

Assessment Inventory Safe, Orderly & Caring Schools

School Name: _____
School Address: _____
Phone: _____
FAX: _____

Principal's Name: _____
Date of Assessment: _____
Conducted by: _____
Title or Role: _____

General Instructions: Provide a response to all sections in the spaces provided. Attach additional pages as needed.

SECTION 1: Description of the School

Items to Address	Description	Response
Number of Students:	Indicate the total number of students currently enrolled.	
Number of Staff:	Indicate the total number of staff currently employed.	
Grade Span:	Indicate the grade spans served in the school. (E.g. K-5, 6-8, 9-12, etc.)	
Daily Hours:	Indicate the total number of hours the school is open for serving students on a daily basis.	
Area of School Property:	Total amount of acreage on the school campus.	
Area of Buildings:	Total square footage of all buildings used for instructional purposes.	
Special School Type:	Indicate if the school has a particular focus. (E.g. vocational, alternative, magnet, etc.) If none, indicate as NONE.	
Building Type:	Indicate the building types for all buildings used for instructional purposes. (E.g. single story, multi-story, enclosed design, etc.)	

SECTION 2: Description of the Community

Items to Address	Description	Response
Neighborhood Type:	Describe the type of neighborhood in which the school resides. (E.g. commercial, industrial, residential, etc.)	
Housing:	Describe the type(s) of housing that resides nearby the school. (E.g. single-family, multiple family, public housing, etc.)	
Businesses:	Describe the type(s) of businesses that are nearby the school. (E.g. fast food, adult entertainment, bars or taverns, etc.)	
Community Institutions:	Describe the community institutions that are nearby the school. (E.g. churches, hospitals, parks or recreation, etc.)	
Streets and Accesses:	Describe the type of streets or other accesses that are nearby the school. (E.g. residential, two-lane, four-lane, etc.)	
Law Enforcement Agencies:	List any law enforcement agencies that serve the school. (E.g. town police, county sheriff's office, etc.)	

SECTION 3: Prior Assessments

Items to Address	Response
Has a school security survey been conducted?	
When was the survey conducted?	
What were the major findings?	
What recommendations were implemented?	
What recommendations were not implemented?	
Why were there recommendations, if any, that were not implemented?	

For each section below, indicate a response for each item as Yes, No, or Not Applicable. For responses indicated as No or Not Applicable, provide comments as appropriate.

SECTION 4: Traffic Control

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. Bus loading and drop-off zones are clearly defined, and are separated from parent/private transportation pick-up zones				
2. Car and bus zones are separated so that students do not have to walk through traffic to enter the school building.				
3. Other vehicles are prohibited from using bus loading and unloading zones during arrival and dismissal times.				
4. Staff are assigned and trained (e.g. conditions to be aware of) to supervise bus and private vehicle loading and unloading zones.				
5. Bus parking is located so that buses do not have to back up to turn or park.				
6. Traffic patterns for private vehicles are designed to reduce congestion of vehicles entering and exiting school grounds, and controls co-mingling of vehicular and pedestrian traffic.				
7. Drives that encircle a building are secured so students are not required to cross drives when moving between buildings, playgrounds or athletic fields. Gated access is recommended.				
8. Student access to parking areas is restricted to posted arrival and dismissal times, and students are not allowed to linger in their vehicles or loiter in the parking lot.				
9. Students and staff are required to register their vehicles, and are issued and required to display parking stickers.				
10. Parking lots are designed in such a way as to reduce vehicle speed and lower risk to pedestrians (e.g. long, straight rows are avoided; raised speed bumps are used.)				
11. Vehicular access to play areas is restricted.				
12. Adequate, clearly marked spaces are available for handicapped parking.				
13. Security personnel (e.g. crossing guards, staff, law enforcement) monitor				

student movement at crosswalks and areas involving bus and vehicular traffic.				
14. Sidewalk access and ramps are available to accommodate the needs of the handicapped.				
15. Emergency service vehicles have adequate access to school buildings and facilities.				

SECTION 5: Surveillance Outside

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. Plantings are arranged to allow surveillance of open areas, roads, parking lots, walkways, and building accesses. Plantings are kept at a height that does not block surveillance of traffic (3 ft. for motorists and 4.5 ft. for pedestrians).				
2. Vehicular routes and parking areas are in visual proximity to strategic sections of buildings, and are adequately lit with vandal-proof lighting.				
3. Directional and informational signs have large lettering, bold graphics, simple and correct directions, and are well lit, especially as applies to the school entrance, parking, directions to the office, drug-free school zones, prohibition of firearms, weapons and no trespassing on school property, and fire escape routes.				
4. The main point of entry is well identified and provides a safe, well-lighted, and sheltered entry to the building. Sufficient windows facilitate visual surveillance from strategic vantage points.				
5. All sides of the building, exterior doors, fire escapes, roof entrances, gates and parking lots are clearly illuminated in such a way as to avoid creation of blind spots, glare areas and shadows.				
6. Video cameras are available to monitor activities outside the school building, and on school buses.				

SECTION 6: Access Control Inside

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. A policy is in place that defines who may have keys, including master keys, to the building, classrooms, laboratories/science rooms, and other locations, and a list of key holders is kept in a secure place.				
2. Teachers and staff are required to turn in keys when transferred, terminated or retired.				
3. Doors to the exterior are kept closed and locked at all times, with the exception of the front entrance that may remain unlocked as long as there is good visual surveillance and control from the office.				
4. Chains with locks are not used at any time to secure doors including after school hours.				
5. Multiple entrances to the school building are controlled and supervised from				

the inside for property security.				
6. Classroom doors are kept locked when the rooms are vacant.				
7. Unused areas of the school can be closed/locked off during and after school hours.				
8. Restricted areas within the school and on school property are properly identified.				
9. Roof access is kept locked at all times.				
10. Administrative areas are proximal to the main entry and visitor waiting areas, to the school, with easy visual access into and from these areas.				
11. Areas that accommodate a large congregation of students, such as auditoriums, or music or band rooms, allow for adequate visual supervision, clear sight lines, and easy traffic flow.				
12. Designated control points with clear sight lines are positioned near the entrances and exits to cafeterias.				
13. Toilet partitions are structurally sound and attached securely. Partition walls do not exceed 5'6" in height and have a 1'0" clearance above the floor.				
14. A closed circuit television system (CCTV) is installed to monitor activity in public and secluded locations, especially in middle and high schools.				
15. The CCTV (closed circuit TV) system has the capability to reproduce tapes for court, identification, prosecution, and liability purposes.				

SECTION 7: Safety Devices & Equipment Inside

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. The school is connected to a backup emergency power system.				
2. The principal or other designated contact person has a single, private telephone line to which only he/she has access, and by which he/she can be reached by emergency management workers (e.g. police, fire) in case of suspicious emergency situations.				
3. There is a two-way communication system between classrooms, duty stations, re-locatable classrooms and the main office.				
4. The school has developed a plan with the local communications companies to divert mass inquiries to designated communication centers in the LEA in order to free up school lines during an emergency.				
5. Walls in graffiti-prone locations are made of a material and finish that can repel graffiti or tolerate repeated cleanings.				
6. Classroom and office doors are constructed of solid material (e.g. wood, metal).				
7. Classroom doors are equipped with heavy-duty, vandal-resistant, locks that are operable from the inside by turning the handle.				
8. Door wells in lavatories allow doors to open outward from the room.				
9. Mirrors, windows, and light covers in lavatories and locker rooms are impact resistant.				

10. Doors to the exterior are in good working order (e.g. panic bars).				
11. Doors to the boiler room and power supply rooms are solid, with concealed hinges; pick plates; high-quality deadbolt locks; and high-security strike plates. Doors are kept closed and locked at all times, except to authorized personnel.				
12. The school's sprinkler system works properly.				
13. The appropriate number and type of fire extinguishers are fully charged, in plain view, inspected annually, and adequately secured in all appropriate laboratory areas, shops and cafeteria. The local fire marshal determines compliance.				
14. Regular classrooms must always have, in addition to the door, an egress window or second door into a separate smoke zone, unless the building has fire sprinklers.				
15. First aid kits meeting OSHA standards are properly located, adequately stocked and easily accessible to trained personnel throughout the school and on school buses.				
16. Hazardous chemicals, including cleaning solvents and science laboratory chemicals, are properly labeled, stored, secured and disposed of.				
17. Chemical storage areas are labeled with appropriate NFPA Hazard Diagrams.				
18. Safety posters and emergency procedures are prominently displayed in the science laboratory.				
19. Battery powered emergency lighting is installed in chemical storerooms without windows.				
20. A well-ventilated storage area is provided for the storage of equipment and materials that pose a combustion hazard. A two-hour fire delay separation is required by state building code.				
21. Circuits for hazardous equipment, including counter receptacles that are controlled via "kill switches" with indicator lights should be replaced with ARE GFI (ground fault interrupt) or GFCI (ground fault circuit interrupt) protection.				
22. Electrical sports medicine equipment (e.g. whirlpools) use ground-fault protectors.				
23. Draperies on any stage are fire retardant.				

SECTION 8: Safety Provisions Inside

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. Pre-K, K and first grade classrooms are not allowed above or below the floor of exit discharge (on floors where students must use stairs to exit the building).				
2. Elevators are located in lobbies or other areas with higher-than-normal surveillance and use is limited to authorized individuals.				
3. Interior hallways, classrooms, science/chemical storerooms, restrooms, cafeteria, stairwells, and other parts of the school building are adequately				

illuminated.				
4. Retractable gymnasium bleachers can be locked in place when not in use.				
5. The entire area under all stairs is enclosed and accessible only to authorized personnel.				
6. Fire evacuation plans are posted in all occupied areas of the school building.				
7. The school staff and designated students are trained in the use of fire extinguishers.				
8. Fire drills are held in accordance with state laws and up-to-date fire drill reports are maintained.				
9. A record of fire inspections by the local or state fire marshal is maintained.				
10. Graffiti is read, recorded and removed at the earliest possible time.				
11. A designated person performs the following security checks at the end of the school day and/or after evening activities: <ul style="list-style-type: none"> All classrooms/offices are free of unknown or suspicious objects, and are properly secured (closed and locked); and All non-classroom areas (e.g. restrooms, locker rooms, etc.) are unoccupied. 				
12. A designated person performs the following: <ul style="list-style-type: none"> All exterior entrances and windows are locked; All night lights have been turned on; and The alarm system is functioning properly and is documented in the logbook. 				
13. Maintenance guidelines and procedures address, but not limited, to: <ul style="list-style-type: none"> Replacing lights that do not work; Repairing broken doors/windows/fences; Keeping trash picked up; Replacing signs that are faded/damaged; Removing graffiti; and Handling and disposal of hazardous material. 				
14. Written regulations exist regarding access by school personnel who use the school facilities after hours.				
15. Emergency medical providers and fire departments know about: <ul style="list-style-type: none"> Chemicals stored in school facilities Best routes to critical areas within facility sites. 				
16. Buses have two-way communication with the school office and school bus garage.				

