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| 1. **School Exterior & Grounds**
 |
| **Question** | **Response** | **Comments** |
| a. School grounds are fenced? Recreational areas are fenced and monitored? |  |  |
| b. There is one clearly marked and designated entrance for visitors? |  |  |
| c. Shrubs and foliage are trimmed to allow for a good line of sight and eliminate hiding areas (3’/8’ rule)? |  |  |
| d. Bus loading and drop off areas are clearly defined? |  |  |
| e. Access to bus loading/drop off areas is restricted to other vehicles? |  |  |
| f. Staff is assigned to monitor bus loading/drop off areas? |  |  |
| g. There is adequate lighting around the building, parking lots, and at entrance areas? |  |  |
| h. School grounds are free from trash and debris? |  |  |
| i. The school is free from graffiti?  |  |  |
| j. Video surveillance of outside areas including parking lots is possible? |  |  |
| k. Students/staff are issued parking stickers for assigned parking areas? |  |  |
| l. All areas of school building, grounds, and parking lots are routinely patrolled? |  |  |
| m. Basement windows are protected with a grill or well cover? |  |  |
| n. Can emergency alerts be heard outside the building or has a communication system been established? |  |  |
| o. Are strobes/flashing lights available outside the building to alert students/staff of a problem? |  |  |
| p. Is radio communication always available to any class outside the building? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(2) School Building Access** |
| **Question** | **Response** | **Comments** |
| a. Visitors to school campus are intercepted in parking lot before they get to the building? |  |  |
| b. Visual surveillance is available from parking lot to building? |  |  |
| c. Single point of entry/exit? |  |  |
| d. Are doors alarmed and is it posted on door that alarm will sound? |  |  |
| e. Intercom system is available? |  |  |
| f. Appointment system is utilized? |  |  |
| g. No unauthorized entry into the building for drop off of lunches, musical instruments, etc.? |  |  |
| h. Visitors purpose is determined before entry to the building is allowed? |  |  |
| i. Visitors sign-in and are issued visitor badge that expires? Visitor Management System exists? |  |  |
| j. Escort system is utilized for both accessing destination and exiting the building? |  |  |
| k. Vendors, repairmen, deliverymen, etc., are monitored upon entry and while in the building? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(3) School Building Interior** |
| **Question** | **Response** | **Comments** |
| a. Video surveillance is available from main office and monitor stations? |  |  |
| b. Alert messages can be heard in all areas of the school building? |  |  |
| c. Administrative staff maintain a visible presence? |  |  |
| d. All staff (full-time, part-time, temporary) are issued ID cards that are worn and visible? |  |  |
| e. Are students required to wear ID cards? |  |  |
| f. All areas have adequate lighting? |  |  |
| g. The building is free of graffiti? |  |  |
| h. Hallways and bathrooms are supervised by staff? |  |  |
| i. All doors have locking capability?  |  |  |
| j. Custodial closets, electrical panels, boiler rooms, storage areas, etc., are kept locked at all times? |  |  |
| k. Vacant classrooms are kept locked? |  |  |
| l. A preventive maintenance and work order system is maintained for all building systems? |  |  |
| m. A security check of the building is performed at the end of every school day? |  |  |
| n. Vital information (contacts, procedures, etc.) and floor plans are provided to law enforcement? |  |  |
| o. All school equipment has been inventoried and marked with an identification number? |  |  |
| p. An inventory is kept of all school supplies? |  |  |
| q. Is there a regular maintenance/testing schedule for the entire security alarm system? |  |  |
| r. Can classroom doors be locked from the inside? |  |  |
| s. What communication methods are used during an emergency? |  |  |
| t. Are electronic emergency mass notification systems utilized? |  |  |
| u. Do members of the Emergency Response Team have the ability to communicate? |  |  |
| v. There is a system in place to monitor key usage? |  |  |
| w. Fire extinguishers are maintained and properly located? |  |  |
| x. Fire exits are not blocked and general egress is not limited? |  |  |
| y. Flammables are properly stored? |  |  |
| z. AEDs are maintained and properly located? Location of AEDs are indicated at main entrance to the building? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(4) Policy & Procedure** |
| **Question** | **Response** | **Comments** |
| a. The Code of Conduct is reviewed and updated annually? |  |  |
| b. A summary of the Code of Conduct is given to students at an assembly at the beginning of every school year? |  |  |
| c. A plain language summary of the Code of Conduct is made available to parents before the beginning of each school year and is available upon request thereafter? |  |  |
| d. A clear policy and procedure is in place for students leaving the campus? |  |  |
| e. A clear and uniform school building visitor policy has been established throughout the school district? |  |  |
| f. A clear and uniform school building use policy has been established throughout the school district? |  |  |
| g. After-hours emergency procedures are clearly defined for all school sponsored events? |  |  |
| h. Emergency procedures and building use policies are clearly defined for outside groups using school buildings? |  |  |
| i. There are clearly written procedures for staff utilizing the school building after hours? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(5) Data Collection** |
| **Question** | **Response** | **Comments** |
| a. Reporting of violence and disruptive incidents are documented in accordance with SAVE legislation? |  |  |
| b. Reporting of incidents of discrimination and harassment according to the Dignity Act? |  |  |
| c. A standardized incident report form is utilized in every school building? |  |  |
| d. Student/Staff accident reports are maintained? |  |  |
| e. OSHA Illness & Injury Reports are maintained for all school buildings? Summary reports are posted from February 1 - April 30 for previous year? |  |  |
| f. Data is reviewed at safety team meetings regularly to establish trends and improve procedures and practices? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(6) Intervention & Prevention** |
| **Question** | **Response** | **Comments** |
| a. Students are assisted in developing anger management skills? |  |  |
| b. Students and parents are made aware of available resources? |  |  |
| c. Diversity awareness is emphasized in compliance with the Dignity Act? |  |  |
| d. Character education is taught as part of the curriculum in accordance with the SAVE legislation? |  |  |
| e. Students have access to conflict resolution programs? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(7) Staff Development & Training** |
| **Question** | **Response** | **Comments** |
| a. All staff are trained annually by September 15th to understand all components of the Building-Level Emergency Response Plan and the part they play? Emergency response actions are clearly defined? Components on violence prevention and mental health, including suicide prevention, are included? |  |  |
| b. Have those individuals responsible for emergency response been trained in Federal Emergency Management Agency (FEMA) school safety courses including incident command and multi-hazard emergency response? |  |  |
| c. Administrators and staff are trained in conflict resolution? |  |  |
| d. Security aides and greeters are trained annually to understand their role? |  |  |
| e. NYS licensed security guards receive initial 8-hour Pre-Assignment; 16-hour In-service and 8-hour annual refresher training as required by the Security Guard Act? Licenses are carried at all times? |  |  |
| f. The role and daily activities of the security guard are clearly defined and documented? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(8) Student Involvement** |
| **Question** | **Response** | **Comments** |
| a. Students are represented on school safety team? |  |  |
| c. Students have been trained on emergency response procedures? |  |  |
| d. An anonymous reporting system has been instituted for students to help break the "Code of Silence?" |  |  |
| e. A student safety team exists?  |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(9) Parent Involvement** |
| **Question** | **Response** | **Comments** |
| a. Parents are represented on school safety teams? |  |  |
| b. Parents are informed at the beginning of every school year about school emergency procedures? |  |  |
| c. Training opportunities are provided throughout the school year on violence prevention, emergency planning and response? |  |  |
| d. Parents participate in emergency exercises and drills? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(10) Role of Law Enforcement** |
| **Question** | **Response** | **Comments** |
| a. Incidents of crime on school grounds or school-sponsored functions are reported to law enforcement? |  |  |
| c. Law enforcement participates on school safety teams? |  |  |
| d. Law enforcement has been given critical school building information? |  |  |
| e. Law enforcement participates in school exercises and drills? |  |  |
| f. The school district supports the concept of “If You See Something; Say Something?” |  |  |
| g. School District employs Resource Officers? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(11) Safety Plan Development** |
| **Question** | **Response** | **Comments** |
| a. A District-Wide School Safety Team has been appointed by the Board of Education with appropriate representation including the Board of Education, Student (recommended), Teacher, Administrator, Parent Organization, School Safety Personnel and others. |  |  |
| b. The District-Wide School Safety Team has created the District-Wide School Safety Plan and updates the plan annually? |  |  |
| c. The District-Wide School Safety Team meets at least four times each school year? |  |  |
| d. The District-Wide School Safety Plan is available for public comment for 30-days prior to Board of Education adoption by September 1st of each school year?  |  |  |
| e. The District-Wide School Safety Plan is posted on the school district website by October 15th of each school year? |  |  |
| f. The District-wide School Safety Team sets a specific agenda for each meeting and keeps minutes? |  |  |
| g. The Building-Level Emergency Response Team is appointed by the Principal with the appropriate representation including Teacher, Administrator, Parent Organization, School Safety Personnel, Community Members, Local Law Enforcement Officials, Fire Officials, Emergency Response Agencies, and others? |  |  |
| h. The Building-Level Emergency Response Team creates and updates annually the Building-Level Emergency Response Plan? |  |  |
| i. The Board of Education adopts the Building-Level Emergency Response Plan by September 1st of each school year? |  |  |
| j. The Building-Level Emergency Response Plan is submitted electronically to the State and Local Police by October 15th of each school year through the SED Business Portal? |  |  |
| k. The Building-Level Emergency Response Team meets at least four times each school year? |  |  |
| l. The Building-Level Emergency Response Team plans and participates in routine emergency exercises/drills for sheltering and evacuation to test the plan? Tabletop exercises are utilized as necessary? |  |  |
| m. Post-incident and exercise/drill debriefings are conducted? |  |  |
| n. The Building-Level Emergency Response Team conducts periodic building security audits and climate surveys? |  |  |
| o. Are strobes/flashing lights available outside the building to alert students/staff of a problem? |  |  |
| p. Each school building has an active Building-Level Emergency Response Team; Emergency Response Team; Post-Incident Response Team; and Search Team? |  |  |
| q. The Building-Level Emergency Response Team appoints members of the Emergency Response Team and the Post-Incident Response Team? |  |  |
| r. A chain-of-command has been established in every school building? |  |  |
| s. Evacuation site agreements are in place and current? |  |  |
| t. Each school building has a plan for evacuation of disabled individuals? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |

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| **(12) Security Personnel** |
| **Question** | **Response** | **Comments** |
| a. School District employs state licensed security guard firm? |  |  |
| b. School District employs their own state licensed security guards? |  |  |
| c. School District employs security aides, monitors, or greeters? |  |  |
| d. Roles of security personnel are clearly defined? |  |  |
| e. Security personnel are members of school safety teams? |  |  |
| Overall Assessment: Acceptable ( ) Needs Improvement ( ) |
| Building-Level Emergency Response Team Members: |