

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. Building Security Systems

■ Is basic security alarm system installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments? As needs and budgets allow, use room alarm, motion detection, and electronic surveillance systems at primary and secondary entry points, stairwells, courtyards, unsupervised or hidden areas inside the building and along the building perimeter, rooms containing valuable equipment or student records, and in rooms containing dangerous chemicals such as chemistry labs and maintenance supply areas. Have expert contractors install and maintain these systems?

Yes No Not applicable Further study

Note:

■ Are card access systems installed throughout the campus for use by students and staff? Card access systems greatly simplify access control and eliminate problems associated with lost keys and massive re-keying.

Yes No Not applicable Further study

Note:

■ Where keyed locks are used, is a master key control system in place to monitor keys and duplicates?

Yes No Not applicable Further study

Note:

■ Are devices used for physical security integrated with computer security systems? For example, are they used in place of or in combination with user ID and system passwords?

Yes No Not applicable Further study

Note:

■ In high risk areas, are magnetometers (metal detectors) and x-ray equipment installed? Where installed, are they used effectively?

Yes No Not applicable Further study

Note:

■ Is access to information on building operations, schematics, procedures, detailed drawings, and specifications controlled and available only to authorized personnel?

Yes No Not applicable Further study

Note:

2. Building Surveillance Systems

■ Do CCTV camera systems cover appropriate areas of the school and record to digital or tape devices? Are these devices set up to send images to printers or be downloaded onto disks? Do the pictures printed from this equipment provide clear enough images to identify suspects in a court of law?

Yes No Not applicable Further study

Note:

■ Do CCTV cameras use lenses that capture useful images under existing lighting conditions? Is infrared used if needed for dark areas or at night?

Yes No Not applicable Further study

Note:

■ Are cameras triggered by motion or intrusion?

Yes No Not applicable Further study

Note:

■ Are camera housings designed to protect against tampering, vandalism, and exposure to extreme temperature or moisture?

Yes No Not applicable Further study

Note:

■ Do cameras have an uninterruptible power supply, and are they connected to the building's emergency power supply?

Yes No Not applicable Further study

Note:

■ Are camera servers located in a secure location so they can't be tampered with?

Yes No Not applicable Further study

Note:

■ Is the surveillance system protected with adequate firewalls so it can't be broken into?

Yes No Not applicable Further study

Note:

Additional notes and comments:
