

Assessment Quick Reference List

EXTERIOR DOORS:

- Perimeter doors are the first (physical) line of defense against an intruder.
- Test function of doors. Are they closing & latching properly
- Are they being propped open while not monitored?
- Are too many doors in use for arrival/dismissal?
- Is staff physical present during arrival and dismissal?
- Are they conspicuously numbered? (Clockwise. Main entry is #1)

LIGHTING:

- Are all exterior lights functioning properly?
- Is there a need for additional lighting?

CAMERAS:

- Are all exterior doors being monitored?
- Does the camera view extend beyond the perimeter?
- Are there interior cameras? (Hallways, stairways & entry points.)
- Are cameras being monitored?
- Is the video monitor large enough for multiple images?
- Are there video monitors in more than one location?
- Can the live camera feeds be shared with police off-site?

CLASSROOMS:

- Classroom doors are the second, and possibly last, physical line of defense.
- Are classroom doors kept in a locked condition? Particularly important if keys are needed to lock door.
- Magnets can be used to prevent door from locking each time a student goes to restroom, etc.
- If a key is required for locking, do subs have keys?
- Is glass present in door or adjacent that can be easily broken and lock reached?
- Is "safe corner" known or identified in each room? (Can be different in each room.) Would a substitute teacher know the location?
- Is the room number posted inside the classroom and visible from the safe corner?
- Is the room number posted (facing out) on exterior windows?
- Can safe corner be viewed through door glass? Window shade needed?

CONTROLLING SPACE:

- Are unoccupied classrooms locked?
- Are custodial closets and maintenance areas locked?
- Are circuit-breaker panels locked?
- Is access to the roof locked? (Roof hatch; access door.)
- If school space is rented (gym, auditorium), is there access to entire building?

LOCKDOWN:

- Is the lockdown announcement audible in all areas of the building? In noisy areas? Gym; music room; cafeteria; pool?
- Teacher's first action: LOCK DOOR as they quickly scan hallway.
- Who can call a lockdown?
- Can a lockdown be initiated from anywhere in the building?
- Do substitute teachers know emergency procedures?
- Do substitute teachers have key for classroom locks?
- Is there two-way communication between main office and classrooms?
- Is there communication with student groups who may be off-site or on playground?
- Students who are outside when lockdown is called should not re-enter the building.
- How do police enter the building during a lockdown?
- *What is action if fire alarm sounds during a lockdown?
- *Can police silence fire alarm?

*Both issues must be included in school emergency plan after consultation with local fire code official. See Division of Fire Safety Bulletin: 2008-1, School Lockdowns.