SECTION 9: Social-Cultural Environment Safety Provisions

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		

1. Visitors sign in and out at the main office, and a visitor log is maintained.				
2. Visitors are required to show a photo ID while checking in at the main office, if office staff does not know them.				
3. Visitors are issued and wear clearly visible ID badges while in the school building, and return the ID badge to the office prior to leaving the building.				
4. Non-custodial parents and others are required to have written permission to pick up students and may be required to show a photo I.D.				
5. The school has a policy that requires students to remain on the property during school hours, with exceptions permitted only on a limited or authorized basis; and the policy is stated in the student handbook and parents are made aware of the policy.				
6. Students are restricted from loitering in corridors, halls, restrooms and other public areas.				
7. All applicants undergo a criminal background check prior to employment.				
8. All LEA employees eligible to operate school vehicles and equipment are subject to random drug and alcohol testing,				
9. Caller ID or other call-tracing devices have been placed on the phone system to trace phone calls, and the person(s) responsible for answering the phones has been trained in bomb threat procedures.				
10. A chain of command has been established for the school when the principal and/or other administrators are away from the building.				
11. The school has an Acceptable Use Policy (AUP)/Internet Use Policy (IUP) for effective computer and Internet use which addresses: <ul style="list-style-type: none"> • Respect for school property and resources; • Vandalism and destructive behavior; • Access rights, network privileges and system safety; • Academic integrity, plagiarism and copyright issues; • Privacy and personal safety; • Illegal activity; • Content, language and resources appropriate for school; • Proper use of computer time; and • Consequences for violation of AUP/IUP policies. 				
12. The LEA has a written policy that addresses the prohibition or possession and non-instructional use of beepers, cell phones, laser pointers and other electronic devices on school property, on buses, or at school-sponsored events.				
13. The LEA and school's Student Code of Conduct are reviewed and updated annually; and behavioral expectations and consequences for violations are clearly outlined, including sanctions for bomb threats, weapons, and drug offenses.				
14. Parents are an integral part of student discipline procedures and actions. They are made aware of expectations of students and are informed of changes in a timely manner.				

15. The school has a Student Assistance Program/Team (e.g. SAT, CORE, TAT) that provides assistance for students experiencing learning and/or behavioral difficulties.				
16. The DPI Incident Record form is used to promptly report incidents of disruption, crime and violence to the central office and to law enforcement. Incidents are summarized on the school's Annual Report on School Crime and Violence.				
17. Safety regulations regarding athletic play (e.g. detailed policies for when to stop a game or practice under dangerous lightning conditions) are in place.				
18. An emergency action plan for serious sport-related injuries is in place.				
19. A school nurse(s) is available to provide medical supervision and services for children with physical health needs, especially those with acute or chronic health problems.				
20. A designated school official keeps prescription medications that must be taken at school in a locked, secure location and accurate records/logs are maintained of medication(s) administered to students.				
21. The school maintains a smoke-free environment (staff monitors the lavatories during class changes and lunch periods to deter smoking).				
22. Random, unannounced locker inspections are made by security personnel and/or by school administrators and the practice is stated in the student handbook.				
23. Unassigned lockers are adequately secured.				

SECTION 10: Science Education - The 10 items listed below are based on legal requirements. Note that with regard to science accidents and resulting court resolutions, the Standards of the Science Education Profession, are equated with law.

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. Each LEA has an established policy and procedure to enable the science education classroom teacher to advise the administration of conditions deemed unsafe and in need of correction.				
2. Science staff receives updates on safety regulations at least once a year and/or when a procedure or chemical is decided to be unsafe for staff or students – e.g. MSDS (Material Safety Data Sheets) accessible to teachers for all chemicals used; prohibitions on use of pathogens or procedures/materials in any lab above Bio-safety Level I as outlined by the Center of Disease Control/Natl. Institute of Health protocols.				
3. The science laboratory complies with: <ul style="list-style-type: none"> • OSHA Right-to-Know Legislation • Blood-borne Pathogen Regulations • Laboratory Standards – Chemical Hygiene Plan, and • Safety rules and guidelines established by the profession. 				
4. Teachers model and students are taught to properly manipulate scientific equipment, care for and handle live organisms, perform laboratory procedures,				

and react if an accident occurs.				
5. A current inventory of types, quantities, shelf lives and chemicals in use is maintained; chemicals are proper labeled and stored, by family, in a secure storeroom with appropriate fire protection equipment and a backup light source.				
6. Appropriate procedures for disposal and cleanup are followed for biohazards, chemicals, broken glass, and organisms. (E.g. aspirator or kit for mercury spills, vermiculite and baking soda for acids; dilute bleach solution or 5% Lysol solution for body fluids)				
7. ANSI Z.87 approved eye protection equipment is provided with proper sterilization and storage, and eyewashes strategically located and capable of operating "hands-free," to provide a minimum of 15 minutes of continuous, aerated water.				
8. All science room/lab electrical outlets are GFI/GFCI protected.				
9. Safety equipment is periodically checked for functionality and is removed if not properly working, including but not limited to: <ul style="list-style-type: none"> • An exhaust fan/hood that is independently vented; • A functioning drench shower in the lab; and • A master cut-off (e.g. switches, valves, etc.) in each laboratory for gas, with the gas cut off when not in use. 				
10. Science labs do not exceed 24 students per teacher or have less than 45 square feet per student; 60 square feet if classroom/lab combination.				

SECTION 11: Safety Planning

Practices & Procedures For Safe, Orderly and Caring Schools	Implemented		Not Applicable	Comments
	Yes	No		
1. The school has a comprehensive written safety plan, including a crisis management plan, which has been developed by the appropriate stakeholders (e.g. school staff, law enforcement, etc.) and approved by the local board of education. School staff is				
2. School staff is informed regarding the written safety plan.				
3. The Crisis Management Plan emphasizes the following: <ul style="list-style-type: none"> • Prevention to reduce the likelihood of a crisis situation occurring, and to minimize its impact if a crisis occurs; • Intervention to contain the situation and provide support and safety to those involved; • Education to insure that all who are responsible for implementation of the plan are familiar with its provisions and are updated frequently about modifications; and • Recovery to offer counseling and return to normal operations. 				
4. The local law enforcement agency and the school have formed a partnership oriented to Community Policing in the School and have adopted formal agreements that define the standard operating procedures and roles and				

responsibilities of both parties, including the SRO, if applicable.				
5. Local fire, emergency management and law enforcement agencies cooperate with school officials to conduct regular training for staff and the crisis management team in crisis management, and in search and evacuation procedures.				
6. Programs and services are available for students who are at risk of academic failure or behavioral difficulties.				
7. Alternatives to suspension and expulsion have been built into the discipline policy and are appropriately and consistently used.				
8. School psychologists, social workers, school counselors, school nurses and other mental health professionals are available for immediate consultation and assistance in case of emergencies.				
9. Students are taught the personal safety and basic first aid (including the Heimlich maneuver) skills, and traffic and school bus safety from the health education curriculum.				
10. Students at each grade level are taught positive social skills and violence prevention, conflict resolution, and communication/ decision-making skills in the Healthful Living Standard Course of Study and physical education program.				
11. Curriculum and special programs on violence and drug prevention, health, safety and security are available to students, staff and parents.				
12. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Youth Risk Behavior Survey.				
13. Coaches and athletes adhere to established policies on tobacco and drug, including alcohol, use.				
14. Students are taught appropriate ways to enhance weight management and strength development including the risks of steroids, diet pills and other drugs.				
15. Students are taught how to perform safe and appropriate exercises for their grade level, and how to safely use equipment and avoid serious injury (e.g. back injuries or heat stroke) while exercising.				
16. Physical education classes do not exceed regulation class size limits to the extent that it impairs adequate adult supervision and risks student safety.				
17. A certified athletic trainer is available to work with student athletes.				
18. Adequate supervision is provided for locker rooms and shower areas.				
19. The playground is free of hazardous materials such as broken asphalt, gravel, broken glass, sharp edges and hazardous projections, and playground equipment is kept in good repair.				