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SCHOOL SAFETY AND SECURITY
CHECKLIST

Assessment Report Details

District Name:

Facility/School Name:

Reviewed By:

Date Review Completed:

DISTRICT-WIDE LAYER	TIER 1	TIER 2	TIER 3	TIER 4	Achieved	In Progress	Future Need	Not Required
• POLICIES AND PROCEDURES								
» School and District Emergency Protocols & Responsibilities Defined	✔	✔	✔	✔				
» Dedicated Security Director/Department	✔	✔	✔	✔				
» Climate and Cultural Survey of Stakeholders	✔	✔	✔	✔				
» Establishment of Safety Policies and Procedures	✔	✔	✔	✔				
» Sharing Maps and Other Facility Information With Law Enforcement, Fire and EMS	✔	✔	✔	✔				
» District-Wide Physical Security Standards	✔	✔	✔	✔				
» Annual Physical Security Assessments Based on District-Wide Standards	✔	✔	✔	✔				
» Ensure Maintenance of Security Technology Implementations	✔	✔	✔	✔				
» Incident Report Documentation System	✔	✔	✔	✔				
» Independent Security Assessment on 5-Year Cycle				✔				
VISITOR MANAGEMENT SYSTEM								
» Visitor Badging System	✔	✔	✔	✔				
» Electronic Visitor Management System		✔	✔	✔				
STUDENT AND STAFF IDENTIFICATION								
» Volunteer Background Checks	✔	✔	✔	✔				
» Student Identification Badges	✔	✔	✔	✔				
» Smart Card Identification Badges			✔	✔				
» Biometrics-Based Authentication				✔				
CYBERSECURITY AND NETWORK INFRASTRUCTURE								
» Segregate Physical Security Network From Administrative and Student Networks	✔	✔	✔	✔				
» Optimize Power Over Ethernet Cabling Infrastructure to Support Security Devices	✔	✔	✔	✔				
» MDF and IDF Frame for Servers, Connections and Head End Security Hardware	✔	✔	✔	✔				
» Implement All Available Software and Firmware Updates	✔	✔	✔	✔				
» Ensure Security Equipment Software and Firmware is Up to Date	✔	✔	✔	✔				
» Incident Response and Redundancy Plan for Critical Security Systems	✔	✔	✔	✔				
» Cybersecurity Best Practices Training	✔	✔	✔	✔				
» Internal and External Penetration Testing		✔	✔	✔				
» Automated Vulnerability Scanning		✔	✔	✔				
» Compromise Assessment		✔	✔	✔				
» Network Intrusion Detection			✔	✔				
» Compromise Assessment			✔	✔				
» Next-Generation Firewalls			✔	✔				
» District-Wide Managed IT Network Cybersecurity Operations				✔				
• PEOPLE (ROLES AND TRAINING)								
» Empower All Staff to Initiate Emergency Procedures	✔	✔	✔	✔				
» Biannual All Hazard Scenario-Based Drills With Community Partners	✔	✔	✔	✔				
» Empower Community to Share Concerns Through Anonymous Reporting	✔	✔	✔	✔				
» Train All Staff and Volunteers on Mandated Reporting Requirements and Protocols	✔	✔	✔	✔				
» First Responder Training for School Personnel Based on Local Needs	✔	✔	✔	✔				

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	TIER 1	TIER 2	TIER 3	TIER 4	Our Status Achieved	In Progress	Future Need	Not Required
• ARCHITECTURAL								
» Facility and Vicinity Mapping	✔	✔	✔	✔				
» Printed or Electronic "Tactical Floor Plans"		✔	✔	✔				
» Building Information Modeling (BIM)			✔	✔				
• COMMUNICATION								
» Memorandums of Understanding (MOUs) With Emergency Responders for Threat Information Sharing and Building Access	✔	✔	✔	✔				
» MOUs With Hospitals, Religious Organizations, Community Centers and Red Cross	✔	✔	✔	✔				
» Wide-Area Two-Way Radio System	✔	✔	✔	✔				
» Trunked Radio System		✔	✔	✔				
» Mass Notification Unified With Emergency Communications System			✔	✔				
WEATHER MONITORING								
» Monitor NOAA Local Weather Information	✔	✔	✔	✔				
» Weather Monitoring Service		✔	✔	✔				
» Weather Monitoring Station at Central School Facility			✔	✔				
» Weather Monitoring Station at School Facilities Every 10 Miles				✔				
• ACCESS CONTROL								
» Command Staff/Responder Access to Keys or Credentials for Emergency Entry	✔	✔	✔	✔				
» Access Control System Equipped With Remote Door Release Capability			✔	✔				
» All Command Staff Possess Keys and/or Access Credentials			✔	✔				
» All Responders Possess Keys and/or Access Credentials				✔				
» Electronic Access Control for IDF & MDF Rooms w/Key Override				✔				
AUXILIARY BUILDINGS								
» Implement Security Plan Specific to Auxiliary Buildings	✔	✔	✔	✔				
TRANSPORTATION								
» Interoperable Radio System for All Buses and School Vehicles	✔	✔	✔	✔				
» GPS Tracking System for All Student Transportation Vehicles	✔	✔	✔	✔				
» Bus Video Surveillance System		✔	✔	✔				
» Card-Based Check-In				✔				
» Biometric-Based Check-In				✔				
• VIDEO SURVEILLANCE								
» Use and Data Retention Policy	✔	✔	✔	✔				
» MOUs with Law Enforcement for Sharing Video Data	✔	✔	✔	✔				
» Incorporation of Video Surveillance Into Emergency Response Plans	✔	✔	✔	✔				
» Camera Standardization		✔	✔	✔				
» Recording System Standardization			✔	✔				
» Video Verification of Alarms to Monitoring Service or Security Operations Center (SOC)				✔				
• DETECTION AND ALARMS								
» Intrusion Detection System for All Buildings Centrally Monitored	✔	✔	✔	✔				
» Duress Alarms Centrally Monitored	✔	✔	✔	✔				
» Duress Alarms Sent to Law Enforcement		✔	✔	✔				
» Duress Alarms Monitored by a District-Wide SOC			✔	✔				
» Intrusion and Duress Alarms Monitored by a District-Wide SOC				✔				

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PROPERTY PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
					Achieved	**In Progress**	**Future Need**	**Not Required**
• POLICIES AND PROCEDURES								
» Implement NCS4 Best Practices for Outdoor Activities and Events	✔	✔	✔	✔				
» Security Patrols		✔	✔	✔				
» Annual Assessment for Lighting			✔	✔				
• ARCHITECTURAL								
» Signage Directing Visitors to a Designated Entrance	✔	✔	✔	✔				
» Apply CPTED Principles to Promote Territorial Reinforcement	✔	✔	✔	✔				
» Trespassing, Video Surveillance and Access Notification Signage	✔	✔	✔	✔				
» Properly Positioned Exterior Lights	✔	✔	✔	✔				
» Debris Clearance	✔	✔	✔	✔				
» Gates at Entrances		✔	✔	✔				
» Landscaping to Control Vehicle Access		✔	✔	✔				
» Lighting to Enhance Video Surveillance			✔	✔				
• COMMUNICATION								
» Audible Mass Notification for Students and Staff	✔	✔	✔	✔				
» Local Area Two-Way Radio System Between Office and Staff		✔	✔	✔				
» Visual Indicators Specific to Hazard			✔	✔				
» Digital Low-Band Radio System Connected to District-Wide System			✔	✔				
» Audible and Visual Mass Notification Tied to District-Wide System				✔				
• ACCESS CONTROL								
» Manual Access Gates		✔	✔	✔				
» Electronic Access Gates				✔				
• VIDEO SURVEILLANCE								
» Fixed Camera, Wide Area Coverage	✔	✔	✔	✔				
» Wide Dynamic Range Cameras	✔	✔	✔	✔				
» Infrared (IR) Cameras or Lighting		✔	✔	✔				
» Wireless Video Data Transmission		✔	✔	✔				
» PTZ Camera Coverage		✔	✔	✔				
» Loitering Detection Analytics		✔	✔	✔				
» Perimeter Video Analytics				✔				
» People Identification at Gates or Points of Entry				✔				

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PARKING LOT PERIMETER LAYER	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
					Achieved	In Progress	Future Need	Not Required
• POLICIES AND PROCEDURES								
» Security Training for Staff and Volunteers	✔	✔	✔	✔				
» Parking Tags	✔	✔	✔	✔				
» Assign Staff to Periodically Check Parking Lot		✔	✔	✔				
» Persistent Staff Patrol			✔	✔				
» RFID Parking Tags			✔	✔				
» Staff Capability to Initiate Emergency Protocols From Exterior				✔				
• ARCHITECTURAL								
» Apply CPTED Principles to Enhance Natural Surveillance	✔	✔	✔	✔				
» Signage (Directing to Appropriate Areas)	✔	✔	✔	✔				
» Signage Directing to Emergency Communication Device	✔	✔	✔	✔				
• COMMUNICATION								
» Wide Area Mass Notification System (MNS)			✔	✔				
» Two-Way Emergency Phones			✔	✔				
» Audible and Visual Mass Notification Tied to District-Wide System				✔				
• ACCESS CONTROL								
» Barrier Gates Integrated With Access Control				✔				
• VIDEO SURVEILLANCE								
» Fixed Camera, Wide Area Coverage	✔	✔	✔	✔				
» Wide Dynamic Range Cameras (when conditions require)	✔	✔	✔	✔				
» People Identification Field of View at Pickup/Drop-off Area		✔	✔	✔				
» Loitering Detection Analytics			✔	✔				
» PTZ Camera Coverage			✔	✔				
» Audio Analytics Integration				✔				
» License Plate Recognition (LPR) and Data Integration				✔				

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BUILDING PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	Achieved	In Progress	Future Need	Not Required
• POLICIES AND PROCEDURES								
» Categorization of All Exterior Openings	✔	✔	✔	✔				
» Entrances Marked With First Responder Numbering System	✔	✔	✔	✔				
» Policy Established for Control of Exterior Openings	✔	✔	✔	✔				
» Key Control Procedures	✔	✔	✔	✔				
» Complete Distributed Antenna System (DAS) Site Survey	✔	✔	✔	✔				
• PEOPLE (ROLES AND TRAINING)								
» Staff Trained to Lock/Unlock Doors per Policy	✔	✔	✔	✔				
» Visitor Management Policy/Process Training	✔	✔	✔	✔				
• ARCHITECTURAL								
» Signage (Directing to Appropriate Areas)	✔	✔	✔	✔				
» Apply CPTED Principles Allowing Natural Access Control and Surveillance	✔	✔	✔	✔				
» Secured Vestibule	✔	✔	✔	✔				
» Emergency Building Access System for Fire/Law Enforcement	✔	✔	✔	✔				
» DAS (New Construction/Renovation)	✔	✔	✔	✔				
» One-Way Film on Exterior Windows to Prevent Visual Access	✔	✔	✔	✔				
» Security Film on Exterior Door Vision Panels and Sidelites	✔	✔	✔	✔				
» Ballistic Security Glass for Exterior Door Vision Panels and Sidelites			✔	✔				
• COMMUNICATION								
» Public Address System	✔	✔	✔	✔				
» Main Entry Door Intercom with Two-Way Communications		✔	✔	✔				
» Audible and Visual Mass Notification Tied to District-Wide System				✔				
» Unify Communication Systems With Video Surveillance and Access Control				✔				
• ACCESS CONTROL								
» All Exterior Doors Secured With Lock or Exit Device	✔	✔	✔	✔				
» Patented/Restricted Key System	✔	✔	✔	✔				
» Key Management System	✔	✔	✔	✔				
» Cylinder Dogging With Indicator	✔	✔	✔	✔				
» Door Status Monitoring	✔	✔	✔	✔				
» Electronic Access Control of Primary Entrances	✔	✔	✔	✔				
• VIDEO SURVEILLANCE								
» Video Intercom at Visitor Entrance Points	✔	✔	✔	✔				
» Interior, Fixed Camera Coverage for All Entrance Points	✔	✔	✔	✔				
» Wide Dynamic Range Cameras (When Conditions Require)	✔	✔	✔	✔				
» Exterior, Fixed Camera Coverage at All Entry Points		✔	✔	✔				
» Loitering Detection Analytics at Entry Points			✔	✔				
•DETECTION AND ALARMS								
» Intrusion Detection System on all Exterior Access Points	✔	✔	✔	✔				
» Intrusion Detection System Monitored 24/7	✔	✔	✔	✔				
» Partitioned Intrusion Detection			✔	✔				
» Automated Threat Detection				✔				

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CLASSROOM/INTERIOR PERIMETER LAYER	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
					Achieved	In Progress	Future Need	Not Required
• POLICIES AND PROCEDURES								
» Classroom Doors Closed and Locked When Occupied	✔	✔	✔	✔				
• PEOPLE (ROLES AND TRAINING)								
» Teachers, Staff and Substitutes Trained on Emergency Protocols	✔	✔	✔	✔				
• ARCHITECTURAL								
» Security Film on Door Vision Panels and Sidelites	✔	✔	✔	✔				
» "Narrow-Lite" Style Classroom Doors with Blinds	✔	✔	✔	✔				
» Compartmentalize Building with Cross-Corridor Doors	✔	✔	✔	✔				
» Reinforced Walls at Shelter in Place Areas (New Construction)	✔	✔	✔	✔				
» Safety/Security Optimization of Classroom Door Installation (New Construction)	✔	✔	✔	✔				
• COMMUNICATION								
» Public Address System	✔	✔	✔	✔				
» E-911 Added to Phone System (No Codes)	✔	✔	✔	✔				
» Two-way Intercom System With Call Buttons		✔	✔	✔				
» Duress Button System - Office and Classroom		✔	✔	✔				
» In-Building Emergency Communication System			✔	✔				
» Distributed Antenna System (DAS)			✔	✔				
» Mass Notification Tied to District-Wide System			✔	✔				
» Building-Wide Communication via Outside Calls (with record call option)				✔				
» Use of Mobile Applications and Social Media				✔				
• ACCESS CONTROL								
» Office, Storeroom or Security Classroom Function Locks	✔	✔	✔	✔				
» Stand-Alone Electronic Locks With Fob			✔	✔				
» Networked Electronic Locks				✔				
• VIDEO SURVEILLANCE								
» Fixed Camera Coverage of All Common Areas	✔	✔	✔	✔				
» Fixed Camera Coverage of Vestibule and/or Lobby Area	✔	✔	✔	✔				
» Fixed Camera Coverage of Stairwells, Hallways and Restroom Entrances		✔	✔	✔				
» Fixed Camera Coverage of Restricted Areas		✔	✔	✔				
» Audio Analytic Integration			✔	✔				
•DETECTION AND ALARMS								
» Intrusion Detection System Covering All Hallways and Public Areas		✔	✔	✔				
» Intrusion and Duress (Panic) System Unified		✔	✔	✔				
» Intrusion Detection System Covering All Classrooms			✔	✔				
» Unified Communication and Detection System Monitored 24/7				✔				
» Unfied Communication and Detection System Monitored by District-Wide SOC				✔				
» Alarms, Communications, Video Surveillance and Access Control Unified				✔				
» Automated Threat Detection				✔				

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