

# Georgia Emergency Management and Homeland Security Agency

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## School Safety Site Assessment Form

**School Name:**

**Date of Assessment:**



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# **Georgia Emergency Management and Homeland Security** **Agency**

This document provides a comprehensive consolidation of all GEMA/HS School Safety materials relevant to site surveys. It is arranged from beginning to end in the normal order of a site survey. If used by each Area School Safety Coordinator, this form will standardize the School Safety Site Survey Protocol and ensure product unity statewide. The intent is that users will begin checking the boxes to the left of the questions as they enter the 1000-foot School Safety Zone, and continue while approaching and entering the school, observing the office and conducting the site survey.

This checklist is also intended to be user-friendly. To this end, the questions are worded so that the only possible responses are “yes” “no” or “n/a.” Any question answered with a “yes” corresponds to GEMA/HS standards. Any “no” response should attract the surveyor’s attention as he or she writes the site survey evaluation. If a question is not applicable to the specific facility under survey, please circle “n/a.”

Since the creation of the School Safety Project, Area School Safety Coordinators have gained considerable site survey expertise, and have produced numerous documents relevant to the site survey. This checklist represents an all-sources unification of that expertise. Its goal is to simplify and standardize the site survey process in a way that enhances site survey quality, upgrades client service and maximizes the project’s collective experience.

# **Georgia Emergency Management and Homeland Security Agency**

**School Name:**

**School District:**

**Date of Assessment:**

**GEMA/HS Area: 6**

**Shared Campus:    Yes    No**

**If so, name of the school(s):**

## **Exterior**

### **Arrival at the Property**

1. Are "School Safety Zone" signs posted around school at 1,000-foot boundaries?	Yes	No	N/A
2. Does fencing surround the property?	Yes	No	N/A
3. If the gates at the driveway entrance are installed, are they locked during the day?	Yes	No	N/A
4. Does the entrance of the property have signage that directs visitors to visitors' parking?	Yes	No	N/A
5. Are there speed breakers/tables on the main entrance road and all parking lots?	Yes	No	N/A
6. Are speed breakers/tables needed?	Yes	No	N/A
7. Are visitors parking areas within view of office staff?	Yes	No	N/A
8. Are no parking zones, fire zones, and parking spaces clearly marked?	Yes	No	N/A
9. Are signs present restricting vehicle parking in front of the building and main entrance?	Yes	No	N/A
10. Do cameras cover the visitor parking areas?	Yes	No	N/A
11. Do cameras cover the staff parking areas?	Yes	No	N/A
12. Do cameras cover the student parking areas?	Yes	No	N/A
13. Do all exterior doors have signs that say all visitors must report to the front office?	Yes	No	N/A
14. Is there a designated pickup/drop-off area for students?	Yes	No	N/A
15. Are all vehicles (other than buses) restricted from entering the bus loading and unloading areas during morning and afternoon hours?	Yes	No	N/A
16. Do cameras cover the car rider drop off/pick up area?	Yes	No	N/A
17. Do cameras cover the bus rider drop off/pick up area?	Yes	No	N/A
18. Does the signage used around the school match other schools in the district?	Yes	No	N/A

### **Facility Perimeter**

1. Is existing fencing in good condition and without any holes or gaps?	Yes	No	N/A
2. Are gates in the fence secure?	Yes	No	N/A
3. Are all exterior buildings secured (storage, maintenance, greenhouse)?	Yes	No	N/A
4. Are all shrubs trimmed to allow maximum visibility (shrubs to a two-foot height and low-hanging	Yes	No	N/A
5. Are there trees located next to the facility which could allow roof access?	Yes	No	N/A
6. Are large trees that are leaning or in poor health supported or slated to be removed?	Yes	No	N/A
7. Is brush cut back on the fence line to provide more visibility?	Yes	No	N/A
8. Do you frequently check exterior building lighting at night to make sure all areas between buildings and parking lots are adequately illuminated?	Yes	No	N/A
9. Is someone assigned to conduct a morning-sweep of the property outside to look for contraband, graffiti, weapons, or anything out of the ordinary?	Yes	No	N/A

### **Approaching the Building**

1. Once school has started, is there only one main point of entry into the building?	Yes	No	N/A
2. Is the main entrance well defined and celebrated?	Yes	No	N/A
3. Are all external doors locked and secured?	Yes	No	N/A
4. Do all external doors function and shut properly?	Yes	No	N/A
5. Is at least one sign posted in a prominent location near the main entrance of the facility advising students and visitors of O.C.G.A. 16-11-127.1 regarding weapons on school grounds?	Yes	No	N/A
6. Is this sign also posted at the entrance to all sporting venues?	Yes	No	N/A
7. Is there adequate operational space for emergency response vehicles in the parking lot?	Yes	No	N/A
8. Is the pedestrian/covered walkway high enough to allow for the passage of larger emergency	Yes	No	N/A

vehicles?			
9. Is there adequate lighting in parking lots and walkways during darkness?	Yes	No	N/A
10. Is the main entrance equipped with a camera?	Yes	No	N/A
11. Are cameras posted around the outside of the facility?	Yes	No	N/A

12. Are there any blind spots in the camera coverage?	Yes	No	N/A
13. Do cameras cover critical areas such as parking lots, bus and car rider lanes, and playgrounds?	Yes	No	N/A
14. Are any props located around the exterior doors?	Yes	No	N/A
15. Does the building have an outside key/emergency key box?	Yes	No	N/A
16. Are exterior classroom windows marked with class numbers for first responders?	Yes	No	N/A
17. Are the numbers reflective?	Yes	No	N/A
18. Are exterior exit doors marked with hallways numbers/colors for first responders?	Yes	No	N/A
19. Are the numbers/words reflective?	Yes	No	N/A
20. Is there some type of external public address system around the perimeter of the school to address possible lock-down announcements, severe weather alerts, etc. for those students and staff in outside recreation areas, car rider lines and bus rider lines?	Yes	No	N/A
21. Do gas exchange piping areas have "strike poles" around them to prevent vehicles from striking them?	Yes	No	N/A
22. Are all exterior appliance units including HVAC systems, AC units, generators, power boxes and gas exchange units fenced and locked to prevent vandalism, possible disruption of services, or injury?	Yes	No	N/A
23. Are exterior windows into classrooms, hallways, or other areas where students are located, cover	Yes	No	N/A
24. Does the school have a generator or a backup power source?	Yes	No	N/A

### **Mobile Units/Trailers/Learning Cottages**

1. Are mobile unit doors locked during instructional hours?	Yes	No	N/A
2. Are the mobile units locked when empty?	Yes	No	N/A
3. Are signs present stating that all visitors must report to the office to check in?	Yes	No	N/A
4. Is the area surrounding the mobile unit covered adequately with exterior lighting?	Yes	No	N/A
5. Is the mobile unit shown on school maps?	Yes	No	N/A
6. Are evacuation routes posted along with specific locations where students would go to shelter in place for a severe weather event?	Yes	No	N/A
7. Are mobile units clearly marked on several sides with a distinguishing number or letter?	Yes	No	N/A
8. Does the mobile unit number match the map?	Yes	No	N/A
9. Do the mobile units have a smoke detector, fire alarm pull station, or audible fire alarm speaker located inside the units?	Yes	No	N/A
10. Is the mobile unit fire alarm connected with the school fire alarm?	Yes	No	N/A
11. Can the occupants hear all intercom announcements?	Yes	No	N/A
12. Can all occupants hear all emergency announcements?	Yes	No	N/A
13. Does the mobile unit have two-way communication with the office?	Yes	No	N/A
14. Does the mobile unit have a fire extinguisher?	Yes	No	N/A
15. Are the mobile units skirted or have restricted access beneath them?	Yes	No	N/A
16. Are the mobile units equipped with ground tie-downs that meet windstorms and tornado safety regulations?	Yes	No	N/A
17. Do all mobile units have tie-downs that are in good working order?	Yes	No	N/A
18. Have mobile unit trailer tongues been removed to avoid potential injuries?	Yes	No	N/A
19. Are the mobile units power boxes locked?	Yes	No	N/A

20. Do cameras cover the exterior of the mobile units?	Yes	No	N/A
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### **Athletic Fields/Playgrounds**

1. Do teachers carry a radio when they are using the recreation facilities?	Yes	No	N/A
2. Are first aid kits, a stop the bleed kit, and an AED readily accessible?	Yes	No	N/A
3. Is the playground completely fenced?	Yes	No	N/A
4. Is the fence without holes or gaps?	Yes	No	N/A
5. Is the playground equipment, seats, etc. in good condition?	Yes	No	N/A
6. Can emergency vehicles access the playground and athletic fields?	Yes	No	N/A
7. Is there more than one teacher on the playground during recess?	Yes	No	N/A

8. Is there more than one PE coach on the athletic field during class?	Yes	No	N/A
9. Is the lighting around these areas adequate?	Yes	No	N/A
10. Do cameras cover these areas?	Yes	No	N/A

### **Sporting Fields/Stadiums**

1. Do designated administrators or staff attend all sporting events on school grounds?	Yes	No	N/A
2. Is there a plan for a severe weather event?	Yes	No	N/A
3. Is there a plan for a violent incident?	Yes	No	N/A
4. Are stadium evacuation procedures posted?	Yes	No	N/A
5. Is the lighting around the stadiums and fields adequate?	Yes	No	N/A
6. Are first aid kits, stop the bleed kits, and an AED readily accessible?	Yes	No	N/A
7. Can emergency vehicles access the stadium fields or area?	Yes	No	N/A
8. Are the stadium staff trained in what to do and say during an incident or severe weather emergency?	Yes	No	N/A
9. Do cameras cover these areas?	Yes	No	N/A
10. Do the stadium and fields have access to emergency weather alerts?	Yes	No	N/A

## **Interior**

### **Main School Building**

1. Is the entrance to the school set up as a vestibule or enclosed area with controlled access to the school?	Yes	No	N/A
2. Is there a formal visitor check-in?	Yes	No	N/A
3. Does the school use a screening program for visitors?	Yes	No	N/A
4. Does the visitor check-in confirm identification?	Yes	No	N/A
5. Is there a policy and procedure in place that allows visitors or volunteers to access the school while ensuring student safety (district policy)?	Yes	No	N/A
6. Does the visitor display a highly visible badge/sticker to wear?	Yes	No	N/A
7. Does the visitor pass show the time and date of the visit?	Yes	No	N/A
8. Are visitors escorted to/from their destination by the staff or SRO?	Yes	No	N/A
9. Are bomb threat checklists posted next to all phones?	Yes	No	N/A
10. Can the office contact classrooms?	Yes	No	N/A

11. Can teachers initiate contact with the office?	Yes	No	N/A
12. Do teachers wear a visible ID?	Yes	No	N/A
13. Do students wear a visible ID?	Yes	No	N/A
14. Does the school have a video surveillance system?	Yes	No	N/A
15. Do cameras cover the area outside of bathroom entrances?	Yes	No	N/A
16. Do cameras cover all areas in stairwells?	Yes	No	N/A
17. Do cameras cover the cafeteria?	Yes	No	N/A
18. Do cameras cover entrance and exit doors?	Yes	No	N/A
19. Do cameras cover all common areas?	Yes	No	N/A
20. Are camera lenses routinely cleaned?	Yes	No	N/A
21. Are all cameras monitored?	Yes	No	N/A
22. Does the front office staff monitor the front door camera using a dedicated monitor/TV?	Yes	No	N/A
23. Are the cameras recorded in real time?	Yes	No	N/A
24. Are the camera recordings preserved for a designated time?	Yes	No	N/A
25. Is there a way to access the cameras remotely?	Yes	No	N/A

26. Can that remote access be shared with public safety partners?	Yes	No	N/A
27. Are the camera systems integrated?	Yes	No	N/A
28. Is there an intrusion (burglar) alarm system present in the building?	Yes	No	N/A
29. Is the intrusion alarm (burglar) system routinely tested?	Yes	No	N/A
30. Does the building have carbon monoxide detectors?	Yes	No	N/A
31. Are there any communication issues in or around the building?	Yes	No	N/A
32. Do staff members carry radios with them?	Yes	No	N/A
33. Are extra radios stored in a secure area and out of view?	Yes	No	N/A
34. If another school or program is on campus, do you have radio communication with it?	Yes	No	N/A
35. Does each administrator have a mirror behind their desk to provide a calming effect for disgruntled parents or students?	Yes	No	N/A
36. Does the numbering system for all classrooms and rooms correspond to an updated floor plan?	Yes	No	N/A
37. Does the floor plan clearly indicate severe weather sheltering locations?	Yes	No	N/A
38. Do the doors in the school have ADA compliant door handles?	Yes	No	N/A
39. Is someone assigned to conduct a morning sweep of the interior of the school to look for anything dangerous or suspicious?	Yes	No	N/A
40. Are all ceiling tiles in place?	Yes	No	N/A
41. Is graffiti documented and promptly removed (interior and exterior)?	Yes	No	N/A
42. Is the access point to the roof secure?	Yes	No	N/A
43. Is the lighting in stairwells adequate?	Yes	No	N/A
44. Does the main office have access to weather emergency alerts?	Yes	No	N/A

### **Hallways**

1. Do hallways contain clear directional signage?	Yes	No	N/A
2. Are all unused lockers secured?	Yes	No	N/A
3. Are all electrical panels locked?	Yes	No	N/A
4. Are all electrical rooms locked?	Yes	No	N/A
5. Are all janitor rooms locked?	Yes	No	N/A

6. Are all chemicals and cleaning supplies stored in locked rooms?	Yes	No	N/A
7. Are all storage rooms locked?	Yes	No	N/A
8. Are all the teacher lounges locked?	Yes	No	N/A
9. Are all server/IT rooms locked?	Yes	No	N/A
10. Is a fire extinguisher located on each hallway in a visible area and checked regularly for operability?	Yes	No	N/A
11. Are all the fire pull stations functioning properly?	Yes	No	N/A
12. Are the fire exit lights functioning properly?	Yes	No	N/A
13. Are all fire emergency lights functioning properly?	Yes	No	N/A
14. Are emergency lights (power outage) functioning properly?	Yes	No	N/A
15. Are exit doors clear of obstructions and easy to operate in an emergency?	Yes	No	N/A
16. Are all hallways clear of coat racks?	Yes	No	N/A
17. Are severe weather sheltering areas marked?	Yes	No	N/A
18. Are severe weather sheltering areas away from external walls, vaulted ceilings, and windows?	Yes	No	N/A
19. Are hallway fire doors working properly?	Yes	No	N/A
20. Do interior fire doors release automatically?	Yes	No	N/A
21. Are there "Tornado Safety Zone" signs in the hallways or areas that are ideal tornado shelter areas within the facility?	Yes	No	N/A
22. Do you close fire doors during a severe weather drill/incident?	Yes	No	N/A
23. Are exit doors clear of obstructions and easy to operate in an emergency?	Yes	No	N/A

24. Are decorations/wall coverings in compliance with Georgia fire code and National Fire Protection Association life safety code?	Yes	No	N/A
25. Are display cases enclosed in shatter-proof glass/plexi-glass?	Yes	No	N/A

### **Classrooms**

1. Do teachers teach behind a closed and locked door?	Yes	No	N/A
2. Does the teacher close and lock the door when the classroom is empty?	Yes	No	N/A
3. Has the hard corner/safety corner been identified for each classroom?	Yes	No	N/A
4. Are severe weather maps and fire evacuation route maps posted in the classroom next to the exit door?	Yes	No	N/A
5. Are the maps eye level for the students?	Yes	No	N/A
6. Do teachers always carry their keys on them?	Yes	No	N/A
7. If a classroom has a secondary exit, does it remain unblocked?	Yes	No	N/A
8. Are all electrical power strips 18 inches off the floor and secured to a wall or desk?	Yes	No	N/A
9. Are electrical power strips used properly and not overloaded?	Yes	No	N/A
10. Do classroom windows enhance the visual surveillance of the school grounds?	Yes	No	N/A
11. Do teaching materials/decorations cover more than 20% of the wall area in a non-sprinkled building?	Yes	No	N/A
12. Do teaching materials/decorations cover more than 50% of the wall area in a sprinkled building?	Yes	No	N/A
13. Do the classroom numbers correspond with the floor plan?	Yes	No	N/A
14. Are the teachers' names displayed outside of the classroom?	Yes	No	N/A
15. Is visibility through classroom windows unimpeded when class is in session?	Yes	No	N/A
16. Are covers used on classroom door windows during a lockdown?	Yes	No	N/A
17. Are classroom panic buttons frequently tested?	Yes	No	N/A
18. Is the door handle and lock free of decorations or obstructions?	Yes	No	N/A



19. Are phones in the classrooms that can call 911?	Yes	No	N/A
20. Are staff members authorized to call 911?	Yes	No	N/A

### **Restrooms**

1. Do cameras cover the outside entrance of all restrooms?	Yes	No	N/A
2. Do staff members monitor the outside of restrooms during class change?	Yes	No	N/A
3. Are the walls/doors free of graffiti?	Yes	No	N/A
4. Are frequent sweeps conducted by faculty and staff checking under trashcan liners and in ceiling tiles for contraband?	Yes	No	N/A
5. Is cleaning equipment or chemicals stored in the student restrooms?	Yes	No	N/A
6. Do restrooms contain noise detectors?	Yes	No	N/A
7. Do restrooms contain vape detection devices?	Yes	No	N/A

### **Computer Labs/Computer Policy**

1. Is there documentation of all serial numbers of the equipment present in the room/building?	Yes	No	N/A
2. Have all faculty, staff and students signed a computer usage policy?	Yes	No	N/A
3. Have internet filters been installed to prevent certain material or text from being installed or viewed on the computers on campus?	Yes	No	N/A
4. Have students been warned about identity theft, virus protection, hacking, internet fraud and other computer intrusions?	Yes	No	N/A
5. Are files backed up on a regular basis?	Yes	No	N/A
6. Has anti-virus software been installed on all computers?	Yes	No	N/A
7. If so, is the software updated on a regular basis?	Yes	No	N/A
8. Are cyber bullying warnings posted?	Yes	No	N/A
9. Do students know how to report cyber bullying?	Yes	No	N/A

10. Is someone designated to promptly investigate all allegations of cyber bullying and notify law enforcement if necessary?	Yes	No	N/A
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### **Science Classrooms/Policy**

1. Are chemicals used in the science classroom?	Yes	No	N/A
2. Is gas used in the science classroom?	Yes	No	N/A
3. Is there a functional eye wash/shower station in the classroom?	Yes	No	N/A
4. Are all chemicals stored in a locked cabinet or closet?	Yes	No	N/A
5. Does the teacher maintain a Material Safety Data Sheet on each chemical?	Yes	No	N/A
6. Are chemicals disposed of when required?	Yes	No	N/A
7. Is the teacher aware of the location of the gas line's main cutoff valve?	Yes	No	N/A
8. Is this cutoff valve labeled on the floor plan?	Yes	No	N/A
9. Is there a fire extinguisher in the science classroom?	Yes	No	N/A
10. Is there a fire blanket in the science classroom?	Yes	No	N/A

### **Media Center**

1. Are the media center doors shut and locked during the day?	Yes	No	N/A
2. Are the media center doors shut and locked when staff are not present?	Yes	No	N/A
3. Are bookcases secured to the floor or wall?	Yes	No	N/A

4. Does the library have a secondary exit that is unblocked?	Yes	No	N/A
5. Are the fire exit lights and signs operational?	Yes	No	N/A
6. Is there a fire extinguisher in the media center?	Yes	No	N/A
7. Are surveillance mirrors present in room corners to assist with supervision around bookcases?	Yes	No	N/A
8. Does the media center have a location to go to for a lockdown?	Yes	No	N/A
9. Does the media center have a location to go to for a severe weather event?	Yes	No	N/A

### **Cafeteria/Kitchen**

1. Are evacuation plans and procedures posted in the kitchen and dining areas?	Yes	No	N/A
2. Do cafeteria staff know what to do during a lockdown event (with and without students)?	Yes	No	N/A
3. Do cafeteria staff know what to do during a severe weather event (with and without students)?	Yes	No	N/A
4. Are "Helping a Choking Victim" signs present in several areas?	Yes	No	N/A
5. Is there a fire extinguisher easily assessable?	Yes	No	N/A
6. Are fire exit lights operable?	Yes	No	N/A
7. Are secondary exits clear of obstructions?	Yes	No	N/A
8. Does the cafeteria staff have two-way communication to the main office?	Yes	No	N/A
9. Can the announcements be heard over a cafeteria full of students?	Yes	No	N/A
10. Can emergency announcements be heard in the kitchen area?	Yes	No	N/A
11. Is the kitchen always secure when not occupied?	Yes	No	N/A
12. Is the kitchen area able to be used during a lockdown?	Yes	No	N/A
13. Does the staff keep all sharp objects in a secure location and out of students' view?	Yes	No	N/A
14. Is the kitchen delivery door always locked?	Yes	No	N/A
15. Is there a lockable screen door in this area?	Yes	No	N/A
16. Is there a peephole or window to see visitors approaching the receiving area?	Yes	No	N/A
17. Is there a camera monitoring the loading dock area and kitchen door?	Yes	No	N/A
18. Is a doorbell present to alert staff of deliveries?	Yes	No	N/A

19. Does the cafeteria staff always secure the external freezer doors?	Yes	No	N/A
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### **Gymnasium**

1. Are evacuation plans and procedures posted in the gym area?	Yes	No	N/A
2. Are the exterior doors locked during the day	Yes	No	N/A
3. Are exits obstructed by equipment?	Yes	No	N/A
4. Are exit signs functioning properly?	Yes	No	N/A
5. Is there two-way communication with the front office?	Yes	No	N/A
6. Can it be heard over a gym full of students?	Yes	No	N/A
7. Are staff required to complete a safety check behind and around the bleachers prior to pushing them back against the wall?	Yes	No	N/A
8. Are the retractable bleachers locked daily?	Yes	No	N/A
9. Are fire extinguishers readily available?	Yes	No	N/A
10. Is an AED close to or in the gym?	Yes	No	N/A
11. Is a stop the bleed kit close to or in the gym?	Yes	No	N/A
12. Are coaches training in CPR?	Yes	No	N/A
13. Are coaches trained in first aid?	Yes	No	N/A

14. Are coaches trained in stop the bleed?	Yes	No	N/A
15. Is a fire extinguisher located in the gym?	Yes	No	N/A
16. Do students and staff have a location to lock down in the gym?	Yes	No	N/A
17. Do students and staff have a location to go during a severe weather event?	Yes	No	N/A
18. Do coaches/teachers carry walkie-talkies to outside recreational areas?	Yes	No	N/A
19. Are athletic gym mats stored horizontally?	Yes	No	N/A

### **Connections/Other Classrooms**

1. Are fire evacuation maps and severe weather shelter maps posted in these areas?	Yes	No	N/A
2. Can the fire alarm be heard over normal activities?	Yes	No	N/A
3. Can the lockdown notifications be heard over normal activities?	Yes	No	N/A
4. Have safety corners/hard corners been identified for lockdowns?	Yes	No	N/A

### **Self-Contained/Special Needs**

1. Does the school safety plan address students with special needs?	Yes	No	N/A
2. Is the playground ADA compliant for students with mobility issues?	Yes	No	N/A
3. Has an internal room in the school been identified as a location for special needs students to use during a severe weather event?	Yes	No	N/A
4. Does the school have a way to get students that have mobility issues down from the upper floor(s) if there is a fire drill/evacuation?	Yes	No	N/A

## **Policy and Procedures**

### **General Questions**

1. Does the school have a school safety plan?	Yes	No	N/A
2. Are specific threats or dangers to the school specifically addressed in the plan (powerplant close by, railroad, interstate)?	Yes	No	N/A
3. Does the school have stop the bleed kits?	Yes	No	N/A
4. Does the student handbook clearly explain school policy on weapons, dress code, plain-view searches and penalties associated with various offenses?	Yes	No	N/A
5. Does the school have a school resource officer (SRO)?	Yes	No	N/A
6. Does the school have additional security?	Yes	No	N/A

7. Does the school have a dress code?	Yes	No	N/A
8. Has the school developed a detailed floor plan which labels all utility (power, gas, water, and HVAC) shut-off locations?	Yes	No	N/A
9. Is a student's access to their vehicles restricted?	Yes	No	N/A
10. Does the school policy employ plain-view, student vehicle searches?	Yes	No	N/A
11. Is there a mechanism or physical box for a student to report something anonymously?	Yes	No	N/A
12. Is the anonymous reporting box located in a remote area of the facility?	Yes	No	N/A

### **Alarm and Alerts**

1. Does the school have an automated lockdown alert system?	Yes	No	N/A
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2. Is the automated lockdown alert system tested?	Yes	No	N/A
3. Can substitute teachers use the automatic lockdown alert system?	Yes	No	N/A
4. Can custodial staff use the automatic lockdown alert system?	Yes	No	N/A
5. Can kitchen staff use the automatic lockdown alert system?	Yes	No	N/A
6. Does this alert system automatically notify 911 or law enforcement?	Yes	No	N/A
7. Does the school require a staff member to download the alert system on their personal phone?	Yes	No	N/A
8. Is a cell phone booster(s) needed to make sure the school has enough signal for cell phones?	Yes	No	N/A
9. Can a lockdown/severe weather alert be heard outside of the building?	Yes	No	N/A
10. Can a lockdown/severe weather alert be heard at the car rider and bus rider line?	Yes	No	N/A
11. Can a lockdown/severe weather alert be heard on the playground?	Yes	No	N/A
12. Can a lockdown/severe weather alert be heard at the athletic fields?	Yes	No	N/A
13. Can a lockdown/severe weather alert be heard in the gym during school activities?	Yes	No	N/A
14. Can a lockdown/severe weather alert be heard in the lunchroom during lunch?	Yes	No	N/A
15. Can a lockdown/severe weather alert be heard in the kitchen area?	Yes	No	N/A
16. Can a lockdown/severe weather alert be heard in all lockdown rooms on campus?	Yes	No	N/A
17. Can a lockdown/severe weather be heard in mobile units and or buildings not attached to the main school building?	Yes	No	N/A
18. Can the fire alarm be heard outside of the main school building?	Yes	No	N/A
19. Can the fire alarm be heard in mobile units and/or buildings not attached to the main school building?	Yes	No	N/A

### **Drills**

1. Did the school conduct an intruder alert drill this year prior to October 01?	Yes	No	N/A
2. Was the intruder alert drill reported to the GEMA/HS weblink?	Yes	No	N/A
3. Does the school conduct the required fire drills?	Yes	No	N/A
4. Are the fire drills reported to the Insurance and Fire Commission website?	Yes	No	N/A
5. Does the school substitute a fire drill for a severe weather drill in November and February?	Yes	No	N/A
6. Has the school conducted an allergic reaction drill?	Yes	No	N/A
7. Has the school conducted an AED/CPR/person down drill?	Yes	No	N/A
8. Has the school conducted an opioid overdose drill?	Yes	No	N/A
9. Has the school conducted a tabletop exercise, functional exercise, or a full-scale exercise in the last 24 months?	Yes	No	N/A
10. Are teachers trained to have students place their hands on their heads as they are evacuating the building to aid law enforcement in the easy identification of potential suspects?	Yes	No	N/A

### **Public Safety Partners**

1. Has the school safety plan been submitted to the local emergency manager and local law enforcement for approval?	Yes	No	N/A
2. Has the school safety plan been approved by GEMA/HS?	Yes	No	N/A
3. Does public safety have copies of your floor plans?	Yes	No	N/A
4. Has the fire department been invited to observe a school fire drill?	Yes	No	N/A
5. Has public safety been invited to observe an intruder alert drill?	Yes	No	N/A
6. Has the fire department been contacted about fire extinguisher training?	Yes	No	N/A
7. Have the local public safety agencies been invited to walk through the school?	Yes	No	N/A

### **Training**

1. Do all staff members receive the same training (teachers, administrators, substitutes, custodial, cafeteria staff, etc.)?	Yes	No	N/A
2. Has all school staff been trained in civilian response to active shooter events (CRASE)?	Yes	No	N/A
3. Has all school staff been trained in de-escalation?	Yes	No	N/A
4. Has all school staff been trained in visual weapons screening?	Yes	No	N/A
5. Has all school staff been trained in stop the bleed (STB)?	Yes	No	N/A
6. Has all school staff been trained in automatic external defibrillators (AED)?	Yes	No	N/A
7. Has all school staff been trained in the event of an opioid overdose?	Yes	No	N/A
8. Has all school staff been trained in the event of an allergic reaction?	Yes	No	N/A
9. Has all school staff been trained in district policies dealing with safety and security?	Yes	No	N/A
10. Has all school staff been trained in using a fire extinguisher?	Yes	No	N/A
11. Has the school received any training on behavioral threat assessment management (BTAM)?	Yes	No	N/A

### **Cyber Policy**

1. Do schools report all cyber events to the GEMA/HS website?	Yes	No	N/A
2. Are teachers required to lock their computers and devices when they leave the classroom?	Yes	No	N/A
3. Do the staff or IT lock all TV screens on campus so that someone cannot mirror their phone to the TV screen?	Yes	No	N/A
4. Does the school/district have a continuity of operations plan (COOP) for a cyber event that shuts down the school computer system?	Yes	No	N/A
5. Does the district offer training to students and staff on cyber-related issues?	Yes	No	N/A
6. Is there an internet filtering system controlled by the district server present on all computers students can access?	Yes	No	N/A
7. Does the filtering system block unauthorized sites?	Yes	No	N/A

### **Nurse's Office/Health Services Center**

1. Does the school have a nurse?	Yes	No	N/A
2. Is the nurse's office clearly marked?	Yes	No	N/A
3. Is an AED located at the nurse's office?	Yes	No	N/A
4. Are student medications stored in a locked cabinet?	Yes	No	N/A
5. Does the nurse keep a list with staff that are trained in CPR?	Yes	No	N/A
6. Does the nurse keep a list with staff that are trained in AED?	Yes	No	N/A
7. Does the nurse keep a list with staff that are trained in Stop the Bleed?	Yes	No	N/A
8. Does the nurse keep a list with staff that are trained in allergic reaction response?	Yes	No	N/A
9. Does the nurse keep a list with staff that are trained in response to an opioid overdose?	Yes	No	N/A

### **Medical Emergency Evacuation Kit**

1. Does the school nurse have a medical emergency evacuation kit?	Yes	No	N/A
2. Does the school nurse take the kit during an emergency evacuation and drills?	Yes	No	N/A
3. Does the nurse take an AED during an evacuation?	Yes	No	N/A
4. Does it contain medical information for students and staff (what the staff is willing to provide)?	Yes	No	N/A
5. Does it contain an allergic reaction auto-injector?	Yes	No	N/A

6. Are student medications able to be moved quickly during an evacuation?	Yes	No	N/A
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### **Emergency Evacuation Kit**

1. Does the school have an emergency evacuation kit?	Yes	No	N/A
2. Is there more than one kit?	Yes	No	N/A
3. Where are the kits located?			
4. Does it contain a copy of the emergency operations plan?	Yes	No	N/A
5. Student release/sign-out sheets?	Yes	No	N/A
6. A copy of the facility floor plans?	Yes	No	N/A
7. Emergency contacts and phone numbers?	Yes	No	N/A
8. Copies of photographs of the facility (interior and exterior)?	Yes	No	N/A
9. Copies of all student and staff emergency contacts/release cards?	Yes	No	N/A
10. Flashlight and extra batteries?	Yes	No	N/A
11. Bullhorn?	Yes	No	N/A
12. Portable radio?	Yes	No	N/A
13. First aid kit?	Yes	No	N/A
14. MiFi or portable wireless connection?	Yes	No	N/A
15. Is the kit easily mobile?	Yes	No	N/A

## **Specific Recommendations**

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