

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** _____

1. Main Entry

■ Is the main point of entry at the front of the school and readily identifiable?

Yes No Not applicable Further study

Note:

■ Is the main entry, or a supervised and controlled designated secondary entry, the closest entry option for visitors approaching after parking?

Yes No Not applicable Further study

Note:

■ Are the areas directly outside and inside the main entry well-lit, sheltered from the elements, and spacious enough to avoid becoming overcrowded? Are entry walkways and doors wide enough to avoid overcrowding at peak times?

Yes No Not applicable Further study

Note:

■ If there is covered seating at the main entry, does it obstruct circulation pathways?

Yes No Not applicable Further study

Note:

■ Do signs spell out behavioral expectations, access-restrictions, and applicable local and state regulations?

Yes No Not applicable Further study

Note:

■ Where security screening is warranted, does the entry have adequate space for queuing, equipment, and pulling students aside for more thorough investigation? If built-in metal detectors are going to be used, have manufacturers been contacted to determine space needs?

Yes No Not applicable Further study

Note:

2. Secondary Entries and Exits

(See related assessment guide: *EXITWAYS*)

■ Is the number of building entries and exits kept to a minimum, and are all controlled or supervised?

Yes No Not applicable Further study

Note:

■ Where building and stair exit doors are protected from the weather, do they serve as concealed areas for unwanted activity?

Yes No Not applicable Further study

Note:

3. Reception Area

■ Are panic or duress alarm buttons installed at the reception desk?

Yes No Not applicable Further study

Note:

■ Can doors be electronically locked to block visitors' entry into the building?

Yes No Not applicable Further study

Note:

■ Do windows facilitate surveillance from the reception area, providing, on the outside, an unimpeded view of the main entry and drop-off and visitor parking areas, and, on the inside, a view of the adjoining halls and stairwells, and, preferably, the closest bathroom entries?

Yes No Not applicable Further study

Note:

■ When the main entry doors are unlocked, can securable internal doors oblige visitors to confer with the receptionist to gain entry beyond the reception area?

Yes No Not applicable Further study

Note:

■ Does the reception area include adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, and a telephone, a radio base station if radios are used.

Yes No Not applicable Further study

Note:

■ Do seating areas for visitors impede foot traffic?

Yes No Not applicable Further study

Note:

■ Is the school's main administrative area located off the reception area so administrators can see who is coming and going?

Yes No Not applicable Further study

Note:

■ Does the school layout require visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the school? Can anyone get past the reception area without being seen close enough by staff to be identified?

Yes No Not applicable Further study

Note:

4. High Risk Schools

■ Is the reception area protected by a bullet-resistant windows and walls or does it have a rear exit or safe haven into which the receptionist can retreat? A safe haven is a windowless room with a solid door, easily locked from the inside without requiring a key, and in which there is a telephone for calling for help.

Yes No Not applicable Further study

Note:

■ Are entries designed to mitigate explosive blast hazards? Do they contain design elements that could entrap an explosion, thus amplifying its impact? Are interior and exterior foyer doors offset from one another? Do doors and walls along the line of security screening meet requirements of UL 752, *Standard for Safety: Bullet-Resisting Equipment*?

Yes No Not applicable Further study

Note:

■ Are windows and their framing and anchoring systems designed and located to resist the effects of explosive blasts, gunfire, and forced entry? Windows overlooking or directly exposed to public streets or dangerous areas should be either minimized or protected.

- The greatest risk to occupants from an explosive blast originating near the school or even blocks away is injury from flying glass shards, so window glazing should be laminated or protected with an anti-shatter film. Glass-clad polycarbonate and laminated polycarbonate are two types of alternative glazing material.
- Bullet resistant glazing should meet the requirements of UL 752.
- Security glazing should meet the requirements of ASTM F1233 or UL 972.
- Window assemblies containing forced-entry-resistant glazing should meet the requirements of ASTM F588.

Yes No Not applicable Further study

Note:

5. Nonstructural Hazards

■ Are bookcases, sculpture, or other heavy objects secured from falling due to student misbehavior or natural disasters?

Yes No Not applicable Further study

Note:

■ In earthquake-prone areas, are partitions that terminate at hung ceilings properly braced to the structure above? Heavy partitions are particularly vulnerable to strong earthquake or explosive forces because of their stiffness and mass and are prone to damage.

Yes No Not applicable Further study

Note:

■ In earthquake-prone areas, are plaster and gypsum board ceilings adequately supported and secured to structural framing?

Yes No Not applicable Further study

Note:

■ In earthquake-prone areas, are suspended lighting fixtures, suspended ceiling systems braced and provided with safety wires?

- Lighting fixtures, ceiling systems, and other overhead components or objects should be mounted to minimize the likelihood that they will fall and injure building occupants.
- Lay-in fluorescent lights should be supported independent of the ceiling grid. Spot lights and track lights should be securely attached to the structure.

Yes No Not applicable Further study

Note:

Additional notes and comments:
