

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>.

Location _____ Date _____
(Make as many copies as needed)

1. System Protection

■ Does an uninterruptible power supply (UPS) provide emergency backup power? A UPS should be located at all computerized points, from the main distribution facility to individual data closets and at critical personal computers/terminals. Critical local area network (LAN) sections also should have uninterruptible power.

Yes No Not applicable Further study

Note:

■ In high risk, earthquake-prone, and wind hazard areas, are interior and exterior communication system components adequately braced and supported? Post-event communications are vital for issuing instructions to school administrators, students, faculty, and staff. Some components, such as satellite dish antennas, are easily damaged if not adequately supported.

Yes No Not applicable Further study

Note:

■ In high risk areas, is communications system wiring distributed in secure chases and risers, or otherwise secure areas, to prevent tampering?

Yes No Not applicable Further study

Note:

2. Radio/Wireless Communication Systems

■ Does the school have the necessary transmitters, receivers, and repeaters to ensure radio communication by EMS personnel everywhere in the building? Radio frequency (RF) communication may not be possible within parts of larger schools, particularly if their construction incorporates many steel components such as structural steel framing, steel bar joists, steel studs, and metal roof and floor decking.

Yes No Not applicable Further study

Note:

■ Are a sufficient number of hand-held two-way radios or cellular phones available to school staff? The principal, vice principal, front office staff, playground supervisors, bus drivers, custodians, lunch duty staff, crossing guards, and school resource officers should have these devices.

Yes No Not applicable Further study

Note:

3. Telephone Systems

■ Is the main telephone distribution room secure?

Yes No Not applicable Further study

Note:

■ Is the telephone distribution room protected against extreme temperature and humidity, exceeding normal operation limits?

- Yes No Not applicable Further study

Note:

■ Does the telephone system have an uninterruptible power supply (UPS)? Many telephone systems are computerized and need a UPS to ensure reliability during power fluctuations. The UPS is also needed while waiting for emergency power to come on line or to allow an orderly shutdown.

- Yes No Not applicable Further study

Note:

4. Emergency Power

■ Are provisions for emergency power throughout the building, and especially for critical areas, in place?

- Yes No Not applicable Further study

Note:

■ Is there an exterior connection for emergency power from sources such as portable generators?

- Yes No Not applicable Further study

Note:

■ In high hazard areas, does any single critical node allow both the normal electrical service and the emergency backup power to be affected by a single incident? Emergency and normal electrical equipment should be installed at different locations that are as far apart as possible.

- Yes No Not applicable Further study

Note:

5. Exterior Utility Lifelines Protection

■ In high risk, wind hazard, and flood prone areas, are water supply lines and storage adequately protected? Although bottled water can satisfy requirements for drinking water and minimal sanitation, domestic water meets many other needs, such as flushing toilets, building heating and cooling system operations, cooling of emergency generators, humidification, etc.

- Yes No Not applicable Further study

Note:

■ Are other utility lifelines (power, voice, data and internet communications, fuel, etc.) adequately protected from vandalism and natural disasters, preferably by concealing, burying, or encasing? Are they protected at points of entry into the building and braced as needed?

- Yes No Not applicable Further study

Note:

■ In high risk areas, are there multiple, redundant locations for the telephone and communications service entering the site and serving the building?

- Yes No Not applicable Further study

Note:

■ Do only authorized personnel have access to exterior utility lifelines and their controls?

- Yes No Not applicable Further study

Note:

Additional notes and comments:

