2015 School Safety Inspection Checklist for Virginia Public Schools

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

VIRGINIA DEPARTMENT OF EDUCATION

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for Virginia Public Schools

Inspection Conducted by:

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Background

In 2013, then Virginia Governor Robert F. McDonnell convened the School and Campus Safety Task Force which focused on improving safety in public schools and on college and university campuses throughout the Commonwealth. Several pieces of legislation were passed by the 2013 Virginia General Assembly as a result of this task force, including HB 2346. Effective July 1, 2013, this new legislation requires all public schools in the Commonwealth to conduct school building safety inspections using a standardized walk-through checklist. The Virginia Department of Criminal Justice Services—Virginia Center for School and Campus Safety, in consultation with the Virginia Department of Education, is providing this standardized walk-through inspection checklist to be used as part of the overall school safety audit.

The following are excerpts from §22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required by the *Code of Virginia* that pertain specifically to the use of the standardized walk-through checklist:

> Section B. The Virginia Center for School and Campus Safety, in consultation with the Department of Education, shall develop a list of items to be reviewed and evaluated in the school safety audits required by this section. Such items shall include those incidents reported to school authorities pursuant to §22.1-279.3:1 and shall include a school inspection walk-through using a standardized checklist provided by the Virginia Center for School and Campus Safety, which shall incorporate crime prevention through environmental design principles …
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> The local school board shall retain authority to withhold or limit the release of any security plans, walk-through checklists, and specific vulnerability assessment components as provided in subdivision 7 of §2.2-3705.2. The completed walk-through checklist shall be made available upon request to the chief law-enforcement officer of the locality or his designee. Each school shall maintain a copy of the school safety audit, which may exclude such security plans, walk-through checklists, and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon written request.

The standardized walk-through checklist is an important tool of the comprehensive school safety audit. Other changes to the school safety audit process enacted as of July 1, 2013, in §22.1-279.8 of the *Code* are shown below in italics.

> Each school shall submit a copy of its school safety audit to the relevant school division superintendent. The division superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School Safety *and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits*.
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> C. The *division superintendent shall* establish a school safety audit committee to *include, if available,* representatives of parents, teachers, local law-enforcement, *emergency services agencies, local community services boards, and* judicial and public safety personnel. The school safety audit committee shall *review the completed school safety audits* and submit *any plans, as needed,* for improving school safety *to the division superintendent for submission* to the local school board.
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> D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section*, and shall provide copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality. Each school division shall designate an emergency manager*…

Lastly, the new section §22.1-137.2 of the *Code* requires every public school to conduct at least two lockdown drills every school year; one lockdown drill shall be completed in September of each school year and the other shall be completed in January.

Instructions for Use

The School Safety Inspection Checklist is built upon the knowledge and training of crime prevention experts using criminal behaviors and fields of science included in the philosophy of Crime Prevention Through Environmental Design (CPTED). Each school or school system should recognize their own unique challenges and address priorities accordingly. Recommendations for Best Practices included in this document are general in nature. The unique construction, in addition to the ingress and egress of the school being examined, must be taken into account to ensure compliance with all applicable fire statutes and other building codes. It is with this concern in mind that §22.1-279.8 was amended to mandate that schools establish a school safety audit committee which includes representatives from various emergency services disciplines.

This checklist is structured in a *yes/no/not applicable* format, with a section to write suggestions for improvement. When conducting this walk-through assessment, it is recommended that each school have trained CPTED practitioners to provide additional assistance. Many police departments and sheriffs' offices have a trained CPTED/Crime Prevention practitioner. Some localities also have CPTED/Crime Prevention practitioners available if the local law enforcement agency is unable to provide the assistance needed.

The purpose of this checklist is to identify vulnerabilities and offer a foundation upon which to build a safer learning environment. The recommendations contained in this report are intended to reduce the opportunity for crime and related problems. Should any of the recommendations be in conflict with the Fire Protection Code or other ordinances and codes, the *Code of Virginia* shall take precedence. There is no guarantee that the implementation of some or all of these strategies will eliminate future crime.

Additional Training

The Virginia Department of Criminal Justice Services (DCJS) offers a course titled, "Application of Crime Prevention Through Environmental Design (CPTED) in School Security Surveys Training." This course is intended to prepare the participant to conduct a comprehensive examination of a school's physical environment for possible crime vulnerabilities. Using principles of CPTED, this course provides a unique understanding of how the environment impacts crime in a school or university setting. This training provides practical suggestions for K-12 institutions, as well as appropriate information for addressing college and university settings and dorms. For more information on this course, visit the DCJS web site at www.dcjs.virginia.gov.

Please contact one of the following DCJS staff for additional information:

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Standard Practices for Conducting School Safety Inspection Checklists

Completing the School Building and Property Checklists

Personnel should be trained on their specific responsibilities, what they are looking for, and the process that should be used to complete the checklist. It is essential that all personnel use the same process to complete the report. The simplest way of conducting a walk-through is an outward-in process which begins at the periphery of the property and works inward.

As part of the inspection, personnel should gather crime statistics on all reported school incidents available from their local law enforcement agency for analysis. School discipline data should be used also. This information identifies areas of vulnerability in planning, classroom assignment, and location. It also allows for examination of causative factors and guides the development of possible solutions. Trends or patterns of crime can be included in the team's report.

Exterior

1. FENCES

The primary purpose of fencing school grounds is to clearly identify the boundaries of the property and to notify users that within those boundaries certain behavior is expected.

Fences direct vehicular and pedestrian traffic to safer locations that are easily observed by passing pedestrians or vehicles and to authorized points of ingress and egress.

Recommendation for Best Practice

Fencing of a play area is desirable in an elementary school setting. The fence protects children and others from roaming away or into traffic as well as creates an obstacle for trespassers to overcome. In middle or high school settings, property boundaries should be clearly defined and partial fencing used in secluded areas that cannot be easily monitored.

Selection of fencing material should be based upon the use and location of the fence. When possible, fencing should be wrought iron, chain link, cable, corral, separated pickets, split rail or other see-through construction. The fence's purpose is to protect, deter, and reveal. A five to eight foot fence is more than adequate to accomplish these goals. Consideration must be given to entry and exit points. Entry locations should be kept at a minimum and located in highly observable areas.

2. GATES

Gates should be made of material equal to or better in quality than fencing with special consideration given to the latches or locks if used.

Recommendation for Best Practice

If a fenced area must be locked, the type of lock used must be in compliance with applicable local building codes. If padlocks are used, they should be quality padlocks. Every effort should be made to ensure that the padlocked area is patrolled and checked by police or school security officials periodically.

3. LIGHTING

Proper lighting is necessary for people to see and be seen. Proper lighting can have a substantial impact on reducing crime.

Recommendation for Best Practice

Lighting should allow the identification of a face from a distance of approximately 30 feet for someone with normal vision. Lights should be inspected regularly to ensure they are in working order.

4. BUILDINGS AND GROUNDS – GENERAL

Equipment failure (e.g., burned out light bulbs, broken locks) may lead to theft and injury. It is essential that all equipment be inspected and repaired regularly to avoid such mishaps.

Recommendation for Best Practice

It is recommended that a maintenance inspection schedule be implemented and adhered to by school staff. Tamper resistant fasteners should be used on playground equipment to maintain a safe play area. Playgrounds should be fenced to avoid abduction opportunities and youth wandering from school property.

If possible, trash receptacles should be emptied or inspected several times throughout the day in order to reduce the possibility that contraband is concealed there.

Second story burglary attempts are not a frequent occurrence. However, some simple precautions will prevent opportunists from vandalizing or burglarizing school property through second story access.

5. SURVEILLANCE CAMERAS

Recommendation for Best Practice

If surveillance cameras are installed, the school administration should designate an individual to be responsible for viewing surveillance recordings, changing the storage media, and storing the recordings.

6. SECURITY ALARM SYSTEM

Recommendation for Best Practice

It is recommended that a central security alarm be installed for all schools. At a minimum, rooms that contain valuable equipment and/or files should be alarmed with a centrally monitored system. Due to the building size and the difficulty of locating intruders, a zoned alarm system is suggested in order to track the movement of an intruder. Ideally, the alarm system should have a battery backup for power failures and all alarms should be tested at least every six months.

7. LANDSCAPING AND VISIBILITY

Plants, shrubbery, and other measures may be just as effective as other fencing materials when used to clearly identify school boundaries. The presence or absence of vegetation is a clear indicator of desired or undesired use of an area. Worn trails indicate cut-through paths of use and should be addressed by legitimizing the cut-through either by placement of a sidewalk or designated paths or eliminating the cut-through.

Trees and shrubs serve many purposes and are desirable. However, if not maintained properly, they may become sources of concealment or an area to hide criminal activity.

Recommendation for Best Practice

Shrubs should be trimmed to a maximum of three feet in height, particularly shrubs in close proximity to windows and doors. This ensures that routine patrols and bystanders have the opportunity to view and report suspicious activity.

Trees should be trimmed from the ground up to the first branch at a height of no less than eight feet. The closest branch should be at least ten feet from the building. Tree canopies should not block illumination from installed lights. It is recommended that prickly or thorn shrubs be planted to discourage undesirable assembly in areas that cannot be observed easily or offer opportunity for concealment. Prickly shrubs located under windows should be trimmed to the specification mentioned above but allowed to grow up to the physical building structure to prevent concealment.

8. SIGNAGE AND ENTRANCES

The primary point of entry should be easily identifiable by design, such as the presence of a carport or other focal point, or by signage indicating it as the public entrance. Each additional door should be secured to prevent entry and allow emergency exit only through use of exit/panic bar hardware.

Recommendation for Best Practice

To control admittance, it is recommended that only one entrance to each building be designated for public access. All doors should be equipped with hardware that prevents chaining or barring the doors from within or without. On the exterior of all doors not designated as the main entrance, signage should be posted that directs all visitors to the main entrance and states that they must report to the office. For example, "All visitors must enter through the main entrance under the Broad Street awning and report to the office." All teachers and staff with work stations near an exit door should be given the responsibility to ensure that the door is kept secure and not propped open at any time.

All schools should be posted as "Drug Free/Gang Free School Zones." The enhanced punishment associated with this designation requires that the area be posted. Posting may serve as a deterrent to such activity.

9. DOORS

Door systems for schools should meet the minimum requirements set forth for commercial establishments.

Recommendation for Best Practice

All exterior doors should be constructed in a metal frame of steel, aluminum alloy, or solid hardwood core. All glazing should be of tempered safety glass or polycarbonate sheeting. Any exposed hinges should be of the non-removable pin hinge type. Minimum one-hour burn rated fire doors should be installed where specified by fire code such as in stairwells.

All exterior doors should be numbered for use in the case of emergency response. Numerals should be a minimum of six inches in height, of contrasting and reflective material, to be seen at a distance. Numerals should be clockwise with door #1 being the main entrance.

10. WINDOWS

To provide maximum surveillance onto walkways, courtyards, and school grounds, all windows should remain uncovered by papers, blinds, and drapes.

Recommendation for Best Practice

Windows in a school environment should use glazing that is scratchproof lexan, polycarbonate, or other break resistant coated material. All glazing should be in good condition, free from cracks and/or breaks. All ground level windows should have functioning latches capable of securing the window and not being easily defeated. It is recommended that all basement windows be secured with additional security measures and that all air ducts have steel grilles installed. Windows designed for emergency escape should not be difficult to open or blocked by screens. Like doors, all windows should be identified from the exterior with corresponding classroom numbers that are large and visible to aid in an emergency response.

11. KEY CONTROL

Key control in large facilities is a significant problem due to personnel turnover and the addition of new buildings. Knox boxes or other secure boxes located outside of the school building allow access to master keys for use by first responders in the event of an emergency.

Recommendation for Best Practice

For schools equipped with a mechanical key system, the use of high security locks (as rated by the Underwriters Laboratory, U.L.) is essential. Implementing a key control policy and an annual inventory of keys is recommended. High security locks require keys that are cut by a specialized vendor, making duplicating or manipulating keys more difficult.

Only one or two persons should have exterior door access keys and should be given the responsibility of opening and closing the facility. Individual office or classroom keys may be required. All keys should be distributed and signed for at the beginning of the school term and then collected at the end of the term. One staff member should be assigned this duty and should be identified by position in the school's crisis plans for quick access to any needed key, or a master key in an emergency situation. Lost or unaccounted keys require a lock change. Access to master and grand master keys should be described in policy and limited to essential personnel who have legitimate need for them.

Newer facilities or those being renovated may opt for electronic access, or "smart key" systems. These systems allow for computerized monitoring of when and who accessed certain areas and provide a means to give singular, limited, or full access to various users. They allow for the rescinding of access in a matter of seconds via a computer program.

12. WALKWAY COVERS, LEDGES, OTHER ROOF ACCESS

Recommendation for Best Practice

Easy access to walkway covers, lower roofs, awnings, or ledges from second story windows must be addressed through security or alarming the windows and removing natural climbing facilitators such as stacked pallets, ladders, and other such items. Roof access should be secured at all times other than when access is required by authorized personnel.

13. MODULAR CLASSROOMS

With schools outgrowing their existing space, many schools have turned to the temporary use of modular classrooms set apart from the main school facility.

Recommendation for Best Practice

Modular classrooms should be placed in areas with natural observation opportunities. The more casual observation of the location, the safer the classroom will tend to be. Consideration should be given to fencing around the modular in such a way as to tie it to the facility. Modular classrooms should be equipped with a means of locking down the classroom in an emergency. Modular classrooms should be secured at all times when not in use.

TRAFFIC AND PARKING LOT SAFETY

14. DESIGN AND USE

Directional markings limit confusion and ensure the orderly flow of vehicles within the parking lot. To limit vehicle obstructions in fire lanes, schools should have curbing painted appropriately to reflect local code. A painted curb means that you must follow special rules to park there. Check with the locality for specific meanings. Generally, the colors on the curb mean:

Blue – Parking reserved for persons with disabilities
Red – Do not stop, stand, or park
Yellow – Stop only long enough to load or unload; stay with your car
White – Stop only long enough to pick up or drop off passengers.

Entry and exit locations should be limited to discourage the perception of public access and cut-through traffic. If public roadways pass through the school campus, extra effort to restrict their use becomes necessary. Signage prohibiting through traffic, use of rumble strips, speed humps, and other traffic calming devices may be useful in addressing this problem. If possible, the school may request that the roadway be reverted to school ownership to allow their full responsibility, control, and maintenance of the road.

When possible, all schools should be designed with parking lots within sight of the school. All parking lots should be clearly visible from an occupied location inside. Surveillance cameras may become necessary to monitor isolated parking lots. Parking lots used for evening activities should have adequate lighting to increase safety. Lighting provides a deterrent to criminal activities.

In order to allow the parking lot to be adequately monitored for truants, thefts, and other illegal activity, it is important to ensure that persons are in the parking lot only at designated times. By not allowing visits to personal vehicles during the school day, the potential for students retrieving contraband such as weapons or drugs is greatly reduced.

It is important that notice of the expected behavior be given at all entrances to the campus. Speed limits are a behavior that must be adhered to in order to ensure safety of all users.

Some schools may choose to implement a vehicle decal system. If more than one parking area is used, this process could ensure that students park in the proper lot. Decal systems also provide faculty with the ability to identify the student or faculty member responsible for the vehicle. Use of the lot could be contingent on the driver signing an agreement of required safe use and completing a vehicle descriptor card.

Other schools may choose to assign parking spaces by number. By assigning student parking space numbers, school administration is able to place potential problem students in locations where they may be observed more closely.

In designing a safe traffic environment, it is important that potential hazards be limited. Student drop-off locations should be designated, clearly identified, and away from the private vehicle parking lot and bus loading areas. If possible, work with a local traffic engineer to designate such a location on a public street.

Recommendation for Best Practice

It is recommended that students, faculty, and staff share the same parking area. By having faculty share the parking lot, legitimate ownership is taken of that space by the faculty users and, therefore, more natural surveillance is achieved. Students, on the other hand, will see faculty members frequently in the parking lot and are much less likely to use the parking lot for unlawful activity. Reserved parking for named faculty, such as “Reserved for Mr. Doe,” or “Reserved for Principal” is not recommended due to possible targeted attacks or vandalism. While parking lots may be visible and jointly used by students, faculty, and staff, monitoring should be conducted via walk-through throughout the day at random intervals.

A policy prohibiting visits to the parking lot during school hours is advised so that a person’s presence is more likely to draw attention and warrant questioning by faculty and/or staff.

All visitor parking should be located in the main entrance area within view of the office. Signage specifying that all visitors must park in designated visitor area parking should be clearly visible when entering school grounds. Pedestrian crosswalks from the parking and drop-off areas should also be clearly marked.

If cameras are used, good quality color cameras with high-resolution color monitoring and recording systems should be used.

15. BUS LOADING AREA

All bus loading areas should be used only by buses, particularly during specified loading and unloading times. Due to the mass amount of movement during these times, additional supervision may be helpful to prevent incidents.

Recommendation for Best Practice

Efforts should be made to eliminate the necessity for buses to back up to facilitate an exit. Parents, teachers, faculty, or volunteers may serve as monitors. It is crucial that monitors are trained to aid in these duties.

Where space permits, buses should leave enough space between each bus to maneuver for an emergency evacuation. Do not park buses end to end if possible. If the first bus is disabled, all buses are prevented from evacuating.

16. OTHER TRAFFIC

To avoid unnecessary traffic hazards, the school should provide vendors with time periods during which deliveries and emptying of dumpsters are allowed.

Recommendation for Best Practice

These activities should take place when very little vehicular traffic is expected, thus expediting vendor deliveries and exits while maintaining the safety of others.

INTERIOR

17. EXIT SIGNS AND EMERGENCY LIGHTS

Exit signs and emergency lighting may be targets for vandalism. Should a pattern of damage to one location be recognized, it should be reported immediately to school administrators and prompt an inspection of other signs and emergency lights.

Recommendation for Best Practice

Exit signs, posted emergency evacuation plans, and emergency lights should be checked regularly to ensure they are functional and designate the intended direction for exit. Stairwells should be checked regularly for adequate lighting and equipped with necessary emergency lighting.

18. INTERIOR LIGHTING

Adequate lighting prevents falls and injuries. Poor lighting should be addressed immediately.

Recommendation for Best Practice

Interior lighting is another area that should be included in the scheduled maintenance plan. The plan should list the school's procedures for reporting light outages also.

19. IDENTIFICATION BADGES

Photo identification badges are a precaution that some schools are finding necessary to keep unauthorized persons from entering facilities as it makes unauthorized persons more easily identifiable.

Recommendation for Best Practice

Student photo identification badges are a recommended measure for middle and high school students, even if the student may only be required to display their identification when asked by a faculty or staff member.

It is highly recommended that all schools institute a photo identification badge system for students, faculty, and staff, which requires them to display the badge on the outer most article of clothing while on school property. Substitute teachers may be given a separate badge that is unique and numbered and can be picked up and turned in each day. These badges should be accounted for by office staff daily.

20. RECORD SECURITY

Private records of students should be handled in accordance with Family Educational Rights and Privacy Act (FERPA). Storage and disposition of these records should be maintained in accordance with the Library of Virginia Records Retention Schedules (General Schedule, GS-21).

Recommendation for Best Practice

All computers containing such information should be password protected when not in use. Additional care should be taken to ensure that the monitor is not visible to people casually passing by. Hard files should be stored in locked file cabinets, and should be secured from access and common view.

It is recommended that the school have a policy which instructs school personnel on the proper handling, storage, and disposition of the private records of students, faculty, and staff. Personnel responsible for such duties should be trained on the policies and procedures.

21. PROPERTY INVENTORY

School property should be labeled with an identifiable marking or tracking number to discourage theft and pilferage.

Recommendation for Best Practice

At a minimum, any item valued at more than $250, or an amount agreed upon by the school administration, should be inventoried annually. This inventory should include a complete description of the item, any school applied tracking numbers, and the storage location of the item. If the item is placed in the care of a faculty or staff member, that person should sign a document verifying their acceptance of and responsibility for that item. Any new items should be added to the inventory within 30 days of receipt.

22. TWO-WAY COMMUNICATION

Emergencies can occur in any classroom or facility at any time. Communication may be needed to report an injury, an emergency, or to call for assistance. Teachers may observe activities that they need to report, and it is essential that all classrooms be equipped with some means of two-way communication.

Recommendation for Best Practice

Options for two-way communication may include the use of intercom systems, wired telephones, cellular digital telephones, and/or two-way radios. Be sure to include modular classrooms, athletic facilities, interior and exterior common areas, e.g., hallways, bathrooms, and playgrounds when implementing a communication system. These systems should be tested regularly to ensure they are in working order.

23. ENTRANCE LOBBY

School design or remodeling should ensure that visual observation of all visitors may occur at the main public entrance before they proceed further into the building. By ensuring that the main entrance is visible from the office, natural surveillance of the entrance is achieved. Since sign-in by visitors occurs at the office, all visitors will recognize that they are being monitored from the time they arrive on school property.

Recommendation for Best Practice

All schools should require that visitors enter at one designated entrance. In a campus style layout, each building should have a designated entrance that can be monitored by the principal, administrator, or other trained personnel. All doors other than the designated entrance door should be secured and treated as exit doors only. If sign-in is facilitated in the office, some type of physical barrier, such as a counter, should be equipped with a panic alarm system. A raised platform on the employee side of the counter may also create a psychological advantage and provide better observation of the visitor.

If remodeling an existing school, consider including a volunteer station within the area of the primary entrance. The volunteer should be trained and equipped with a means of communication with the main office, sign-in documents, and visitor badges. A less desirable method of augmenting a retrofitted area may be the use of surveillance cameras, monitored at the office. The use of surveillance cameras may have a deterrent effect, but they can be defeated if locations are known or if they are not properly monitored and provide no immediate prevention defense.

24. HALLWAYS

Often trouble erupts in school hallways or corridors due to limited monitoring between classes. These incidents may be caused by a number of factors that could be addressed by classroom schedules, building usage, and assigned monitors.

Recommendation for Best Practice

The design of hallways in older facilities may create recessed doorways and blind turns that will need to be addressed. Convex-mirrors provide a means of observation, as well as having teachers stand outside their classroom door during class changes. Staggered bell schedules may offer a means of reducing overcrowding in hallways also.

All lockers assigned to students and staff should be required to be locked at all times when not in use. Lockers that are not assigned or otherwise in use should be secured to prevent the concealment of weapons, drugs, or other contraband.

25. CAFETERIA

The cafeteria is one of the most frequent sites of spontaneous violence. It is an often overcrowded common area where peers may encourage fighting or confrontations. Areas that create a line "bottle neck" effect can contribute to confrontations also.

Recommendation for Best Practice

Monitoring of the cafeteria is necessary and may be accomplished through the use of faculty, staff, volunteers, school resource officers, and others.

Proper cash controls and practices should be in place, with a policy outlining these procedures. The policy should address procedures such as counting cash before and after changing cashiers, limiting cash in the register, securing the remainder of cash in a safe, and making daily bank deposits.

Frequent deliveries to the cafeteria may necessitate consideration. The visitor policy for this area may need to be adjusted, or cafeteria deliveries excluded from the visitor policy since delivery personnel are directly supervised by cafeteria staff. All walk-in refrigerator units should be equipped with hardware to open from the inside as well as the outside.

All cafeteria staff should be familiar with crisis and emergency response plans and participate in all drills. Drills should include procedures for lockdown if possible.

26. RESTROOMS

Due to their private nature, restrooms are frequently the location of choice for illicit activity. The use and sale of drugs, cigarette smoking, bullying, and other violent acts may occur in restrooms.

Recommendation for Best Practice

It is imperative that restrooms be checked regularly by school staff for illicit activity and for maintenance issues that may contribute to or generate such activity.

Entrance doors should be secured open or removed altogether to reduce the opportunity for illicit activities. In order to provide the visual privacy required, a privacy wall or panel may be installed.

Efforts should be taken to remove graffiti within 24 hours after it is observed, photographed, and reported. Graffiti may be gang related and may challenge other gangs, which in turn may lead to violence on the property and attract more graffiti.

School maintenance staff should give special attention to restrooms, ensuring that all lights are functioning, cannot be turned off without a key, and are vandal resistant.

All restrooms should be equipped with fixed ceiling panels to avoid the use of drop ceilings as a place for concealment. Trash receptacles should be checked frequently for the same reason. Windows and mirrors should be shatter resistant to avoid their use as weapons if broken.

27. CLASSROOMS

Strategically locating classrooms according to use is a crime prevention tactic that reduces potential conflicts among users, enhances accountability and observation by faculty and staff, and provides a safer environment. For example, classrooms for difficult students who are frequent disciplinary subjects should be located as close to the office as possible and away from the general student body when possible. Classrooms should be assigned to ensure that no areas of the building are left isolated and unused for extended periods of time. Often, without legitimate functions to occupy the space, illegitimate activity will occur.

Classrooms should have door hardware which allows the rooms to be locked down in an emergency situation. Immediate access to these rooms by administrators or staff with keys or electronic access control credentials is a must, in the event a student secures him or herself in the classroom to harm him or herself or others.

Recommendation for Best Practice

Classroom doors should have tempered observation panels to encourage teacher surveillance of the hallway. These panels should not be blocked by blinds, papers, or other materials. If observation panels and windows are equipped with blinds, they should be lowered only in the case of a lockdown or critical incident. This practice should be noted in the school procedures manual. All classroom doors should be locked when not occupied to prevent vandalism or the use of unoccupied rooms for illicit activity.

All escape windows in the classrooms should be easily manipulated to allow for escape, and should be examined regularly to ensure that they are not painted shut, blocked from opening, or barred in any manner.

It is recommended that the names of students not be posted outside of classrooms. Posting students' names outside of classrooms may facilitate child abduction by estranged parents, strangers, or others.

28. HIGH RISK CLASSROOMS AND AREAS

Areas identified as high risk are usually the target of burglaries more so than violent acts. Such high risk areas may include, but are not limited to: the computer lab, music room, auto shop, and other areas in which valuable equipment is stored.

Recommendation for Best Practice

These areas should be connected to a quality security alarm system that is monitored by a central monitoring company or local law enforcement. It is recommended that the computer lab, audio visual closet, and other areas associated with high dollar equipment not be marked with signage identifying them but rather identified by room number only.

Areas in which student files are stored, such as counseling offices and main offices, should be alarmed and equipped with high security locks, as rated by the Underwriters Laboratory, U.L.

29. GYMNASIUM AND/OR AUDITORIUM

When used as part of the school function, locker rooms should be monitored by faculty or staff.

Recommendation for Best Practice

The design of these facilities should allow use without providing open access to the remainder of the school. To retrofit existing facilities that were not designed with this concern in mind, retractable gates securing hallways may be installed to allow access to restroom facilities, locker rooms, etc. This will limit access to the remainder of the school while remaining consistent with fire code requirements. Entrances to facilities used by outside entities should be separate, provide for crowd management and movement, and should be supervised by a responsible user. If school maintenance staff is not used for this function, the designated individual should be responsible for conducting a walk-through check and securing the facility after it is used.

30. CUSTODIAL CLOSETS AND MECHANICAL ROOMS

Students seeking private locations to conduct illicit activities may seek doors known to be open and rooms that are not regularly occupied such as custodial closets and mechanical rooms. Not only does this present an opportunity for intentional harm but unintentional harm may occur as well, by students smoking around dangerous chemicals or playing with electrical panels.

Recommendation for Best Practice

These doors must be kept locked to eliminate access to these areas. It is essential that areas restricted from general use be clearly identified by signage at a minimum. Also, notice of restricted access areas may be included in policies, student conduct guidelines, etc.

31. INCIDENT REPORTING POLICY AND PROCEDURE

Legislation dictates what is required to be reported to law enforcement. School administrators, security staff, and faculty may intervene in situations in which they seize contraband or evidence. The school should enter into an agreement with the local law enforcement agency to receive and store any evidence taken from a student. The law enforcement agency is aware of chain of custody procedures necessary to ensure the preservation of the evidence. Usually a photograph of the item is sufficient for any administrative hearing. Dangerous items found but not associated with a specific incident, such as weapons, drugs, etc., should be turned over to law enforcement.

Graffiti and vandalism of the school not only represent the destruction of property but also may represent gang presence and/or challenges to other gangs. It is imperative that all such vandalism be reported to the police. It should be photographed and removed as quickly as possible to prevent retaliation or publicizing the group responsible.

It is necessary to have a policy specifying when a documented report is required to ensure that the report is available should more severe discipline measures become necessary. Guided by legal mandates, each school must identify what will be reported. It is recommended that a central repository for these reports be identified. Incidents should be categorized and analyzed to identify recurring problems or patterns with regard to locations, times, students involved, etc. Analysis is closely linked to planning and prevention. Any and all patterns indicate a need to look closer at the perpetrator, the location, or the cause. If patterns are recognized, they should be reported to the school administration and police for further investigation.

Example

Define what is considered an assault and remove any ambiguity. It is recommended that you use the FBI's Uniform Crime Reporting System definitions of crime. This information may be obtained online at www.bjs.gov/ucrdata/offenses.cfm.

Evaluate where and when the majority of assaults occur.

Where	**When**
☐ Classroom #	☐ Before School
☐ Hallways — Which?	☐ After School
☐ Restroom — Which?	☐ Change of Class
☐ Locker Room — Which?	☐ Lunch Period
☐ Play Areas — Which?	☐ During Gym
Any Others?	☐ During Class

These data are the minimum of what should be evaluated. When possible, more detailed data such as identifying a specific hall, and in what part of the hall the crime is occurring will enable school administration to address the location, if not the crime. Student identity may be protected by designating a staff person to assign a number to students for tracking and redacting the name of the student from the document. Recidivism may be tracked this way while not identifying the particular student. If patterns are identified, some response to address the pattern must be made. Typically, the pattern will point to a contributing factor such as: lack of responsible supervision in the area, conflicting class schedules, isolation of an area, or overcrowding during a certain time. These problem areas may be addressed at little or no cost by moving classes to other areas, adjusting schedules, or installing monitoring cameras. Once steps have been taken to address the contributing factors, some effort to monitor the pattern over a period of time for continued problems or problem elimination should be taken and, if the problem continues, other strategies employed.

Note: Obtaining Local Area Crime Statistics

You should request crime statistics from every law enforcement agency that has jurisdiction in your school's geographic area(s). You may call that agency and ask to speak with a supervisor or public affairs officer. They should be able to direct you to the appropriate person. Some law enforcement agencies post local crime statistics on a public access web site and may direct you to their web site.

SCHOOL SAFETY INSPECTION CHECKLIST

EXTERIOR

1. FENCES

Are all grounds fenced?	☐ YES	☐ NO	☐ Not Applicable
Only the playground is fenced?	☐ YES	☐ NO	☐ Not Applicable
No fencing, but border definition exists.	☐ YES	☐ NO	☐ Not Applicable
Are all athletic fields fenced?	☐ YES	☐ NO	☐ Not Applicable
Are all fences properly maintained?	☐ YES	☐ NO	☐ Not Applicable
Border definition type:	Explain:		
Height of any fencing:	Explain:		
Suggestions for Improvement(s)			

2. GATES

Are gates secured by quality heavy-duty padlocks after hours?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

3. LIGHTING

Are exterior lights adequate?	☐ YES	☐ NO	☐ Not Applicable
Is there lighting at all building entrances?	☐ YES	☐ NO	☐ Not Applicable
Is there lighting at all potential intrusion sights?	☐ YES	☐ NO	☐ Not Applicable
Do athletic facilities have adequate lighting?	☐ YES	☐ NO	☐ Not Applicable
Are all lights mounted at 12 to 14 feet in height?	☐ YES	☐ NO	☐ Not Applicable
Do exterior lights reduce shadowed areas near the school?	☐ YES	☐ NO	☐ Not Applicable
Do lights have break resistant glass?	☐ YES	☐ NO	☐ Not Applicable
Are light lenses cleaned annually?	☐ YES	☐ NO	☐ Not Applicable

Are lights checked monthly for inoperative fixtures/burned out bulbs and repaired?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

4. BUILDING AND GROUNDS-GENERAL

Do sidewalks and curbing appear to be in good condition?	☐ YES	☐ NO	☐ Not Applicable
Are the school grounds kept free of trash and debris?	☐ YES	☐ NO	☐ Not Applicable
Are ladders and roof access means secured?	☐ YES	☐ NO	☐ Not Applicable
Are dumpsters and other equipment placed a minimum of 10 feet from buildings?	☐ YES	☐ NO	☐ Not Applicable
Are exterior electrical, maintenance, and mechanical rooms kept locked?	☐ YES	☐ NO	☐ Not Applicable
Are all gasoline/diesel fuel storage areas free of any fertilizers or other oxidizing materials?	☐ YES	☐ NO	☐ Not Applicable
Are trash cans secured to posts or other anchors?	☐ YES	☐ NO	☐ Not Applicable
Are trash cans emptied at the end of each school day?	☐ YES	☐ NO	☐ Not Applicable
Is there a schedule in place for inspection and repair of locks, lockers, outbuildings, electrical plates, playground equipment, and fire alarms?	☐ YES	☐ NO	☐ Not Applicable
Is all vandalism reported to local law enforcement?	☐ YES	☐ NO	☐ Not Applicable
Are school exterior walls free of graffiti?	☐ YES	☐ NO	☐ Not Applicable
Is all graffiti photographed, reported to local law enforcement, and removed within 24 hours?	☐ YES	☐ NO	☐ Not Applicable
Is any pattern of vandalism, violence, or other problem reported to school administration?	☐ YES	☐ NO	☐ Not Applicable
Is playground equipment connected with tamper resistant fasteners?	☐ YES	☐ NO	☐ Not Applicable
Are soccer goals tethered while in use or secured by chains and locks?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

5. SURVEILLANCE CAMERAS

Are there exterior surveillance cameras?	☐ YES	☐ NO	☐ Not Applicable
Are there interior surveillance cameras?	☐ YES	☐ NO	☐ Not Applicable
Are the surveillance cameras monitored?	☐ YES	☐ NO	☐ Not Applicable
Are the surveillance cameras recording?	☐ YES	☐ NO	☐ Not Applicable
Are the surveillance cameras positioned to allow for optimal coverage?	☐ YES	☐ NO	☐ Not Applicable

If recording cameras are used, is someone assigned the responsibility for viewing, changing the storage media, and storage of recordings?	☐ YES	☐ NO	☐ Not Applicable
Are signs posted giving notice that surveillance cameras and recordings are in use or in periodic use to prevent liability issues arising from their presence?	☐ YES	☐ NO	☐ Not Applicable
Are surveillance cameras permanently affixed or mobile?	☐ YES	☐ NO	☐ Not Applicable
Are the controls and DVRs housed in secured rooms?	☐ YES	☐ NO	☐ Not Applicable
Is access to such rooms limited to authorized personnel?	☐ YES	☐ NO	☐ Not Applicable
Are DVRs password protected so only authorized personnel can record footage?	☐ YES	☐ NO	☐ Not Applicable

Where are the surveillance cameras located?	☐ Classrooms	☐ Main Entrance	☐ Hallways/ Stairwells	☐ Parking Lot/ Bus Loops	☐ Cafeteria/ Play area	☐ Athletic field/ Library

Suggestions for Improvement(s)

6. SECURITY ALARM SYSTEM

Is there a security alarm system?	☐ YES	☐ NO	☐ Not Applicable
Is the security alarm system monitored?	☐ YES	☐ NO	☐ Not Applicable
Does the system have a power failure back-up?	☐ YES	☐ NO	☐ Not Applicable
Are security alarms tested at least once every six months?	☐ YES	☐ NO	☐ Not Applicable

Suggestions for Improvement(s)

7. LANDSCAPING

Are all shrubs trimmed to a maximum height of three feet?	☐ YES	☐ NO	☐ Not Applicable
Are all trees trimmed up to eight feet to the lowest branch?	☐ YES	☐ NO	☐ Not Applicable
Are all trees at least ten feet from any buildings?	☐ YES	☐ NO	☐ Not Applicable
Are prickly or thorn shrubs used to discourage pedestrian traffic in unsafe locations?	☐ YES	☐ NO	☐ Not Applicable

Suggestions for Improvement(s)

8. SIGNAGE AND ENTRANCES

Is there signage designating the primary public access point?	☐ YES	☐ NO	☐ Not Applicable
Is there signage instructing all visitors that they must report to the office?	☐ YES	☐ NO	☐ Not Applicable
Are "Drug Free School Zone" signs posted?	☐ YES	☐ NO	☐ Not Applicable
Are "Gang Free School Zone" signs posted?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

9. DOORS

Do all exit doors provide direct and unobstructed access to a sidewalk?	☐ YES	☐ NO	☐ Not Applicable
Do all exterior doors "self close" and lock properly?	☐ YES	☐ NO	☐ Not Applicable
Are doors constructed of steel, aluminum alloy, or solid core hardwood?	☐ YES	☐ NO	☐ Not Applicable
Are glass doors framed and made of tempered glass?	☐ YES	☐ NO	☐ Not Applicable
Are double doors secured with multiple point flush bolts?	☐ YES	☐ NO	☐ Not Applicable
Are exposed door hinges equipped with non-removable hinges?	☐ YES	☐ NO	☐ Not Applicable
Are door frames made of heavy metal?	☐ YES	☐ NO	☐ Not Applicable
Are all doors numbered with signs at least six inches in height for aid of first responders?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

10. WINDOWS

Is Lexan™, polycarbonate, or other scratch proof, break-resistant coating used for windows?	☐ YES	☐ NO	☐ Not Applicable
Are all ground floor window locks functional?	☐ YES	☐ NO	☐ Not Applicable
Are all windows intact?	☐ YES	☐ NO	☐ Not Applicable
Are all basement windows secured with grating or well covers?	☐ YES	☐ NO	☐ Not Applicable
Are all windows numbered for aid of first responders?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

11. KEY CONTROL

Does the school have a key control policy in place?	☐ YES	☐ NO	☐ Not Applicable
Does the school conduct an annual inventory of keys?	☐ YES	☐ NO	☐ Not Applicable
Does your school have a Knox box or other secure box outside the school building where master keys are located for use by first responders?	☐ YES	☐ NO	☐ Not Applicable
Is one staff member assigned to key control?	☐ YES	☐ NO	☐ Not Applicable
Is this person identified by position in the crisis management plan?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

12. WALKWAY COVERS, LEDGES, OTHER ROOF ACCESS

Are natural climbing facilitators removed from areas where they may provide access to walkway covers, lower roofs, awnings and/or ledges?	☐ YES	☐ NO	☐ Not Applicable
Are ladders secured to prevent access to walkway covers, lower roofs, awnings and/or ledges?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

13. MODULAR/PORTABLE CLASSROOMS

Are modular classrooms locked when not in use?	☐ YES	☐ NO	☐ Not Applicable
Are portable classrooms locked at all times?	☐ YES	☐ NO	☐ Not Applicable
Are portable walkways, handrails, and steps in good condition?	☐ YES	☐ NO	☐ Not Applicable
Are portable wooden steps and ramps adequately coated with non-slip surfacing paint?	☐ YES	☐ NO	☐ Not Applicable
Can the fire alarm be heard sufficiently from each portable classroom?	☐ YES	☐ NO	☐ Not Applicable
Do portable classrooms have two-way communication with the office?	☐ YES	☐ NO	☐ Not Applicable
Is there two-way communication between all classrooms, workstations, and the office?	☐ YES	☐ NO	☐ Not Applicable
Is there a secondary means of communication at the school (e.g., bullhorns, handheld radios)?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

TRAFFIC AND PARKING LOT SAFETY

14. DESIGN AND USE

Do driving lanes have directional markings?	☐ YES	☐ NO	☐ Not Applicable
Are fire lanes marked with approved fire lane signs, yellow curbing, and clear of any obstruction?	☐ YES	☐ NO	☐ Not Applicable
Do faculty and students park in the same lot?	☐ YES	☐ NO	☐ Not Applicable
Is there a designated parking area for students arriving and leaving at atypical times?	☐ YES	☐ NO	☐ Not Applicable
Are there signs designating the speed limit?	☐ YES	☐ NO	☐ Not Applicable
Are speed bumps/humps or other traffic calming devices used?	☐ YES	☐ NO	☐ Not Applicable
Are student drop-off areas away from other high traffic areas?	☐ YES	☐ NO	☐ Not Applicable
Is visitor parking close to the main entrance?	☐ YES	☐ NO	☐ Not Applicable
Are parking lots clearly observable from the school?	☐ YES	☐ NO	☐ Not Applicable
Are parking lots monitored during the day?	☐ YES	☐ NO	☐ Not Applicable
Is parking controlled by a decal system?	☐ YES	☐ NO	☐ Not Applicable
Are assigned parking spaces specified by number instead of name/position?	☐ YES	☐ NO	☐ Not Applicable
Is student access to parking areas restricted to times of arrival and dismissal?	☐ YES	☐ NO	☐ Not Applicable
Are surveillance cameras used to monitor parking lots?	☐ YES	☐ NO	☐ Not Applicable
If yes, does the camera system allow for recording?	☐ YES	☐ NO	☐ Not Applicable
Are there designated bicycle parking areas?	☐ YES	☐ NO	☐ Not Applicable
Are bike racks monitored or observed by staff or security?	☐ YES	☐ NO	☐ Not Applicable
Are all areas accessible to patrol vehicles?	☐ YES	☐ NO	☐ Not Applicable
Is staff on duty in the morning and afternoon to monitor lots?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

15. BUS LOADING AREA

Are bus loading areas clearly marked and restricted to other vehicles during use?	☐ YES	☐ NO	☐ Not Applicable
Is staff assigned to monitor bus areas?	☐ YES	☐ NO	☐ Not Applicable
Is staff assigned to all other areas during drop off and pick up of students?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

16. OTHER TRAFFIC

Do vendors have scheduled time periods for delivery?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

INTERIOR

17. EXIT SIGNS AND EMERGENCY LIGHTS

Are all exit signs and emergency lights functioning and properly mounted?	☐ YES	☐ NO	☐ Not Applicable
Are clear and precise emergency evacuation maps posted in critical locations?	☐ YES	☐ NO	☐ Not Applicable
Are these areas included in the school's scheduled maintenance plan?	☐ YES	☐ NO	☐ Not Applicable
Does the plan address procedures for reporting light outages?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

18. INTERIOR LIGHTING

Do all rooms, stairwells, and halls have proper lighting?	☐ YES	☐ NO	☐ Not Applicable
Are these areas included in the school's scheduled maintenance plan?	☐ YES	☐ NO	☐ Not Applicable
Does the plan address procedures for reporting light outages?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

19. IDENTIFICATION BADGES

Are students issued school ID badges?	☐ YES	☐ NO	☐ Not Applicable
Are ID badges issued to all full- and part-time faculty and staff?	☐ YES	☐ NO	☐ Not Applicable
Are students required to display the badge while on school property?	☐ YES	☐ NO	☐ Not Applicable
Are faculty and staff required to display the badge while on school property?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

20. RECORD SECURITY

Are computers containing students' personal information password protected when not in use?	☐ YES	☐ NO	☐ Not Applicable
Are hard files stored in locked file cabinets that are secured from access and common view?	☐ YES	☐ NO	☐ Not Applicable
Does the school have a policy addressing the information, use, and security of student records?	☐ YES	☐ NO	☐ Not Applicable
Does the school have a policy addressing the secure disposal of student records?	☐ YES	☐ NO	☐ Not Applicable
Are personnel trained on these procedures?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

21. PROPERTY INVENTORY

Does the school inventory property annually?	☐ YES	☐ NO	☐ Not Applicable
Are all audio-visual equipment, computers, and other valuable school property marked with an identifiable number?	☐ YES	☐ NO	☐ Not Applicable
Are personnel who receive property required to sign for it?	☐ YES	☐ NO	☐ Not Applicable
Are new items added to inventory within 30 days of receipt?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

22. TWO-WAY COMMUNICATION

What type of two-way communication does the school use?			
Are modular classrooms equipped with a means of two-way communication?	☐ YES	☐ NO	☐ Not Applicable
Are athletic facilities, outside, and inside common areas equipped with a means of two-way communication?	☐ YES	☐ NO	☐ Not Applicable
Are these systems checked regularly?	☐ YES	☐ NO	☐ Not Applicable
Is someone identified who is responsible for checking two-way communication systems and is it in policy?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

23. ENTRANCE LOBBY

Is the entrance lobby visible from the main office?	☐ YES	☐ NO	☐ Not Applicable
Are all visitors required to enter through one designated entrance?	☐ YES	☐ NO	☐ Not Applicable
Are visitors notified by signage of the required sign-in and sign-out?	☐ YES	☐ NO	☐ Not Applicable
Are all visitors required to wear a visitor's badge while on school property?	☐ YES	☐ NO	☐ Not Applicable
If there are multiple buildings on site, is there one main entrance per building?	☐ YES	☐ NO	☐ Not Applicable
Are all exterior doors locked during school hours with the exception of the main entrance?	☐ YES	☐ NO	☐ Not Applicable
Is the sex offender registry used to screen visitors?	☐ YES	☐ NO	☐ Not Applicable
Does staff confirm visitor identification and check against a student's emergency data card?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

24. HALLWAYS

Are all hallways kept clear and free of slip, trip, and fall hazards?	☐ YES	☐ NO	☐ Not Applicable
Is a means of observation provided (e.g., convex-mirrors, teachers) outside of classrooms during class change?	☐ YES	☐ NO	☐ Not Applicable
Are unused lockers secured?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

25. CAFETERIA

Are knives, box cutters, etc., stored securely when not in use?	☐ YES	☐ NO	☐ Not Applicable
Is there a cash control policy in place?	☐ YES	☐ NO	☐ Not Applicable
Is the walk-in refrigerator equipped with a safety handle on the inside?	☐ YES	☐ NO	☐ Not Applicable
Is the kitchen equipped with an "ABC Class" extinguisher and a "K-Class" fire extinguisher for vegetable oil fires?	☐ YES	☐ NO	☐ Not Applicable
Can cafeteria doors be secured?	☐ YES	☐ NO	☐ Not Applicable
Is the cafeteria monitored during lunchtime by faculty, staff, volunteers, school resource officer, or others?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

26. RESTROOMS

Are restrooms monitored by faculty and/or staff regularly throughout the school day?	☐ YES	☐ NO	☐ Not Applicable
Are restroom doors secured open and privacy panels installed at the entrance?	☐ YES	☐ NO	☐ Not Applicable
Are restrooms equipped with fixed ceiling panels?	☐ YES	☐ NO	☐ Not Applicable
Does bathroom door hardware prevent locking from inside?	☐ YES	☐ NO	☐ Not Applicable
Is graffiti photographed, reported to law enforcement, and removed within 24 hours?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

27. CLASSROOMS

Are door vision panels made of tempered glass?	☐ YES	☐ NO	☐ Not Applicable
Are door vision panels clear and unobstructed?	☐ YES	☐ NO	☐ Not Applicable
Are door vision panels capable of being covered during a lockdown?	☐ YES	☐ NO	☐ Not Applicable
Are locks on the classroom doors adequate in a lockdown situation?	☐ YES	☐ NO	☐ Not Applicable
Do interior doors lock from the inside?	☐ YES	☐ NO	☐ Not Applicable
Do interior doors shut and lock properly?	☐ YES	☐ NO	☐ Not Applicable
Are all unoccupied rooms/areas secured?	☐ YES	☐ NO	☐ Not Applicable
Are chemicals properly stored in a designated, secure chemical storage area?	☐ YES	☐ NO	☐ Not Applicable
Are flammable and corrosive chemicals stored in appropriate containers and locations?	☐ YES	☐ NO	☐ Not Applicable
Is safety equipment (goggles, eyewash stations, showers, etc.) easily accessible in the science room?	☐ YES	☐ NO	☐ Not Applicable
Are lab fume hoods in good working order and vented directly to the outside?	☐ YES	☐ NO	☐ Not Applicable
Do kilns vent directly to the outside?	☐ YES	☐ NO	☐ Not Applicable
Are students' names listed on the outside of the classroom?	☐ YES	☐ NO	☐ Not Applicable
Are evacuation maps clearly posted with primary and secondary routes of egress?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

28. HIGH RISK CLASSROOMS AND AREAS

Are areas at high risk for theft/loss (e.g., music room, computer lab) equipped with high security locks and alarms?	☐ YES	☐ NO	☐ Not Applicable
Are areas at high risk for theft/loss intentionally not identified by signs designating their use and/or contents?	☐ YES	☐ NO	☐ Not Applicable
Are school files and records maintained in locked cabinets?	☐ YES	☐ NO	☐ Not Applicable
Are all medications double locked and syringes secured in Sharps containers at all times?	☐ YES	☐ NO	☐ Not Applicable
Are reinforced poles used to protect gas and water mains from damage by vehicles?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

29. GYMNASIUM AND/OR AUDITORIUM

Are locker rooms monitored by faculty and/or staff?	☐ YES	☐ NO	☐ Not Applicable
If the facility provides open access to this portion of the school, is there a retractable gate securing the hallway leading to the remainder of the school?	☐ YES	☐ NO	☐ Not Applicable
Is a designated individual responsible for conducting a walk-through check and securing the facility after use by outside entities?	☐ YES	☐ NO	☐ Not Applicable
Can the gym and auditorium be locked from the inside in the event it is necessary to go into lockdown when occupied?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

30. CUSTODIAL CLOSETS AND MECHANICAL ROOMS

Are all custodial closets and mechanical rooms kept locked?	☐ YES	☐ NO	☐ Not Applicable
Are mechanical, electrical, and boiler rooms free of combustible storage?	☐ YES	☐ NO	☐ Not Applicable
Is the working space designated for all electrical equipment free of storage of any non-related materials?	☐ YES	☐ NO	☐ Not Applicable
Are restricted areas marked as such?	☐ YES	☐ NO	☐ Not Applicable
Are all electrical panels locked?	☐ YES	☐ NO	☐ Not Applicable
Have old or unused chemicals been properly disposed of rather than stored in the custodial closet?	☐ YES	☐ NO	☐ Not Applicable
Are electrical panels easily accessed with at least three feet of clear space in front of the panel door?	☐ YES	☐ NO	☐ Not Applicable
Suggestions for Improvement(s)			

31. INCIDENT REPORTING POLICY AND PROCEDURE

Has your school reported any assaults, vandalisms, or larcenies in the last school year? ☐ YES ☐ NO ☐ Not Applicable

If so, evaluate when and where the majority of assaults occur.

Where:
- ☐ Classrooms
- ☐ Hallways
- ☐ Restrooms
- ☐ Locker rooms
- ☐ Play areas
- ☐ Parking lots
- ☐ Field trips

When:
- ☐ Before school
- ☐ After school
- ☐ Change of class
- ☐ Lunch period
- ☐ During gym
- ☐ During class
- ☐ Other _____

Evaluate when and where the majority of vandalism incidents occur.

Where:
- ☐ Classrooms
- ☐ Hallways
- ☐ Restrooms
- ☐ Locker rooms
- ☐ Play areas
- ☐ Other _____

When:
- ☐ Before school
- ☐ After school
- ☐ During school hours
- ☐ Weekends
- ☐ Parking lots

Evaluate when and where the majority of larcenies occur.

Where:
- ☐ Classrooms
- ☐ Hallways
- ☐ Restrooms
- ☐ Locker rooms
- ☐ Play areas
- ☐ Other _____

When:
- ☐ Before school
- ☐ After school
- ☐ During school hours
- ☐ Weekends
- ☐ Parking lots

Have steps been taken to address these patterns? ☐ YES ☐ NO ☐ Not Applicable

Explain._____

Are CPTED (Crime Prevention Through Environmental Design) trained officers or planners consulted prior to any new construction or major remodeling projects? ☐ YES ☐ NO ☐ Not Applicable

APPENDIX A

DRUG-FREE ZONE STATUTE

§ 18.2-255.2. Prohibiting the sale or manufacture of drugs on or near certain properties; penalty.

A. It shall be unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, or marijuana while:

1. Upon the property, including buildings and grounds, of any public or private elementary, secondary, or post secondary school, or any public or private two-year or four-year institution of higher education, or any clearly marked licensed child day center as defined in § 63.2-100;
2. Upon public property or any property open to public use within 1,000 feet of the property described in subdivision 1;
3. On any school bus as defined in § 46.2-100;
4. Upon a designated school bus stop, or upon either public property or any property open to public use which is within 1,000 feet of such school bus stop, during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity;
5. Upon the property, including buildings and grounds, of any publicly owned or publicly operated recreation or community center facility or any public library; or
6. Upon the property of any state facility as defined in § 37.2-100 or upon public property or property open to public use within 1,000 feet of such an institution. It is a violation of the provisions of this section if the person possessed the controlled substance, imitation controlled substance, or marijuana on the property described in subdivisions 1 through 6, regardless of where the person intended to sell, give or distribute the controlled substance, imitation controlled substance, or marijuana. Nothing in this section shall prohibit the authorized distribution of controlled substances.

B. Violation of this section shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than $100,000. A second or subsequent conviction hereunder for an offense involving a controlled substance classified in Schedule I, II, or III of the Drug Control Act (§ 54.1-3400 et seq.) or more than one-half ounce of marijuana shall be punished by a mandatory minimum term of imprisonment of one year to be served consecutively with any other sentence. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the controlled substance or marijuana to use or become addicted to or dependent upon such controlled substance or marijuana, he is guilty of a Class 1 misdemeanor.

C. If a person commits an act violating the provisions of this section, and the same act also violates another provision of law that provides for penalties greater than those provided for by this section, then nothing in this section shall prohibit or bar any prosecution or proceeding under that other provision of law or the imposition of any penalties provided for thereby.

GANG-FREE ZONE STATUTE

§18.2-46.3:3. enhanced punishment for gang activity taking place in a gang-free zone; penalties

§ 18.2-255.2. Prohibiting the sale or manufacture of drugs on or near certain properties; penalty.

A. It shall be unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, or marijuana while:

1. Upon the property, including buildings and grounds, of any public or private elementary, secondary, or post secondary school, or any public or private two-year or four-year institution of higher education, or any clearly marked licensed child day center as defined in § 63.2-100;
2. Upon public property or any property open to public use within 1,000 feet of the property described in subdivision 1;
3. On any school bus as defined in § 46.2-100;
4. Upon a designated school bus stop, or upon either public property or any property open to public use which is within 1,000 feet of such school bus stop, during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity;
5. Upon the property, including buildings and grounds, of any publicly owned or publicly operated recreation or community center facility or any public library; or
6. Upon the property of any state facility as defined in § 37.2-100 or upon public property or property open to public use within 1,000 feet of such an institution. It is a violation of the provisions of this section if the person possessed the controlled substance, imitation controlled substance, or marijuana on the property described in subdivisions 1 through 6, regardless of where the person intended to sell, give or distribute the controlled substance, imitation controlled substance, or marijuana. Nothing in this section shall prohibit the authorized distribution of controlled substances.

B. Violation of this section shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than $100,000. A second or subsequent conviction hereunder for an offense involving a controlled substance classified in Schedule I, II, or III of the Drug Control Act (§ 54.1-3400 et seq.) or more than one-half ounce of marijuana shall be punished by a mandatory minimum term of imprisonment of one year to be served consecutively with any other sentence. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the controlled substance or marijuana to use or become addicted to or dependent upon such controlled substance or marijuana, he is guilty of a Class 1 misdemeanor.

C. If a person commits an act violating the provisions of this section, and the same act also violates another provision of law that provides for penalties greater than those provided for by this section, then nothing in this section shall prohibit or bar any prosecution or proceeding under that other provision of law or the imposition of any penalties provided for thereby.

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