

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. School Office

■ Are confidential records separated from the reception area and stored in locked, vandal- and fire-resistant containers.

Yes No Not applicable Further study

Note:

■ Does the main office have two-way communication capability with all classrooms?

Yes No Not applicable Further study

Note:

■ Does a mass notification system reach all building occupants (public address, pager, cell phone, computer override, etc.)? Does it provide warning and alert information, along with actions to take before and after an incident?

Yes No Not applicable Further study

Note:

■ Does the main office have a windowless space or "safe room" with a lockable door and a telephone for emergencies?

Yes No Not applicable Further study

Note:

2. Principal's Office

■ Does the principal's office have a window or door that can serve as a secondary emergency exit?

Yes No Not applicable Further study

Note:

3. Guidance Office, Teachers' Workrooms, and Conference Rooms

■ Are vision panels with blinds installed in guidance offices and all other areas where one-on-one adult/child conferencing is conducted?

Yes No Not applicable Further study

Note:

4. Nonstructural Hazards

■ In earthquake-prone areas, are free-standing appliances, office equipment, sculpture, televisions, computers, hanging plants, file cabinets, lockers, bookshelves, aquariums, and other heavy objects adequately secured against falling?

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:

5. Windows in High Risk Areas

■ In high risk areas, 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:

Additional notes and comments:
