

Use the following questions to think about ways of increasing safety and security in your school. For more information, see *Mitigating Hazards in School Facilities*, <http://www.ncef.org/safeschools/index.cfm>.

Room No _____ Location _____ Date _____

1. Art Rooms

■ Do faculty have a clear view of the entire art room area, including the kiln room entry?

Yes No Not applicable Further study

Note:

■ Are electrical outlets protected by ground fault circuit interrupters (GFCIs) to guard against electrical shock?

Yes No Not applicable Further study

Note:

■ Are kilns located in separate rooms with adequate exhaust fans or ducts that vent directly to the outside?

Yes No Not applicable Further study

Note:

■ Do kiln rooms contain stored goods other than clay products? Only clay products should be allowed.

Yes No Not applicable Further study

Note:

■ Does the kiln room wall or door contain a view window so faculty can observe activities within?

Yes No Not applicable Further study

Note:

■ Is there proper ventilation in areas where spraying, kiln firing, or photographic developing takes place?

Yes No Not applicable Further study

Note:

■ If photography is included, is there a lockable room for storing valuable equipment and hazardous supplies? Is the room alarmed?

Yes No Not applicable Further study

Note:

2. Music Rooms

■ Do faculty have a clear view of the entire music room area, including practice and storage room entries?

Yes No Not applicable Further study

Note:

■ Are there lockable rooms for storing equipment and instruments?

Yes No Not applicable Further study

Note:

■ Does the music room have an alarm system to deter breaking and entering?

Yes No Not applicable Further study

Note:

