

K12 Security & Vulnerability Assessment		
Area	Y/N	Description/Comments
School Profile		
	School Name:	
	Location:	
	Website address:	
	Principal's Name:	
1	# of Students:	
2	# of Teachers:	
3	Student to Teacher ratio:	
4	Average # of visitors daily:	
5	Number of Buildings:	
6	Approx. Square footage:	
7	Year of Construction:	
8	Campus style(Multi-story building/multi-building, Open, etc)	
9	School Environment (Urban, Suburban, rural	
Student Transportation		
10	% traveling by bus:	
11	% traveling by personal vehicle:	
12	% driven by parents:	
13	% traveling by foot or bike:	
Law Enforcement Relations		
14	School Resource Officer:	
15	How many days/hours is SRO on campus?	
Social Factors Pertinent to the Student Population		
16	Ethnic and cultural backgrounds:	
17	Languages spoken by students:	
18	Economic Conditions:	
19	Single Parent households:	
20	Unique characteristics of student body:	
Documentation Collection		
21	Please Provide us with a copy of the following	
	Campus Map	
	Current Emergency/Crisis Response Plan	
Safety Concerns		
22	What would you consider to be the number 1 risk to student safety?:	
23	What would you consider to be the number 1 risk to staff safety:?	
Policies and procedures		
ID Cards		
24	Are staff and teachers issued ID badges? Is display enforced?	
25	Are employees wearing their badges if made available?	
26	Are students issued ID cards?	
27	Who controls the issuance of ID badges?	
28	Are IDs also used for doorway access control?	
29	Do procedures exist for activation/deactivation of access?	
30	Is there a system in place to provide temporary ID cards to visitors/outside contractors/vendors/janitorial personnel?	
Visitor/Volunteer/Contractor Protocol		

Area	Y/N	Description/Comments
31		Is there a visitor log book or computerized visitor log-in system in the main office?
32		Describe the visitor sign-in policy and procedures.
33		Are visitors and vendors escorted while on campus?
34		Are volunteers, contractors, temporary personnel, and substitute teachers required to sign in and receive a badge prior to gaining entry to the school?
35		Do outside contractors/vendors/janitorial personnel check-in before providing services?
36		Do outside contractors/vendors/janitorial personnel have a routine entry point and route of service?
37		Are criminal background checks conducted on all employees, outside contractors, outside vendors, and janitorial personnel?
Key Control		
38		Describe key control procedures.
39		Where are keys stored?
40		Is the key cabinet properly secured with a lock, or located in the safe of another secure area?
41		Is a key log maintained?
42		Do teachers return their keys at the end of the school year?
43		Who has access to the master keys to the school?
44		Are contractors or other vendors issued keys?
45		Do local police & fire departments have access to the master key(e.g. via a key box located on the exterior of the facility)?
Temp Personnel/Subs Protocol		
46		Are substitute teachers provided a copy of the school's emergency procedures?
47		Are substitute teachers issued classroom keys?
Money Handling		
48		Is there a safe for money?
49		Where is the safe located, and who has access to it? Who is responsible for money handling on campus?
50		Who is responsible for taking money to the bank or school district headquarters?
Mail Handling		
51		Is there a designated mail handling facility?
52		Have any staff members received training in proper mail handling and suspicious package procedures?
Special Needs Students and Staff		

Area	Y/N	Description/Comments
53		Does the school have a list of special needs occupants listing their special need and location within the schools?
54		Are special provisions made to ensure the safety and welfare of the special needs occupants?
55		Does the school have predetermined evacuation/sheltering staging areas for special needs occupants?
56		Does the school implement the "buddy system" to ensure that each special needs occupant has a person who is responsible for their safety and welfare?
Off Premise Procedures		
57		Have those responsible for driving students off school grounds been trained in emergency procedures?
58		What is the ration of supervisors/chaperones to students?
59		Are the supervisors equipped with radios or cell phones? If so, does the main office have a list of staff cell phones #?
60		Do all students/parent fill out an informational form before attending an off-campus activity?
61		Has staff received training on hazard avoidance and emergency management procedures while off school grounds?
62		Are staff members required to check-in on a periodic basis while on a trip?
63		Do staff members carry the necessary forms (permission slip, emergency contact information, special medical needs) while on a trip?
After-Hours Emergency Procedures		
64		What type of after hours activities are conducted at this school?
65		Is your school used regularly after-hours?
66		Is the school used during the weekend for church services or other activities?
67		Who is in charge of the school during after-hours activities? Has this person been trained in the Incident Command System and knows the school's emergency procedures?
68		Is the after-hours IC authorized and trained on how to evacuate the school or shelter in place?
69		Are teachers allowed to work at the school in the evening hours without permission?
70		How many custodians work in the evening and what time does their shift end? Do they have radios in case of trouble?
Emergency Procedures		
71		Are the school's safety and security plans updated annually?

Area	Y/N	Description/Comments
72		Does the school or school district have an anonymous hotline number to report incidents to school administrators?
73		Are there emergency phone number stickers on all school telephones?
74		Does the school have an automated voice mail system that includes the statement, "Your telephone call may be monitored to ensure safety?"
75		Has the school designated a PRIMARY location for its emergency operations center?
76		Has the school designated a SECONDARY location for its emergency operations center?
77		Has a kit been established for the emergency operations center, including (but not limited to) emergency contact lists, medical considerations list, flashlights, first aid supplies, and radios?
78		Does the school have a School Safety Committee? How often do they meet?
79		Do all staff members receive a copy of the school's emergency procedures manual?
Emergency Response Plan/Safe School Plan		
80		Does the school's emergency response plan have an "all hazards" approach?
81		Has a Emergency Response Team (ERT), or equivalent, been developed?
82		Has the school involved local public safety agencies in developing the school's "all hazards" emergency response plan?
83		Do local public safety agencies have a copy of the school's Emergency Response Plan and blueprints/drawings for the school?
84		Has Police and Fire done a walkthrough of the school to familiarize themselves with its layout?
Training & Exercising		
85		Do teachers and staff receive emergency management training, regardless of whether they are on the ERT?
86		Has the school ever conducted tabletop exercises or other exercise to test its emergency preparedness?
87		Have staff members been trained in how to take a bomb threat phone call?
88		Has staff received fire extinguisher training?
89		Describe the school's drill protocol. Is it in line with district/local standards?
90		Is a drill log maintained and post-drill critique conducted after each drill?
91		After an incident, does ERT conduct a post-incident critique? Are lesson learned, shared with District Administration?

Area	Y/N	Description/Comments
92		Has staff been trained in how to recognize signs of drug use, physical abuse, and gang activity among students?
Evacuation Procedures		
93		How many evacuation drills are preformed?
94		Has the fire department participated in any drills at the school?
95		Are evacuation drills conducted between classes, at lunch, or arrival/dismissal?
96		Have the school's assembly points been established, both on and off campus? Have transportation needs been addressed if all occupants need to be relocated to the off campus assembly point?
97		How far from the school facilities are the PRIMARY assembly point(s)?
98		How far from the school facilities are the SECONDARY assembly point(s)?
99		Are evacuation assembly points near the street?
100		Does the school have an adequate system to track students evacuating out of the school?
101		Do you have any mutual aid agreements with other schools or community organizations?
Shelter-in-Place Procedures		
102		How many sheltering drills are conducted each year?
103		Are sheltering drills conducted between classes, at lunch, or arrival/dismissal?
104		Have sheltering areas been pre-determined and are they clearly marked?
Lockdown Procedures		
105		Does the school have a lockdown plan?
106		How many lockdown drills are conducted each year?
107		Are lockdown drills performed in between classes, at lunch or arrival/dismissal?
108		Have the local police department reviewed the school's lockdown procedures for familiarity?
EXTERIOR Neighborhood/Perimeter		
109		Describe characteristics of neighborhood
110		Are there issues with gang activity, drug activity, or unauthorized use of school grounds?
111		Are there issues with unsafe conditions regarding traffic in the area?
112		Describe adjacent land use
Fencing		
113		Are gates secured?

