

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. Fresh Air Intakes and Exhausts

■ Are fresh air intakes located on roofs or placed high on exterior walls, at least 12 feet off the ground (or the fourth floor or higher in tall buildings), and away from vehicle exhaust-laden areas? Roof-mounted air intake locations are vulnerable to flying debris in high winds, so wall-mounting is preferable. Wall intake heights should be increased where existing platforms or building features (i.e., loading docks, retaining walls) might provide access to them.

Yes No Not applicable Further study

Note:

■ Are fresh air intakes located within secure fenced areas, cages or enclosures and protected by metal mesh sloped at least 45 degrees to reduce the threat of objects being tossed onto them?

Yes No Not applicable Further study

Note:

■ Are exhaust air outlets located downwind from air intakes and separated by the maximum distance possible?

Yes No Not applicable Further study

Note:

2. Air Handling and Filtration

■ Is there a master ventilation system shut-off in the principal's office or other designated area, making it possible to help control the spread of airborne contaminants through the ventilation system from any source, from chemical spills to volcanic ash fall to chemical-biological-radiological (CBR) attack?

Yes No Not applicable Further study

Note:

■ Have critical air systems been balanced after initial construction or rebalanced after later renovation?

Yes No Not applicable Further study

Note:

■ Are functional, tight-sealing fire dampers installed and operational at all fire barriers, as required by building and fire codes?

Yes No Not applicable Further study

Note:

■ In high risk areas, is a smoke evacuation system with adequate purge capacity operational, installed facing away from high-risk buildings, with controls and wires protected against damage, and connected to emergency power?

Yes No Not applicable Further study

Note:

3. Areas of Refuge/Community Shelter

■ If the school has designated areas of refuge or is to be designed to serve as a community shelter, is the mechanical system equipped to heat or cool these areas during an emergency?

Yes No Not applicable Further study

Note:

4. Asbestos

■ If the school contains asbestos now or has contained asbestos in the past, is an asbestos management plan per 40 CFR 763, Subpart E, in place? Title 40 of the Code of Federal Regulations (CFR), Part 763, contains federal asbestos regulations. Subpart E covers "Asbestos-Containing Materials in Schools." To access Subpart E, visit GPO Access at www.access.gpo.gov.

Yes No Not applicable Further study

Note:

5. Equipment Stability

■ In high risk or earthquake-prone areas, is heavy mechanical equipment adequately secured? Are sensitive equipment and gauges protected against vibration damage; for instance, is spring-isolated equipment restrained from jumping off isolators?

Yes No Not applicable Further study

Note:

6. Equipment Inspection, Maintenance, Recommissioning, and Testing

■ Are there well-maintained records of fire inspections by fire officials, elevator inspections by building officials, and maintenance logs for all mechanical equipment?

Yes No Not applicable Further study

Note:

■ Are major mechanical, electrical, plumbing, security, communications, and other systems maintained, recommissioned, and tested on a preventive maintenance schedule, by trained workers in cooperation with security staff?

Yes No Not applicable Further study

Note:

Additional notes and comments:
