



# Comprehensive and Strategic Planning for SCHOOLS & DISTRICTS

We help create crisis response plans or evaluate existing plans to reassure your students, staff, and community that you are prepared.

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## **HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST**

The Hazard Mitigation/School Safety Annual Checklist describes specific areas and conditions for hazard inspection. It provides Site Administrators and the School Site Safety Committee with an objective tool to audit the current status of emergency readiness at any given point in time on a school campus. Use the Hazard Mitigation/School Safety Annual Checklist as a way to engage a newly formed Site Safety Committee or as a way to focus the committee's efforts on specific areas for improvement. The complete Hazard Mitigation/School Safety Annual Checklist follows. It is solely a self assessment tool and should not be included in the formal site plan.

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**USA Safe Schools** works closely with schools and districts to develop customized School Infrastructure Protection Plans, which identify common vulnerabilities, potential indicators of violent activity, and include protective measure reports for public and private schools (K-12) and higher education institutions. Our team will evaluate from the front door to the playground how vulnerable your school is and make recommendations on how to create a more secure safe campus. The time to plan is before something happens... Not After! With an emphasis on problem solving, we along with your school site will create a Strategic and Comprehensive School Safety plan that will enhance the quality of education you provide. We are here to help you make your school district safer.

**To learn more contact:**

**USA Safe Schools at 888.587.2722 or [info@usasafeschools.com](mailto:info@usasafeschools.com)**

**USASAFESCHOOLS.COM**

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

**DIRECTIONS:** Use the following checklist to review the school’s strengths and areas to target for improvement related to hazard mitigation and school safety procedures and policies.

**If an element is:**

- In place, check **YES**
- In place, but at a minimal level, check **IMPROVE**
- Missing, check **NO**
- Missing, but there exists a plan to implement, check **IMPLEMENT**

## SCHOOL EXTERIOR AND STUDENT AREAS

School Exterior and Student Areas	YES	IMPROVE	NO	IMPLEMENT
School grounds are fenced. If yes, approximate height:				
Gates are secured by good padlock and chain after hours.				
Drug-free zone signs are posted.				
Signs are posted for visitors to report to main office through a designated entrance.				
Shrubs and foliage are trimmed to allow for good line of sight.				
Bus loading and drop-off zones are clearly defined.				
Access to bus loading area is restricted to other vehicles during loading/unloading.				
Parent drop-off and pick-up area is clearly defined.				
There is adequate lighting around the building.				
Lighting is provided at entrances and other points of possible intrusion.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## SCHOOL EXTERIOR AND PLAY AREAS

School Exterior and Play Areas	YES	IMPROVE	NO	IMPLEMENT
The school is free of graffiti.				
Play areas are fenced or student boundaries are clearly marked and enforced.				
Good visual surveillance of play equipment or student congregation area is possible.				
Vehicular access to student play or congregation area is restricted.				
Playground equipment has tamper-proof fasteners.				
Visual surveillance of bicycle racks is possible.				
All areas of school buildings and grounds are accessible to patrolling security vehicles.				
Ground floor windows: -No broken panes -Locking hardware in working order				
Classroom doors are locked when classrooms are vacant.				
There is a central alarm system specific in the school.				
High-risk areas are protected by high security locks and alarm system.				
There is two-way communication between classrooms and main office.				
Students are restricted from loitering in corridors, hallways, and restrooms.				
Staff members wear I.D. badges.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## SCHOOL EXTERIOR AND SECURITY

School Exterior and Security	YES	IMPROVE	NO	IMPLEMENT
Law enforcement monitors school grounds after school hours.				
All school equipment is marked with an identification number.				
There is a policy for handling cash received at the school.				
There is regular maintenance and/or testing of the entire security alarm system at least once every six months.				
There is a schedule for maintenance checks on lights, locks and lock hardware, and storage sheds and outbuildings.				
There is a control system in place to monitor keys and duplicates.				
Exterior light fixtures are securely mounted.				
Mechanical rooms and hazardous storage areas are locked.				
Evacuation and other emergency drills are conducted on a consistent and ongoing basis.				
A record of health permits is maintained.				
A record of fire inspection by the official Fire Marshal is maintained.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## SCHOOL INTERIOR

School Interior	YES	IMPROVE	NO	IMPLEMENT
Multiple entries to the building are controlled and supervised.				
Visitors are required to sign in.				
Visitors are required to wear visitor badge.				
The hallways are properly lighted for safety.				
Bathrooms are properly lighted.				
Bathrooms are supervised by staff.				
The bathroom walls are free of graffiti.				
Exit signs are clearly visible and pointing in the correct direction.				
Access to electrical panels is restricted.				
Mechanical rooms and other hazardous storage areas are kept locked.				
Confidential files and records are maintained in locked, vandal proof, fireproof areas.				
If a classroom is vacant, students are restricted from entering the room alone.				
Faculty members are required to lock classrooms upon leaving.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## SCHOOL INTERIOR

School Interior	YES	IMPROVE	NO	IMPLEMENT
Friends, relatives, or non-custodial parents are required to have written permission to pick up a student from school.				
Students are required to have permission to leave school during school hours.				
There are written regulations regarding school personnel using building facilities after school hours.				
There are regulations regarding access and control of outside groups using the building after school hours.				
Law enforcement monitors school grounds after school hours.				

## DEVELOPMENT AND ENFORCEMENT OF POLICIES

Development and Enforcement of Policies	YES	IMPROVE	NO	IMPLEMENT
The Student Behavior Code is reviewed and updated annually.				
A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification.				
The school has an effective Emergency Management Plan that is reviewed and updated annually.				
The Emergency Management Plan includes a specific set of procedures for students/staff with special needs.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## DEVELOPMENT AND ENFORCEMENT OF POLICIES

Development and Enforcement of Policies	YES	IMPROVE	NO	IMPLEMENT
A chain-of-command has been established for the school when the principal and/or other administrators are away from the building.				
Behavioral expectations and consequences for violations are clearly outlined in the Behavior Code, including sanctions for weapon and drug offenses and all other criminal acts.				
Disciplinary consequences for infractions to the Behavior Code are fairly and consistently enforced.				
Parents are an integral part of student discipline procedures and actions.				
Alternatives to suspensions and expulsions are built into the discipline policy and care consistently used (Positive Behavior Supports).				
The behavior policy provides a system whereby staff and students may report problems or incidents anonymously.				
The behavior policy includes a team-oriented, systematic threat inquiry process that all staff members, students, and parents are aware of and understand.				

## DATA COLLECTION PROCEDURES

Procedures for Data Collection	YES	IMPROVE	NO	IMPLEMENT
Violations of state and federal laws are reported to law enforcement.				
An incident reporting procedure for disruptive incidents is established and utilized.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## DATA COLLECTION PROCEDURES

Procedures for Data Collection	YES	IMPROVE	NO	IMPLEMENT
Data collection procedures are established and utilized by administrators and staff.				
Collected data is reviewed and analyzed to identify recurring problems and guide reform initiatives.				
Accident reports are filed when a student is injured on school property or during school-related activities.				
The incident reporting system is reviewed and updated annually.				

## INTERVENTION AND PREVENTION PLANS

Staff Development	YES	IMPROVE	NO	IMPLEMENT
Students have access to conflict resolution programs.				
Students are assisted in developing anger management skills.				
Diversity awareness is taught and emphasized.				
Programs are available for students who are academically at-risk (Academic Intervention and Supports).				
Students may seek help without the loss of confidentiality.				
Students and parents have access to community resources.				



# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## STAFF DEVELOPMENT

Staff Development	YES	IMPROVE	NO	IMPLEMENT
The principal and other administrators maintain a highly visible profile.				
Administrators and staff (including campus security and law enforcement) are trained in the implementation of site Emergency Management Plan.				
Campus Security (i.e. specifically assigned staff, law enforcement, parent volunteers) receive training relevant to their campus responsibilities.				
School Resource Officers receive training relevant to their campus responsibilities.				
The entire staff participates in emergency training which is progressive and aimed at continually increasing the level of emergency readiness on site.				
School Resource Officers offer staff training in emergency readiness.				
Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.				
School safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan.				
Staff development opportunities extend to support staff including cafeteria workers, custodial staff, secretarial staff, and bus drivers.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## STUDENT INVOLVEMENT

Opportunity for Student Involvement	YES	IMPROVE	NO	IMPLEMENT
Students are represented on the School Site Safety Committee.				
The school provides opportunities for student leadership related to violence prevention and safety issues.				
The school provides adequate recognition opportunities for all students.				
Students are provided encouragement and support in establishing clubs and programs to raise the level of student involvement.				
Students are adequately instructed in their responsibility to avoid becoming victims of violence (avoiding high-risk situations and behavior).				

## PARENT AND COMMUNITY INVOLVEMENT

Parent and Community Involvement	YES	IMPROVE	NO	IMPLEMENT
Parents and community members are an integral part of the school's safety planning and policymaking.				
Parents are aware of behavioral expectations and are informed of changes in a timely manner.				
Parents and community members have easy access to clear and explicit information regarding emergency procedures on campus.				
Parents and community members receive training regarding issues in emergency response at school via after-hours seminars and/or workshops.				

# HAZARD MITIGATION/SCHOOL SAFETY ANNUAL CHECKLIST

## PARENT AND COMMUNITY INVOLVEMENT

Parent and Community Involvement	YES	IMPROVE	NO	IMPLEMENT
The school's communication plan includes an efficient method of informing parents when an emergency situation arises.				
The school's Emergency Management Plan includes a Memorandum of Understanding with at least one community partner regarding provision of a safe and reasonable off-campus evacuation location.				

## THE ROLE OF LAW ENFORCEMENT

Role of Law Enforcement	YES	IMPROVE	NO	IMPLEMENT
Incidents of crime that occur on school property or at school-related events are reported to law enforcement.				
Law enforcement personnel are an integral part of the school's safety process.				
The school and its law enforcement partners have a Memorandum of Understanding, defining the roles and responsibilities of both parties.				
School security officials and local law enforcement provide a visible presence on campus during school hours and at school-related events.				
There is a communication tool in place to keep law enforcement informed regarding the schedule of non-traditional school hours.				
School administrators have the opportunity to meet with law enforcement commanders at least once a year.				