



**PASS**<sup>®</sup>

Partner Alliance  
for Safer Schools

# **SCHOOL SAFETY AND SECURITY CHECKLIST**

TIER 1	TIER 2	TIER 3	TIER 4
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## DISTRICT-WIDE LAYER

STATUS

YEAR

NOTES

### • 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	✓	✓	✓	✓			
» Conduct Lockdown Drills	✓	✓	✓	✓			
» Independent Security Assessment on 5-Year Cycle				✓			

### VISITOR MANAGEMENT SYSTEM

» Visitor Badging System	✓	✓	✓	✓			
» Electronic Visitor Management System		✓	✓	✓			
» VMS-Assisted Background Checks				✓			

### 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	✓	✓	✓	✓			
» Device Password Change Schedule	✓	✓	✓	✓			

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## DISTRICT-WIDE LAYER

STATUS

YEAR

NOTES

### CYBERSECURITY AND NETWORK INFRASTRUCTURE (CONT.)

» 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	✓	✓	✓	✓			

### • ARCHITECTURAL

» Facility and Vicinity Mapping	✓	✓	✓	✓			
» Entrances Marked With First Responder Numbering System	✓	✓	✓	✓			
» Printed or Electronic "Tactical Floor Plans"		✓	✓	✓			
» Zone Emergency Response System			✓	✓			
» 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	✓	✓	✓	✓			
» Bi-Directional Amplifier (BDA) or Distributed Antenna Systems (DAS)	✓	✓	✓	✓			
» 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				✓			

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## DISTRICT-WIDE LAYER

STATUS

YEAR

NOTES

### • ACCESS CONTROL

» Emergency Building Access System for Fire/Emergency/Law Enforcement (Rapid Access Credential Vault)	✓	✓	✓	✓			
» Access Control System Equipped With Remote Door Release Capability			✓	✓			
» All Command Staff 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	✓	✓	✓	✓			
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### 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			✓	✓			
» Graphical User Interface for Operators			✓	✓			
» Intrusion and Duress Alarms Monitored by a District-Wide SOC				✓			

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## PROPERTY PERIMETER LAYER

STATUS

YEAR

NOTES

### • POLICIES AND PROCEDURES

» Implement NCS4 Best Practices for Outdoor Activities and Events	✓	✓	✓	✓
» Annual Assessment of Safety of Ground (including Lighting)	✓	✓	✓	✓
» Create Grounds and Facility Use Policies for Outside and Public Groups	✓	✓	✓	✓
» 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			✓	✓
» Install Audio/Video Call Boxes at Key Locations				✓
» Audible and Visual Mass Notification Tied to District-Wide System				✓

### • ACCESS CONTROL

» Manual Access Gates		✓	✓	✓
» Electronic Access Gates				✓

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## PROPERTY PERIMETER LAYER

STATUS

YEAR

NOTES

### • 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				✓			



## PARKING LOT PERIMETER LAYER

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STATUS

YEAR

NOTES

### • 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			✓	✓
» Install Audio/Video Call Boxes at Key Locations				✓
» Audible and Visual Mass Notification Tied to District-Wide System				✓

### • ACCESS CONTROL

» Barrier Gates Integrated With Access Control				✓
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### • 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				✓
» Implement Speeding Car Violation Analytics				✓
» License Plate Recognition (LPR) and Data Integration				✓

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## BUILDING PERIMETER LAYER

STATUS

YEAR

NOTES

### • POLICIES AND PROCEDURES

» Categorization of All Exterior Openings	✓	✓	✓	✓
» Policy Established for Control of Exterior Openings	✓	✓	✓	✓
» Key Control Procedures	✓	✓	✓	✓
» Complete BDA/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	✓	✓	✓	✓
» 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 (Door Position and Latchbolt Position)	✓	✓	✓	✓
» Electronic Access Control of Primary Entrances	✓	✓	✓	✓



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## BUILDING PERIMETER LAYER

STATUS

YEAR

NOTES

### • 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

STATUS

YEAR

NOTES

### • POLICIES AND PROCEDURES

» Classroom Doors Closed and Locked When Occupied	✓	✓	✓	✓			
» Designate Shelter Areas Outside Corridor Line of Sight	✓	✓	✓	✓			

### • PEOPLE (ROLES AND TRAINING)

» Teachers, Staff and Substitutes Trained on Emergency Protocols	✓	✓	✓	✓			
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### • 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			✓	✓			
» BDA/DAS System			✓	✓			
» 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

» Security Classroom, Office and Storeroom 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			✓	✓			

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## CLASSROOM/INTERIOR PERIMETER LAYER

STATUS

YEAR

NOTES

### •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				✓			
» Unified Communication and Detection System Monitored by District-Wide SOC				✓			
» Alarms, Communications, Video Surveillance and Access Control Unified				✓			
» Automated Threat Detection				✓			



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