains integrated into sinks for student/teacher use.				
234	Classroom lighting has been updated from prior 1979 fluorescent lighting fixtures which contain mercury and PCBs.				
235	Classroom doors can be locked from the inside with hardware meeting fire code.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
236	Doors with windows have a way to cover the window in event of a lock-down.				
237	Windows in doors are reinforced or made of shatter resistant materials.				
238	Extension cord and appliance usage in classrooms follow procedure and fire code.				
239	Classrooms are maintained to prevent the entrance or harborage of rodent, insects, and other vermin.				
240	Ceiling panels or plaster is in good condition.				
241	Classroom desks, tables, and chairs are in good repair.				
242	Retractable classroom partitions fully recess into permanent, lockable niches thereby eliminating hiding places.				
243	Retractable classroom partitions contain windows or otherwise provide visual access into adjoining spaces when they are in use.				
244	Electrical outlets and switches are in working order with covers present.				
245	Bookcases/shelves are properly bolted to the wall and properly loaded.				
246	Adequate aisle space is provided such that a quick exit of students is possible.				
247	Wall-mounted projection screens, televisions, and VCRs are in proper working order and properly secured to the wall.				
248	There is loose and/or peeling paint present within the classrooms and/or building interior.				
249	Classrooms, including portable classrooms, have access to public address system communications which allow two-way verbal communication between classrooms and administrative/security offices.				
250	Classrooms have secondary escape routes where required by building code.				
251	Classrooms for mobility-impaired students are on the first floor, or are they otherwise easy to evacuate without relying on elevators.				
	(F-2) LIBRARY-MEDIA CENTER				
252	The library-media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities, and further restricts access to and from other areas of the school.				
253	The library or media center is well lit, with no dark or shadowy areas.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
254	The library or media center reception area and circulation desk are located near the main entrance and positioned to control traffic in and out of the area.				
255	The library or media center reception area and circulation desk is positioned to have unobstructed visual surveillance of the entire area.				
256	There are separate, lockable areas for storing media equipment with securing measures in place to deter theft/vandalism.				
257	Storytelling areas or niches are on one level, or, if recessed or elevated, they are designed to prevent fall injuries or hidden activities.				
258	Shelving, equipment, and wall- or ceiling-mounted objects are secured from falling.				
(F-3) OFFICE, WORKROOMS, AND CONFERENCE ROOMS					
259	Confidential records are separate from the reception area and are stored in locked, vandal- and fire-resistant containers.				
260	The main office has two-way communication capability with all classrooms.				
261	A mass notification system can reach all building occupants (public address system, pager, cell phone, computer override).				
262	The main office has a windowless space or "safe room" with a lockable door and a telephone for emergencies.				
263	The principal's office has a window or door that can serve as a secondary emergency exit.				
264	Vision panels with blinds are installed in guidance offices and all other areas where one-on-one adult-child conferencing is conducted.				
265	Free-standing appliances, office equipment, sculpture, televisions, computers, hanging plants, file cabinets, lockers, bookshelves, aquariums, and other heavy objects are adequately secured against falling.				
266	Partitions that terminate at hung ceilings are properly braced to the structure above.				
267	Plaster and gypsum board ceilings are adequately supported and secured to structural framing.				
268	Windows and their framing and anchoring systems are designed and located to resist the effects of explosive blasts, gunfire, and forced entry.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
	(F-4) THE FOLLOWING ARE LOCKED AND ACCESS CONTROLLED:				
269	Electrical panel access doors.				
270	Roof access doors.				
271	Doors opening into interior areas like courtyards during non-classroom hours.				
272	Boiler rooms and mechanical rooms.				
273	Air vents.				
274	Custodial closets.				
	(F-5) AREAS OF REFUGE/COMMUNITY SHELTER				
275	Shelter spaces – such as hallways or other windowless areas – are identified, with special consideration given to egress, lockdown ability, and emergency supply storage.				
276	Shelter spaces are either windowless or they have readily available shutters or equivalent protective devices with which to cover windows and block projectiles or flying glass.				
277	All standing or wall- or ceiling-mounted objects are secured from falling.				
278	Shelter spaces have the necessary provisions to ensure cell phone or radio communication by EMS personnel.				
279	Shelter spaces have provisions for emergency power.				
280	Shelter spaces have access to drinking water and, if needed, water for cooking, washing, and toilet facilities.				
281	All necessary exterior utility lifelines (power, voice, data, internet communications, fuel, and water) are adequately protected from attack or natural disaster, preferably by concealing, burying or encasing.				
282	Large shelter spaces such as gyms have adequately reinforced roofs.				
283	Shelter area walls terminate at hung ceilings. If "yes", the walls are properly braced to the structure above.				
284	Plaster and gypsum board ceilings are adequately supported and secured to structural framing.				
285	Suspended lighting fixtures, suspended ceiling systems are braced and provided with safety wires.				
	(F-6) KITCHEN AND CAFETERIA				
286	Employees are trained in the use of automatic and portable fire extinguishing devices.				
287	The cafeteria is uniformly and adequately lighted.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
288	Entry doors to food services and student commons areas are large enough to prevent bottle-necking and student conflict.				
289	Food services and student commons areas have separate entrances and exits into adjacent corridors or walkways to reduce conflict.				
290	Food services and student commons areas' acoustics are designed to keep noise levels low. Low noise levels reduce occupant stress and the incidence of misbehavior.				
291	There is a clear view of the entire dining area and serving line from a controlled entry point.				
292	The kitchen and serving areas are secured during and after school hours.				
293	Food services or student commons areas that are used after school are designed to prevent unauthorized access further into the building.				
294	A UL (Universal Listings) 300 compliant hood system is in place over appropriate appliances.				
295	All floor drains are checked periodically to ensure the water level in the trap is sufficient to prevent the effluent of noxious gases.				
296	Auto hood suppression systems are inspected and certified by an outside firm on a regular basis.				
297	Chairs, tables, and other items of equipment in the kitchen are in good repair.				
298	Cleaning chemicals are mixed in well ventilated areas, with proper personal protection, such as gloves, goggles and aprons.				
299	Dishwashers are properly de-scaled.				
300	Electrical outlets and switches are in good working order and covers in place.				
301	Wall- or ceiling- mounted televisions, projectors, screens, and other heavy objects are secured from falling due to student misbehavior or natural disasters.				
302	Partitions that terminate at hung ceilings are properly braced to the structure above.				
303	Plaster and gypsum board ceilings are adequately supported and secured to structural framing.				
304	Suspended lighting fixtures, suspended ceiling systems are braced and provided with safety wires.				
305	Windows and their framing and anchoring systems are designed and located to resist the effects of explosive blasts, gunfire, and forced entry.				
306	Floors, walls, ceilings, and windows are in good repair and cleaned.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
307	Light globes or bulbs are equipped with covers to protect the food from glass contamination in all areas of the kitchen. This would include walk-in boxes, cooking surface hoods, and food storage rooms.				
308	Cleaning chemicals are stored separately from the food storage area.				
309	Hood and fire extinguisher inspection tags/logs show current inspection.				
310	At least one type K fire extinguisher is present in kitchen area.				
311	Floors are equipped with non-skid surfaces.				
312	All electrical equipment is properly grounded.				
313	All mechanical equipment, such as choppers, slicers, etc., is properly guarded at the point of operation and in good repair. All unauthorized personnel and students are kept away.				
314	The exhaust fan is adequate to remove smoke and vapor.				
315	The hood, duct, and duct exit area are free of grease accumulation.				
316	The freezer door can be opened from the inside and has a distress button that allows an occupant to call for help.				
317	Exits to kitchen are clean and free from debris and stored items.				
318	Loading dock area is clean, free from grease.				
319	Staff personnel maintain delivery logs including what was delivered and by whom.				
320	Cafeteria staff know location of electrical/gas/water shut-offs.				
	(F-7) ART, MUSIC, AND DANCE ROOM				
321	Faculty has a clear view of the entire room area, including the kiln room entry.				
322	Electrical outlets are protected by ground fault circuit interrupters (GFCIs) to guard against electrical shock.				
323	Kilns are located in separate rooms with adequate exhaust fans or ducts that vent directly to the outside.				
324	Kiln rooms contain only clay products.				
325	The kiln room has a wall or door which contains a view window so faculty can observe activities within.				
326	Proper ventilation is in areas where spraying, kiln firing, or photographic developing takes place.				
327	There is a lockable room for storing valuable equipment and hazardous supplies.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
328	The music room has an alarm system to deter breaking and entering.				
329	Risers or raised platforms for choral singing are in good condition and safe for use.				
330	Windows in practice rooms are burglar resistant or alarmed.				
331	If there are dressing rooms, they are safe and easily supervised.				
332	Mirrors in the dance room are shatterproof.				
	(F-8) SCIENCE LABORATORY				
333	Faculty has direct surveillance over work and entry areas, with no visual obstructions.				
334	Science lab(s) have an alarm system to deter breaking and entering.				
335	Room meets space requirements, per Department of Education (applicable state).				
336	Communication system is present and operating properly.				
337	Eyewash stations are present, functional, and flushed regularly to eliminate contamination.				
338	Emergency showers are present, functional, and flushed regularly to eliminate contamination (at applicable campus locations).				
339	Emergency shower has drain and drain pan.				
340	Fume hood is clean, well maintained, and not used for storage of chemicals.				
341	There are master shut-off switches for water, gas, and electricity.				
342	Master shut-off switches are in clear view and easily accessible.				
343	Protective clothing is available for each student (aprons, goggles & gloves).				
344	First aid kit is stocked and accessible.				
345	Fire blanket is in good condition and accessible (at applicable campus locations).				
346	Fire extinguisher is accessible and has current inspection.				
347	Chemical spill kit is accessible (at applicable campus locations).				
348	Broken glass container is accessible.				
349	All chemicals are stored in appropriate containers that are labeled with the name, formula, and health hazards associated with the chemical.				
350	Storage area doors are marked "Hazardous Materials" or "Authorized Personnel Only", and kept locked at all times.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
351	Chemical storage area has an operable and adequate ventilation system.				
352	Corrosive materials cabinet is designed to store corrosives and is labeled.				
353	Flammable materials cabinet is designed to store flammables and is labeled.				
354	Material Safety Data Sheets (MSDS) are available for each material.				
355	Mercury thermometers are used or present in the lab.				
356	If mercury is present it is labeled, coded for compatibility, kept in appropriate containers, and locked.				
357	GFCI (ground fault circuit interrupter) electrical outlets are in use within 6 feet of a water source.				
358	Forced air ventilation is well maintained and operable.				
359	Sink with hot water is present.				
360	Emergency procedures, including fire evacuation routes, are posted.				
361	Two emergency exits are present, clearly marked and visible (rooms over 1,000 sq ft.).				
362	Shelving, equipment, and wall- or ceiling-mounted objects are secured from falling due to student misbehavior or natural disasters.				
(F-9) AUDITORIUM/THEATER/PERFORMING ARTS CENTER					
363	Seating and circulation layouts assist in reducing and/or eliminating traffic flow conflicts.				
364	Access to catwalks, scaffolding, and upper level platforms are limited and controlled.				
365	Stage and other draperies or hangings are non-flammable or fire-retardant.				
366	Dressing rooms, if available, are safe and easily supervised.				
367	Partitions that terminate at hung ceilings are properly braced to the structure above.				
368	Plaster and gypsum board ceilings are adequately supported and secured to structural framing.				
369	Suspended lighting fixtures, suspended ceiling systems are braced and provided with safety wires.				
370	Doors equipped with push bar exit devices are resistant to chaining.				
371	Exit doors are designed to allow for quick exit by large numbers of people.				
372	Lighting is uniform and adequate throughout.				
373	Emergency lighting is properly installed and functioning.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
374	If the stage can be raised or lowered; there are safety features to prevent injury.				
375	Channel controls on any light board are still operational.				
376	Backstage and storage shelves are bolted to the wall.				
377	Floors, walls, ceilings, and windows are in good repair and clean.				
378	Stage areas are in good repair, i.e. safeties on winches, wire ropes to hold screens, safety chains on lights, screens, backdrops, etc. as needed.				
379	Storage areas are neat, orderly, and code compliant.				
380	Stage lighting and curtain riggings are annually inspected by a qualified outside firm to determine if all items are safe and secure.				
381	The dimmer capacity of each circuit currently in use is higher than the amount of rated wattage of all lighting units plugged into that circuit combined.				
382	There are an adequate number of electrical outlets to permit the use of audiovisual equipment as needed (Extension cords should not be used as permanent fixture wiring).				
(F-10) VOCATIONAL TRAINING AREAS: WELDING/WOODWORKING/AGRICULTURAL/AUTOMOTIVE SHOP					
383	Faculty has direct surveillance over work and entry areas, with no visual obstructions.				
384	Vocational shop(s) have an alarm system to deter breaking and entering.				
385	Interior of the shop is clean and well organized.				
386	Material storage areas are clean, well organized, and locked.				
387	First aid kit is stocked and accessible.				
388	Eyewash stations are present, functional, and flushed regularly to eliminate contamination.				
389	Welding/Woodworking/Automotive booths and shop are well ventilated with exhaust ventilated to the exterior.				
390	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up by predetermined schedule with outside firm				
391	Fire Extinguisher is accessible and has current inspection.				
392	Equipment and tools are accounted for daily and stored appropriately.				
393	Fire Evacuation routes are posted.				
394	Paint booths are properly ventilated to the exterior.				
395	All solvents, paints, and chemicals are stored properly with MSDS available.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
396	Students are trained in safety and emergency procedures.				
397	Shelving, equipment, and wall- or ceiling-mounted objects are secured from falling due to student misbehavior or natural disasters.				
398	A dust removal system is present, operational, and well maintained.				
399	Agricultural chemicals are properly secured and stored with MSDS on file.				
400	Agricultural chemicals are properly accounted for with quantities and usage documented.				
401	All jacks, lifts, and hoists are well maintained and inspected annually.				
(G) COMMUNICATION SYSTEMS					
(G-1) THERE IS 2-WAY COMMUNICATION BETWEEN OFFICE AND THE FOLLOWING STAFF/AREAS:					
402	Classrooms.				
403	Chemistry/science labs.				
404	Cafeteria.				
405	School-based law enforcement/security personnel.				
406	Playground.				
407	Portable classrooms/buildings.				
408	Athletic Facilities and Fields				
409	Band halls.				
410	Stage/auditorium areas.				
411	School nurse office.				
412	Maintenance and custodial staff.				
413	Transportation.				
414	The school has access to a weather alert radio and monitors it after an alert.				
415	Two-way radios have a shared frequency with emergency services.				
416	Key personnel (administrators, directors, key staff) have cellular telephones.				
417	Back-up communication systems are in place in case there is a power failure.				
418	All buildings are equipped with closed-circuit digital video system.				

Stadium Facility:

Directions: Please assess the following areas and answer each question with: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed).

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
STADIUM – POLICIES & PROCEDURES					
	SAFETY PREPAREDNESS				
1	There is a written stadium emergency plan.				
2	The stadium is equipped with emergency telephones or methods of communication.				
3	First aid supplies and equipment are available at all games/events.				
4	The district has trained fire wardens or emergency staff to assist with evacuations.				
5	At least one fire drill per season is conducted at the facility.				
6	At least one AED is available during all games and events at the facility.				
7	There is a policy regarding the storing of cash and removal of cash from the ticket office and concessions designed to prevent robbery or theft.				
	STADIUM INTERIOR/EXTERIOR				
8	The stadium has a sign or marquee clearly identifying the facility.				
9	There are signs directing visitors to appropriate parking locations.				
10	There are signs directing visiting teams to team bus loading areas.				
11	Driveways are free of hazards and large enough for buses and the anticipated number of vehicles.				
12	Spectator and athlete entry locations are well marked.				
13	Gates or doors provide emergency medical services direct access to the stadium and field.				
14	Facilities are protected by bollards, fences, gates or landscaping from any unauthorized vehicle access.				
15	Fences are designed to prevent climbing.				
16	Gates are self-closing and self-latching.				
17	The gate swings in the direction of egress.				
18	Gates are lockable.				
19	Lines of sight all around the facility provide for natural surveillance.				
20	Hidden spaces around the facility are kept to a minimum.				
21	Driveways, landscaping, fences, equipment, and the building exterior are well-maintained and graffiti free.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
22	The facility site is sanitary, well drained, and free of trash or debris.				
23	Lighting is provided in the parking areas allowing for facility use at night.				
STADIUM FACILITY SAFETY AND SECURITY					
24	Security is provided for every event at the facility.				
25	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.				
26	The facility is thoroughly inspected for weapons, improvised explosives, or contraband prior to each event.				
27	Restrooms and other amenities for spectators are kept locked except during events.				
28	The parking area is patrolled by security personnel during events.				
29	Security personnel are assigned to concession booth(s) when money is present.				
30	Security personnel are assigned to monitor locker rooms and field house during games/events.				
31	Written agreements specify how security will be provided if utilized by an outside group or organization.				
32	Access in and beneath the grandstands and concessions are monitored by assigned staff members.				
33	Glass containers are prohibited at the concessions and prohibited from being brought in by athletes or spectators.				
34	There are written event standard procedures for monitoring behavior during events throughout the facility including restrooms, locker rooms, parking, and concessions.				
35	Security staff has the means to communicate during the event (e.g. 2-way radios, cellular phones).				
36	Required safety equipment is available, including AEDs and first aid kits appropriate to the number of individuals in attendance.				
37	Grandstands are inspected annually for safety using an appropriate checklist.				
38	The ticket booth can be secured against unauthorized entry.				
39	The ticket booth is equipped with a means to communicate with security personnel.				
40	Security personnel are assigned to the ticket booth when money is present.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
41	Concession booths are equipped with a means to communicate with security personnel.				
42	The field house, locker rooms, and custodial rooms can be secured [locked] when the stadium is not in use.				
43	Athletic equipment stored in the facility can be secured against theft.				
44	The facility has a central reporting intruder and fire alarm system.				
45	Stadium lights are inspected for structural integrity and services as scheduled.				
46	Light fixtures are protected by shatter guards and designed for "appropriate" climate environments.				
47	Trees are free of dead limbs and trimmed away from power lines and structures.				
PEDESTRIAN SAFETY AND EGRESS					
48	Emergency egress gates remain unlocked during games and/or events.				
49	Pedestrian walks from parking to gates are separated from vehicle traffic, clearly marked, and designed to reduce conflicts between vehicles and pedestrians.				
50	Parking lots are designed to control vehicle speed by using speed bumps, raised walkways, curved drives, and curb stops.				
51	Emergency telephones or call boxes are available.				
52	The means of egress from the grandstands is free of obstructions including fences, gates, or temporary facilities such as concessions.				
53	A handicapped accessible route is provided from parking areas to the accessible seating on both home and visitors sides.				
54	All walking surfaces, hard surfaces and grass, are reasonably sloped, free from holes or other trip hazards.				
55	Grandstands are equipped with handrails designed to help prevent falls.				
56	Grandstand stairs are uniform in rise and tread depth, with small nosing and closed risers.				
57	Area drains are provided where needed to prevent water pooling on walking surfaces.				

Athletic Facilities and Equipment Safety Review:

Directions: Please assess the following areas and answer each question with: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed).

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
ATHLETIC FACILITIES					
1	Appropriate handrails or perimeter railings are installed on all spectator seating facilities that may require such protection.				
2	Floors in the shower area are regularly cleaned and not slippery.				
3	Lockers are in good working order, properly secured, and with no jagged edges present.				
4	Shower and/or training room is provided with mechanical means for exhausting odors and humid air. Also exhaust system is in good working order and kept 'on' at all times when the room is in use.				
5	Bleachers are in good condition and structurally adequate, both indoors and outdoors.				
6	Conditions of the playing fields are satisfactory, e.g., no holes, rocks, glass, etc.				
7	Sinks and shower hot water controls are working properly.				
8	Athletic equipment is properly stored.				
9	Weight rooms are locked when not supervised.				
10	Weight equipment is well maintained and inspected on a regular schedule.				
11	Repairs made to weight/exercise equipment are with appropriate materials.				
12	Weight equipment is arranged to provide sufficient space between apparatus to provide for safe usage.				
13	There is adequate lighting in the locker and weight rooms.				
14	The use of playing surfaces is restricted following chemical application(s).				
15	Walls and entryways are free of hiding places, such as deep niches or recesses.				
16	Retractable partitions can be fully recessed into walls and locked in place.				
17	Coach/instructor's offices have window walls with an unobstructed view of the locker rooms.				
18	Locker rooms have a solid ceiling so contraband cannot be hidden in above-ceiling spaces.				
19	Mirrors are shatterproof.				
20	Lockers are of the open mesh type, making concealment of prohibited items more difficult.				
21	Lockers are locked with school-owned padlocks.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
22	The school maintains control of and access to the locks and lockers, which are assigned to students.				
STUDENT ATHLETES					
23	All participants (and parent(s) if the participant is a minor) are required annually to sign a detailed warning and consent form prior to participation in each sport.				
24	Students are given safety orientation for all athletics/physical education activities.				
BASEBALL/SOFTBALL/SOCCER/LACROSSE/FIELD HOCKEY					
25	Applicable fences are collapsible.				
26	Fields are cleared when there is the threat of lightning.				
27	Goal posts are properly padded and in working order.				
28	Outdoor playing surfaces are inspected regularly to assure that rocks, glass, uneven surfaces, holes, sprinkler heads, loose lids or uncovered valve boxes, excessive wet areas, or other hazards are not present.				
29	Soccer goals are properly designed, constructed and counter-weighted for appropriate use.				
30	If there is a fence enclosing the outfield, there is a warning surface or clearly marked area that indicates to a running player that he or she is almost to the fence.				
31	The vehicle parking area is located a sufficient distance to prevent windshield damage to parked cars.				
32	There is a protective backstop or high fence placed between home plate and the spectator area.				
BASKETBALL					
33	All clocks, lights, and windows are properly protected against breakage.				
34	Breakaway rims are used (which are recommended) or the rims are firmly attached.				
35	Folding basketball backstops/boards are secured with safety straps or safe locks.				
36	Crank-up backboards have been inspected recently.				
37	Padding provided around the bottom area of the basketball backboards is mounted on the playing surface.				
38	The area behind the backboards is free of glass or unprotected solid walls.				
GYMNASIUM					
39	Obstructions are removed before playing games, gymnastics, wrestling, etc.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
40	Bleachers are in good condition and structurally adequate, both indoors and outdoors.				
41	Floors of the gymnasium are in good condition.				
42	If metal halide or mercury vapor lamps fixtures are used they are protected or screened from damage and regularly inspected to determine whether the outer protective bulb is perforated, cracked or missing.				
43	Gymnasium equipment is in good condition.				
44	Exit doors are designed to allow for quick exit by large numbers of people.				
45	Lighting is adequate for all events occurring in the gymnasium.				
46	Emergency lighting is properly installed and functioning.				
	GYMNASTICS				
47	Climbing ropes are properly secured and in good working order.				
48	Portable walls are on their tracks, secured, and in good working order.				
49	Sufficient mats, in good condition, are maintained around the balance beam, parallel bars, horse, and trampoline in the gymnastic area.				
50	Walls are padded where appropriate.				
51	All gymnastic functions have adequate "spotters" to assist in the activities.				
52	Gymnastic equipment is in good condition, properly installed, and secured.				
53	The use of gymnastic equipment is always supervised or, if not in use, stored in a locked room where it is not available for unauthorized or unsupervised use.				
	SWIMMING POOLS				
54	All electrical receptacles close to grounded objects or near wet or damp areas are protected by GFCI devices.				
55	Swimming pool rules and warning signs are properly posted.				
56	The facilities are provided with the proper and well-maintained rescue equipment.				
57	The swimming pool ladders and guard stands are constructed of suitable materials and maintained in a safe condition.				
58	The swimming pool area has trained and approved pool supervisors at all times the pool is being used.				

		YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
59	All swimming pool areas have a non-slip surface.				
60	The chemical balance is maintained at the recommended level.				
61	The chlorine system is changed or serviced only during facility non-use hours.				
62	The chlorine system is inspected periodically to ensure proper functioning.				
63	The water depth is clearly marked around the swimming pool area.				
	TRACK AND FIELD				
64	Field events are suitably roped off to separate the spectators from any landing or impact areas, allowing for an adequate safety zone in the event of a misdirected throw.				
65	There is sufficient and safe space between each field event including javelin, shot-put, and discus areas and the running track.				
66	The track surface is in good condition.				
	WEIGHT TRAINING				
67	There are "spotters" used in the weight training room when necessary.				
68	Weight training room rules and adequate warning signs are posted in the area.				
69	Appropriate supervision is provided in the weight training room at all times when the room is being used.				
70	The weight equipment is properly bolted to the floor or sufficiently counterweighted to prevent movement or tipping.				
71	Weight rooms are inspected at least weekly to ensure that the integrity of the equipment and floor area is properly maintained.				

District/Campus Web Site:

Directions: Please assess the following areas and answer each question with: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed).

	YES	NO	N/A (Not Applicable)	N/A (Not Assessed)
THE FOLLOWING ITEMS SHOULD NOT BE POSTED ON A SCHOOL OR DISTRICT WEBSITE: (SCHOOL DISTRICTS SHOULD DILIGENTLY MONITOR AND TRACK ALL PUBLIC RECORDS REQUESTS, FOR SECURITY PURPOSES. REFERENCE TO LEGAL STATUTES/PRIVACY LAWS ARE VITAL TO ENSURE APPROPRIATE INFORMATION IS/IS NOT RELEASED.)				
1 Detailed maps of school or site (should not show more than general areas).				
2 Maps that identify classroom functions (labs, locker rooms, special education areas).				
3 Maps that illustrate entrances other than those intended for entry and sign-in.				
4 Maps that show evacuation routes and assembly area locations.				
5 Identification or listing of assembly areas, evacuation destinations, or reunifications areas.				
6 Specific information about preparedness drills and exercises.				
7 Facility safety and security audit results.				
8 Details or specifics regarding emergency operations				
9 The number or locations of security/law enforcement officers.				
10 Specifics of safety and security initiatives at the facility or district.				

What Do We Do Next?

A key aspect in the process of conducting a vulnerability assessment is the evaluation of the hazardous risks currently present within and surrounding the facilities. At the conclusion of the vulnerability assessment, educational professionals and involved stakeholders may be inclined to ask: **What Do We Do Next?**

The vulnerability assessment is an integral factor in the prevention/mitigation phase of an educational facilities emergency management plan. New York's *Saratoga County Multi-Jurisdictional Hazard Mitigation Plan*, stated the process of hazard mitigation "reduces the potential impacts of, and costs associated with, emergency and disaster-related events" (2009, p. 6-1). The following resource list serves as a guide for educational professionals who desire to be proactive and responsive to needs discovered during the vulnerability assessment by modifying strategies and future actions.

Resources:

Eastern Kentucky University, Kentucky Center for School Safety. (2008). *Emergency management resource guide*. Retrieved from http://kycss.org/emp/Home/EmerRevCol.pdf

Florida Department of Education. (2007). *Educational facilities disaster and crisis management guidebook [Florida]*. Retrieved from http://www.ncef.org/pubs/edfacilities-disaster-management-guidebook-2007.pdf

Saratoga County Government, New York State (2009). *Saratoga county multi-jurisdictional hazard mitigation plan*. Retrieved from http://saratogacountyny.gov/subpage.asp?pageid=707

UCLA Center for Public Health and Disasters. (2004). *Head start disaster preparedness workbook*. Retrieved from http://www.cphd.ucla.edu/headstartwb.html

U.S. Department of Education:

U.S. Department of Education, Federal Emergency Management Agency (FEMA). (2003). *Building a disaster-resistant university* (FEMA Publication No. 443). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1565

U.S. Department of Education, National Center for Education Statistics. (2007). *Crime, violence, discipline, and safety in U.S. public schools* (NCES Publication No. 2007-361). Retrieved from http://nces.ed.gov/pubs2007/2007361.pdf

U.S. Department of Education, the Office of Safe and Drug-Free Schools (OSDFS). (2007). *Practical information on crisis planning: A guide for schools and communities* (USDOE Contract No. ED-01-CO-0082/0006). Retrieved from http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf

U.S. Department of Education:

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2001). *Understanding your risks: Identifying hazards and estimating losses* (FEMA Publication No. 386-2). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1880

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2003). *Bringing the plan to life: Implementing the hazard mitigation plan* (FEMA Publication No. 386-4). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1887

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2003). *Developing the mitigation plan: Identifying mitigation actions and implementation strategies* (FEMA Publication No. 386-3). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1886

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2003). *Integrating manmade hazards into mitigation planning* (FEMA Publication No. 386-7). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1915

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2004). *Developing and promoting mitigation best practices and case studies: Communication strategy toolkit* (FEMA Publication No. 479-CD). Retrieved from http://www.fema.gov/library/viewRecord.do?id=1774

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2007). *Using benefit-cost review in mitigation planning*. Retrieved from http://www.fema.gov/library/viewRecord.do?id=2680

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). (2009). *Using the hazard mitigation plan to prepare successful mitigation projects* (FEMA Publication No. 386-6). Retrieved from http://www.fema.gov/library/viewRecord.do?id=3388

Federal, State, and Local Organizational Support:

Arizona Department of Education: School Safety and Prevention, [link] http://www.ade.az.gov/sa/health/

Arkansas Safe School Association, [link] http://www.arkansassafeschool.org

Colorado School Safety Resource Center, [link] http://www.safeschools.state.co.us/

Florida Department of Education: Office of Safe Schools, [link] https://www.fldoe.org/safeschools/links.asp?style=print

Georgia Emergency Management Agency/Homeland Security, [link] http://www.gema.ga.gov/gemaohsv10.nsf/1c3c181c58c9b3f28525771b0058b098/b5ba022d740be3cf852577200052ff83?OpenDocument

Idaho Department of Education/Safe & Drug-Free Data and Resource Director, [link] https://www.sde.idaho.gov/site/safe_drugfree/data_resources.htm

Indiana Department of Education/Indiana School Safety Specialist Academy, [link] http://www.doe.in.gov/isssa/welcome.html

Kansas Safe Schools Resource Center, [link]
http://www.ksde.org/Default.aspx?alias=www.ksde.org/kssafeschoolsresourcecenter

Kentucky Center for School Safety, [link] http://www.kysafeschools.org/

Maine Department of Education: School Security, Safety and Emergency Preparedness Resources and Links, [link]
http://maine.gov/education/sos.html

Minnesota School Safety Center, [link] https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/default.aspx

Missouri Safe Schools Initiative, [link] http://www.dps.mo.gov/HomelandSecurity/safeschools/index.html

Montana Safe Schools Center, [link] http://iers.umt.edu/Montana_Safe_Schools_Center/

National Incident Management System (NIMS)/ http://www.fema.gov/emergency/nims/

National School Safety Center / http://www.schoolsafety.us/

Nebraska Department of Education/School Safety Center [link] http://www.education.ne.gov/safety/index.html

New Jersey Department of Education/School Preparedness & Emergency Planning [link]
http://www.state.nj.us/education/schools/security/safetycenter/

New York State Center for School Safety, [link] http://nyscenterforschoolsafety.org/

Ohio Safe Schools Project, [link] http://www.law.utoledo.edu/safeschools/index.htm

Pennsylvania Center for Safe Schools, [link] http://www.safeschools.info/

Readiness and Emergency Management for Schools (REMS), [link] http://rems.ed.gov/

State of Illinois, READY Illinois / http://www.ready.illinois.gov/before/schools.htm

Tennessee School Safety Center, [link] http://www.state.tn.us/education/learningsupport/schsafetyctr/

Texas School Safety Center, [link] http://www.txssc.txstate.edu/K12/

The University of Southern Mississippi [National Center for Spectator Sports Safety and Security], [link]
http://www.ncs4.com/

Vermont Department of Education/Safety & Security, [link] http://www.vermont.gov/portal/safety/

Virginia Center for School Safety, [link] http://www.dcjs.virginia.gov/vcss/index.cfm

Washington State, The School Safety Center/ http://www.k12.wa.us/safetycenter/

Wisconsin Department of Public Instruction, [link] http://www.dpi.state.wi.us/sspw/safeschool.html

Checklist Resource(s):

Federal Emergency Management Agency (2004). *IS-362 Multi-hazard emergency planning for schools: Lesson 4: Assessing your hazards*. Retrieved from http://emilms.fema.gov/is362_Schools/MPS0104010.htm

Montana Safe Schools Center at The University of Montana's College of Education and Human Sciences. (2009) *2009 School vulnerability/hazard assessment checklist* [Data file]. Retrieved from www.opi.mt.gov/pdf/SafeSchools/MSSC/SchoolVulnerabilityAssess.pdf.

Saratoga County Government, New York State (2009). *Saratoga county multi-jurisdictional hazard mitigation plan*. Retrieved from http://saratogacountyny.gov/subpage.asp?pageid=707

Texas Department of Insurance. (2008). *Hazard communication factsheet* (Report No. HS05-053A). Retrieved from http://www.tdi.state.tx.us/pubs/videoresource/fshazcom.pdf

Texas School Safety Center, Texas State University-San Marcos. (2009). *School district facility safety and security toolkit checklists* [Data file]. Retrieved from http://www.txssc.txstate.edu/K12/safety-audits

United States Department of Education Office of Safe and Drug-Free Schools. (2008). *A guide to school vulnerability assessments: Key principles for safe schools* [Data file]. Retrieved from www.rems.ed.gov/docs/VA_Report_2008.pdf

Vermont Department of Education. (2005). *School safety review checklist* [Data file]. Retrieved from education.vermont.gov/new/pdfdoc/pgm_safeschools/pubs/safety_checklist_05.pdf