Area	Y/N	Description/Comments
114		Is fencing sufficient?
115		Is the height of the fence sufficient(e.g. around utilities or the chiller area)?
116		Were utility panels, gas mains, A/C units, and others properly fenced and gated?
117		Is the height of the fence around these areas sufficient? Were gates locked?
118		Describe the condition of the fencing – is it broken, falling down, or in need of replacement?
Vegetation/Grounds keeping		
119		Are shrubs and trees maintained properly to avoid creating hiding spaces or enabling access to the roof?
120		Describe the condition of the school grounds.
121		Were any holes or other trip hazards observed?
122		Were rain gutters in good condition?
123		Is there a drainage problem?
Building Ventilation Intake(s)		
124		Are outside air intakes located at least 15 ft. above the ground?
125		Are gas leaks, biological, and chemical detection systems in place?
Underground Access		
126		Is there underground access to facility?
Visibility/Possible Concealment		
127		Were any blind spots and hiding areas observed?
Alleyways & Service Drives		
128		Were alleyways and service drives properly secured?
129		Were unauthorized vehicles parked in the area?
130		Are protective barriers (e.g. bollards)needed to keep vehicles from hitting the building, curbs, dumpsters, or other along the service drives?
131		Were all fenced-in areas secured in the alleyways & service drives?
Garbage Dumpster Area		
132		Is the garbage dumpster area secure?
133		Are garbage dumpsters situated near the school building?
134		Are vehicles parked near/in front of the dumpster(s)?
Exterior CCTV		
135		Does the school have an exterior CCTV system? Describe (#of cameras, digital vs. VHS, remote monitoring – Y/N, color/black-and-white, location of monitor(s), location of cameras)

Area	Y/N	Description/Comments
136		Are there any areas that need cameras that do not currently have them?
137		Is there remote monitoring of the system from administrators' offices? Where is the main monitor located? Is it in an area that is consistently attended?
138		Is the system WHS or digital? How often is backup?
139		How long are tapes stored?
140		Are there any cameras that do not work?
141		Does the monitoring capability need improvement? Can all cameras be viewed at once?
Exterior Lighting		
142		Is night lighting sufficient?
143		Were any broken lights observed?
Exterior Signage		
144		Is there adequate signage around the facility regarding: Are signs in good condition? Are there any outdated signs that are no longer applicable?
145		-parking areas (visitor vs. staff)
146		-speed limits
147		-proper drop-off/pick-up areas
148		-visitor policy
149		-location of the main office
150		-prohibiting the unauthorized use of school grounds (e.g. skateboarding, etc)
Parking		
151		Are the parking lots clean and clear of litter and debris?
152		Are the parking lots secured? Can they be, if needed?
153		Are all parking areas covered by security cameras?
154		Is parking allowed adjacent to the school building? How close to the facility can vehicles park?
155		Is there designated visitor parking area that is separate from staff parking?
156		Are designated parking spaces marked with personal names or titles (e.g. for the principal, SRO, secretary, etc)?
157		Are there sufficient designated handicapped parking spaces?
158		Are designated handicapped parking spaces located near the sidewalk and ramp so that handicapped individuals do not need to navigate through traffic to access the ramp and sidewalk?

Area	Y/N	Description/Comments
159		Are parked vehicles blocking emergency egress routes or fire lanes? Are these areas adequately marked or signed?
160		Is there enough parking?
161		Is SRO parking space located in an area that is easily visible (e.g. in front parking areas near the main entrance)?
162		Are the parking lots in good condition? Were any trip hazards from eroding asphalt observed?
163		Are painted markings in parking lots (e.g. space markings, traffic flow patterns, fire lanes, etc) worn or out-dated?
Student Drop-off/Pick-up		
164		Is the student drop-off/pick-up area adequately signed?
165		Are additional signs needed to deter speeding and to enforce proper traffic flow during drop-off and pick-up?
166		Is there a problem with speeding during drop-off and pick-up, or in the parking lots in general?
167		Does the drop-off/pick-up area allow for smooth traffic flow?
168		Are there low curbs in the drop-off/pick-up zones?
169		Is there adequate staff monitoring of drop-off and pick up?
Bike Racks		
170		Are bike racks fenced, gated, and secured to the school or pavement?
171		Is there a sign indicating that the school is not responsible for bikes left after school hours?
Sidewalks		
172		Are sidewalks low enough that there is a potential for vehicles to accidentally drive up onto them?
173		Were any trip hazards on the sidewalks observed?
174		Are there adequate sidewalks around the campus?
175		Are there adequate sidewalks in the school zone?
Exterior Access Control		
176		Are all exterior doors locked 24/7?
177		Is there an access control system installed?
178		Are there any exterior access points via gates, trees, etc.?
Exterior Roof Access		
179		Are there any roof hatches?
180		If so, are they properly secured?
181		Are there any doors on the roof?
182		If so, are they properly secured?

Area	Y/N	Description/Comments
183		Are there any skylights?
184		If so, are they properly secured?
185		Is there roof access from adjacent buildings, covered walkways, or low roofs?
186		Is there roof access from tree branches?
Exterior Doors and Hardware		
187		Do doors shut and lock properly?
188		Are panic bars installed on all exit doors?
189		Are all panic bars working properly?
190		Do exterior doors have protective film on them?
191		Are all exterior doors marked?
192		Describe the exterior doors (metal, glass, paneled, solid, etc.)
Exterior Windows		
193		Are first-floor windows adequately secured with grates, cages, or heavy-duty locks?
194		Are all air conditioning units secured?
196		Are there any broken, damaged, or leaky windows?
197		Are there any problems with hurricane shutters?
198		Do window need hurricane shutters?
Athletic Facilities		
199		What athletic facilities are on campus?
200		Are all athletic facilities fenced?
201		Is there any broken or damaged fencing?
202		Are outdoor athletic facilities accessible to the public after hours?
203		Do athletic facilities have adequate lighting?
204		Are all fire exits in athletic facilities clearly accessible?
205		Are there AEDs near the athletic facilities?
206		Which staff members have AED training?
Playground		
207		Is the playground in good condition?
208		Is the playground fenced?
209		Is playground equipment in good condition?
210		Do the steel I-beams in the covered play area have protective padding?
211		Were any trip hazards observed in the playground area?
212		Is there a fall protection substance underneath playground equipment? Is it sufficient?
Exterior Garbage Cans		
213		Are there freestanding exterior garbage cans located near the entrance of the building?
214		Are they secured to the pavement?
Interior Main Office		

Area	Y/N	Description/Comments
215		Does the main office have a safety barrier or door between the main area and the area where visitors enter?
216		Is there a sally trap at the main entrance?
217		Is there an operational weather radio in the main office?
218		Were Bomb Threat Checklists observed near telephones?
219		Are first-aid supplies and biohazard materials properly stored in the main office (if there is no clinic)?
220		Is the school equipped with panic buttons at the front desk or other areas?
Nurse's Office/Clinic		
221		Are all medications and syringes secured at all times?
222		Are all biohazardous materials properly stored and disposed of in accordance with district/local standards?
Public Address System		
223		Does the school have a PA system?
224		Does it work properly?
225		Does the PA system have outdoor speakers?
Communications Devices		
226		Do all classrooms have two-way communication to the main office? List the ones that don't. What are the means of communication between classrooms and main office (PA, Phone, email, radio, panic button, etc)?
227		Is there a battery back-up system for the telephones?
228		Is there a secondary means of communication at the school (e.g. bullhorns, radios)? (Does the PA system work via the telephone? What happens if the phone lines are out?)
Alarm/Security System		
229		Is the school equipped with an alarm system? Are there motion detectors in the hallways, door detectors, window detectors, etc?
230		Does the alarm system have audible alarm sirens and flashing lights?
231		Where is the alarm panel located?
232		Who has access to alarm system codes? Do these individuals know what the zones are for the system?
233		Are personalized access codes issued to individuals who are authorized to have access codes?
234		Does the school have an external security monitoring system and if so who monitors the systems?
235		Are there private security personnel assigned to the school?

Area	Y/N	Description/Comments
236		Have background checks been performed?
Interior CCTV		
237		Is there an interior CCTV system?
Fire/Life Safety		
238		Is the school equipped with sprinklers?
239		Is the school equipped with smoke detectors?
240		Are smoke detectors installed in restrooms and locker rooms?
241		Is the school equipped with fire extinguishers?
242		Are the extinguishers ABC-type?
243		Are there any water-type extinguishers?
244		Did all fire extinguisher boxes contain fire extinguishers?
245		Are fire extinguishers inspected monthly?
246		Is the school equipped with hoses?
247		Are fire detection and suppression systems maintained to fire safety code?
248		Do facility fire detection and suppression systems transmit an alarm to a communication center?
249		Is the fire department capable of reaching the facility adequate/above average?
Interior Lighting		
250		Is the overall lighting in the interior of the facility adequate/above average?
Emergency Power and Lighting		
251		Is the school equipped with emergency back-up power in case of power failure?
252		Are emergency lights checked monthly?
253		Are there any defective emergency lights?
254		Is the school a designated hurricane shelter?
255		Does the school have a generator?
256		Is the generator checked periodically?
Ceilings/Floors/Walls		
257		Were any missing or damaged ceiling tiles observed?
258		Were classroom/hallway walls, floors and ceilings clear of excessive paper, storage items, and other obstructions?
259		Were any holes in fire walls observed?
Interior Doors and Hardware		
260		Are interior doors secured at all times?
261		Does interior doors shut and lock properly?

Areas	Y/N	Description/Comments
262		Are the locks on classroom doors adequate in a lockdown situation and do not create a life safety hazard? (Can interior doors lock from the inside)?
263		Are interior door knobs ADA-compliant?
264		Are there access control systems on doors leading to sensitive areas or offices?
Interior Windows		
265		Are there any broken, damage, or inoperable windows?
266		Is there a window or glass panel in doors/walls of administrative offices for visibility?
Interior Signage		
267		Is there universal evacuation and sheltering signage throughout the school? Does the signage highlight 2 means of egress?
268		Are all exit signs illuminated?
269		Do emergency exit signs point occupants in the correct direction(s) to exit the facility?
Hallways		
270		Are hallways clear of obstruction? Are items being stored in hallways?
271		Are hallways adequately illuminated?
272		Are there blind corners in hallways that need mirrors?
273		Is there motion detector lighting installed in hallways?
274		Are there signs above hallway fire extinguishers?
275		Do all lockers have locks on them?
Classrooms		
276		Are classroom doors secured at all times, even when in use?
277		Are classrooms exit doors and emergency egress windows free of obstruction and properly marked?
278		Do emergency escape windows have visible, unobstructed signage?
279		Are all bookshelves and cabinets secured to the walls or floor?
280		Are all televisions fastened to stands with safety straps or other device?
281		Is the outlet near the sink a GFCI outlet?
282		Were any sharp objects observed lying around within reach of students?
283		Were chemicals and cleaners found in cabinets under classroom sinks or other areas where children can reach them?
284		Are there first aid kits or additional fire extinguishers in classrooms with tools or other equipment?

Area	Y/N	Description/Comments
285		Are items being stored on top of heating units?
286		Are classrooms equipped with panic buttons?
Portable Classrooms		
287		Are portable walkways, handrails, and steps in good condition? Look for protruding nails, loose boards, rooting wood, etc.
288		Are portables inspected for mold periodically?
289		Are locks and doorknobs on portable exit doors ADA-compliant or have panic bars?
290		Are portable doors and floors in good condition?
Library/Media Center		
291		Does the library have a security system in place to reduce the loss of books/items?
292		Are mirrors needed in the media center to improve observation of hidden areas?
293		Is the area where copiers and television routers are located properly ventilated?
294		Are exit doors properly marked?
Art Room		
295		Is the ventilation system for the kiln adequate? Has it been approved by the fire marshal? Are there any complaints by the teacher regarding fumes or heat?
296		Are there combustible materials stored within 3 ft. of the kiln?
297		Is linseed oil stored in a flammable liquids cabinet?
298		Are oil-soaked rags properly disposed of?
Science Room		
299		Are science chemicals properly stored in a secure area?
300		Are safety equipment (goggles, eye wash, shower, etc) easily accessible in the science room?
301		Are eye wash and shower stations inspected weekly?
302		Were there old, unused, leaking, spilled, or unmarked chemicals observed in the science room? Does the school inventory and purge chemicals regularly?
303		Do science rooms have a secondary means of egress?
304		Are chemical or biohazards being stored in same refrigerators/freezers as food items?
Shop/Technology Room		
305		Are all tools secured when not in use?
306		Are there emergency shut-off buttons in shop/technology classroom? Are they clearly accessible?
Restrooms		
307		Do restrooms have evacuation signage?

Area	Y/N	Description/Comments
308		Are the locks on bathroom stall doors working properly?
309		Are stall doors in good condition and working properly?
310		Are there plumbing problems?
Stairways		
311		Do stairwells have non-slip surfaces to reduce chances of a slip-and-fall?
Computer rooms		
312		Are computer rooms secured at all times?
Data/Server Room		
313		Is there an appropriate ventilation system in the server room(s)?
314		Is the server room(s) being used for storage?
Kitchen/Cafeteria		
315		Is there a doorbell at the delivery door of the kitchen?
316		Is there a peephole in the delivery door?
317		Is the delivery door closed and locked at all times?
318		Are all knives, box cutters, etc. stored securely when not in use? (e.g. locked in the pantry, locked in a separate drawer, etc.)
319		Is the walk-in cooler equipped with a safety handle on the inside?
320		Are there GFCI electrical outlets installed near sinks and water?
321		Is there a sign above the activation button for the fire suppression system?
322		Is the activation button for the fire suppression system within 8 feet of the exhaust hood and frying area?
323		Are cafeteria staff aware of students and staff with food allergies?
324		Are cafeteria staffs trained on basic procedures regarding handling choking situations, first aid, and how to recognize allergic reactions to food?
325		Are there signs in cafeteria on how to handle choking and first aid situations?
326		Are cafeteria staffs trained in basic emergency management procedures (fire suppression, evacuation, shelter and lockdown)?
327		Is there an appropriate eye wash station near the chemical storage area and/or dishwashing area?
328		Are all chemicals properly stored away from food items?
329		Are MSDS forms properly maintained and accessible?

Area	Y/N	Description/Comments
330		Are kitchen fans working properly and not too loud to risk staff members being unable to hear the fire alarm or PA system?
Auditorium		
331		Is the auditorium secured when not in use?
332		Are exits clearly marked?
333		Is there reflective striping or low-level lighting at the edge of the stage and stairs?
Gym		
334		Is the school equipped with an automatic bleacher system? Is there a safety system installed?
335		Are gym attendants properly trained on the use of the motorized bleacher system?
336		Is the gym secured when not in use?
337		Do bleachers have handrails at both ends?
338		Is there a First Aid Kit and AED device in gym area?
339		Are illuminated exit signs installed in the gym?
340		Are there grills to protect the lights and illuminated exit signs from flying objects?
Locker Rooms		
341		Are personal items left in unlocked lockers?
342		Are mirrors needed in the locker rooms to improve visibility?
343		Do exit doors have panic bars on them?
344		Does the locker room have illuminated exit lights?
Weight Room		
345		Is weight room equipment properly maintained and are weights properly stored?
Mechanical & Custodial Rooms		
		Are the following equipment checked by the custodians on a regular basis?
346		-fire/life safety systems
347		-HVAC
348		-fire suppression
349		-fire extinguishers
350		-smoke/heat detectors
351		-generators
352		-security alarm
353		Were mechanical, custodial, and electrical rooms found to be locked?
354		Were all chemicals properly stored, labeled, and in their original containers?
355		Are there any protruding metal beams that are not padded?
356		Do custodial crews have portable weather alert scanners or other means to receive weather warnings?

Area	Y/N	Description/Comments
357		Do night custodians have an additional means of communication (e.g. radios) to communicate with each other in case of danger?
358		Are gasoline and other flammables stored properly in a locked metal Flammables Storage cabinet?
359		Is the gasoline/flammable storage area organized and free of clutter?
360		Are there any bottle eye wash stations?
361		Are outlets near sinks GFCI outlets?
362		Is there at least 3 ft. of clearance around all electrical and HVAC boxes?
363		Are all electrical boxes (particularly in hallways) properly secured to prevent tampering?
364		Were all physical operations rooms neat and organized?
365		Are administrators aware of the location of janitorial rooms, AHUs, and other physical operations rooms?
366		Are they informed of proper shut-off procedures for the HVAC system?
367		Is the HVAC shut off accessible remotely?
Elevators		
368		Are elevators inspected on a yearly basis or to code?
369		Do students have access to elevators?