

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 _____

■ In high risk or wind hazard areas, are shelter spaces – such as school gymnasiums, hallways, or other windowless areas – identified, with special consideration given to egress, lockdown ability, and emergency supply storage?

Yes No Not applicable Further study

Note:

■ Are shelter spaces either windowless or do they have readily available shutters or equivalent protective devices with which to cover windows and block projectiles or flying glass?

Yes No Not applicable Further study

Note:

■ Are all standing or wall- or ceiling-mounted objects secured from falling?

Yes No Not applicable Further study

Note:

■ Do shelter spaces have the necessary provisions to ensure cell phone or radio communication by EMS personnel? Radio frequency (RF) communication may not be possible without the use of repeaters in parts of larger schools, particularly if the school's 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:

■ Do shelter spaces have provisions for emergency power? Is there an exterior connection for emergency power from sources such as portable generators?

Yes No Not applicable Further study

Note:

■ Do shelter spaces have access to drinking water and, if needed, water for cooking, washing, and toilet facilities?

Yes No Not applicable Further study

Note:

■ Are all necessary exterior utility lifelines (power, voice, data and internet communications, fuel, and water) adequately protected from attack or natural disaster, preferably by concealing, burying, or encasing? Are they protected at points of entry into the building and braced as needed? Do only authorized personnel have access to exterior utility controls?

Yes No Not applicable Further study

Note:

■ In earthquake-prone or high wind areas, do large shelter spaces such as gyms have adequately reinforced roofs? Spaces with long-span-construction may be not be safe for shelter use and should be checked by a structural engineer.

Yes No Not applicable Further study

Note:

■ In earthquake-prone areas, do any shelter area walls terminate at hung ceilings? If so, are they properly braced to the structure above? Heavy partitions are particularly vulnerable to strong earthquake 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:
