| **Deadly Weapons Insurance Site Self-Assessment** | | | | |
| --- | --- | --- | --- | --- |
| **ACCESS** | | | | |
| **ACCESS CONTROL** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 1 | Do the property entrance points have gates? | | |  |
| 2. | Is authorized access controlled? | | |  |
| 3. | Are property entrance points are manned during operating hours? | | |  |
| 4. | Is the property is surrounded by fencing? Type? Height? | | |  |
| 5. | Do you track the number of keys/entry cards outstanding? | | |  |
| 6. | Are locks, approvals, or codes changed immediately if keys/cards are lost or misplaced? | | |  |
| 7. | Is there a process to inventory control badges and access passes? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: - EMPLOYEES & STAFF** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 8 | Is employee access through a gate using an automatic keypad or a remote control? | | |  |
| 9 | Is a there a procedure for employees to return access keys/cards upon termination or resignation? | | |  |
| 10 | Are all employees are required to wear picture identification badges? | | |  |
| 11 | Are there sign out procedures for employees who remain after regular school hours? | | |  |
| 12 | Do regulations exist regarding access control of school personnel using the building after school hours? | | |  |
| 13 | Is there a procedure for employees to return access keys/cards upon termination or resignation? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: STUDENTS** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 14 | Are students restricted from loitering in corridors, hallways, bathrooms, etc.? | | |  |
| 15 | Are restricted areas properly identified? | | |  |
| 16 | Are there written regulations/policies restricting student access to unauthorized school grounds and buildings? | | |  |
| 17 | Are students assigned lockers? | | |  |
| 18 | Do students utilize lockers? no backpacks are left unattended. | | |  |
| 19 | Are backpacks left unattended? | | |  |
| 20 | Are students restricted from entering vacant classrooms? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: VENDORS** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 21 | Are vendors issued ID cards by the school? | | |  |
| 22 | Are vendors required to sign in at a central point of the main reception desk? | | |  |
| 23 | Is vendor identification checked? | | |  |
| 24 | Are vendors escorted while on school grounds and buildings? | | |  |
| 25 | Is vendor access separated from student and employee areas? | | |  |
| **Recommendations**: | | | | |
| **ACCESS: VISITORS & PARENTS** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 26 | Does signage direct visitors and parents to the main office? | | |  |
| 27 | Is signage clearly posted in multiple locations and all entrances? | | |  |
| 28 | Are visitors and parents required to sign in? | | |  |
| 29 | Do visitors and parents receive visitor badges? | | |  |
| 30 | Are visitors and parents required to show and leave ID when obtaining visitor badges? | | |  |
| 31 | Are visitors and parents required to state purpose upon entry? | | |  |
| 32 | Are visitors and parents required to have an escort while moving around the campus and buildings? | | |  |
| 33 | Are visitors and parents required to sign out when leaving? | | |  |
| 34 | Are visitors and parents issued a disposable badge? | | |  |
| 35 | Are visitors and parents issued a reusable badge? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: ARRIVAL/DEPARTURE – BUS** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 36 | Are bus loading and drop-off zones clearly defined? | | |  |
| 37 | Is access to bus loading area restricted to other vehicles during loading/unloading? | | |  |
| 38 | Are employees assigned to bus loading/drop off areas? | | |  |
| 39 | Do bus drivers have assigned ID passes? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: ARRIVAL/DEPARTURE – CARPOOL** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 40 | Do all child drop-off/pick-up cars entering have identification? | | |  |
| 41 | Are employees assigned and trained on the drop-off/pick-up carpool process? | | |  |
| 42 | Are carpool drivers verified daily? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: ARRIVAL/DEPARTURE – EARLY RELEASE OF STUDENT** | | | | |
| **Questions** | | | | **List observations & describe current conditions** |
| 43 | Is written permission required from custodial parent to pick up a student from school? | | |  |
| 44 | Are students are required to have written permission from custodial parent to leave school during school hours? | | |  |
| 45 | Are custodial parents required to show identification each time, prior to releasing student? | | |  |
| **Recommendations:** | | | | |
| **ACCESS: EXTERIOR DOORS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 46 | Are doors accessing internal courtyards securely locked from the inside? | |  | |
| 47 | Do exterior building double doors have flush access hardware? | |  | |
| 48 | Do all exterior doors not used for access have no hardware? | |  | |
| 49 | Are there access controls or similar devices on all entrances to buildings? | |  | |
| 50 | Are coded cards or keys used to control access to the building or to certain areas within the building? | |  | |
| 51 | Is there a system in place to track the number of keys/entry cards given out? | |  | |
| 52 | Are locks and codes changed immediately if keys or cards are lost or misplaced? | |  | |
| 53 | Do you have a process to inventory control badges and access passes? | |  | |
| 54 | Have you made sure that classroom interiors cannot be seen through windows from the building exterior? | |  | |
| **Recommendations**: | | | | |
| **ACCESS: EXTERIOR LANDSCAPING** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| **55** | | Does the school have some type of border landscaping or fencing to help control access? |  | |
| 56 | | Are trash cans are located away from buildings? |  | |
| 57 | | Are shrubs and foliage trimmed to allow for good line of sight (3 Feet and 8 Feet Rule). |  | |
| 58 | | Have Shrubs near building have been trimmed “up” to allow view of bottom of building? |  | |
| **Recommendations:** | | | | |
| **ACCESS: EXTERIOR LIGHTING** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 59 | | Is the campus adequately lighted? |  | |
| 60 | | Are entrances over doors lighted? |  | |
| 61 | | Is lighting around the buildings? |  | |
| 62 | | Is directional signage lighted? |  | |
| 63 | | Are all lights are functioning? |  | |
| 64 | | Is the outside perimeter lighting periodically inspected at night to see which areas need additional lighting and/or lighting replaced? |  | |
| **Recommendations**: | | |  | |
| **ACCESS: EXTERIOR PARKING AND VEHICLES** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 65 | | Does the parking lot has signs with security reminders (e.g., ‘lock your car,’ ‘security patrolled’)? |  | |
| 66 | | Is the parking lot is well lighted and all lights are functioning? |  | |
| 67 | | Is the parking lot inspected at intervals at night to see which areas need additional lighting? |  | |
| 68 | | Do pass cards control access to the parking lot are used? |  | |
| 69 | | Are vehicles required to display non-transferable permits (stickers)? |  | |
| 70 | | Are students issued parking permits? |  | |
| 71 | | Are employees issued permits? |  | |
| 72 | | Is access to parking area restricted to arrival and departure times? |  | |
| 73 | | Has visitor parking been designated? |  | |
| 74 | | Are vehicles relatively safe from theft, break-ins, vandalism in the parking lot? |  | |
| 75 | | Is there a method of communication from the parking lot? |  | |
| 76 | | Is there visual surveillance of bicycle racks from main office? |  | |
| 77 | | Is there visual surveillance of parking lot from main office? |  | |
| 78 | | Are Driver Ed vehicles secure? |  | |
| **Recommendations**: | | | | |
| **ACCESS: EXTERIOR PLAY AREAS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 79 | | Are the play areas fenced? |  | |
| 80 | | Playground equipment has tamper-proof fasteners. |  | |
| **Recommendations:** | | | | |
| **ACCESS: EXTERIOR SURROUNDING AREA** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 81 | | Is the school located in a neighborhood away from buildings or businesses that are at risk from violent crime (e.g., bars, banks)? |  | |
| 82 | | Have violent, criminal, drunk, or drugged persons ever entered school property? |  | |
| 83 | | Is the school located in a high-crime area? |  | |
| 84 | | Are there signs of vandalism in the area? |  | |
| 85 | | Is the school located in a dense manufacturing area? |  | |
| **Recommendations:** | | | | |
| **ACCESS: INTERIOR BATHROOMS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 86 | | Can the public use the same bathrooms as employees and students? |  | |
| 87 | | Do teacher bathrooms have key/card only access? |  | |
| 88 | | Are bathrooms checked before building is vacated each day? |  | |
| **Recommendations:** | | | | |
| **ACCESS: INTERIOR DOORS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 89 | | Is locking hardware in working order? |  | |
| 90 | | Can classrooms be locked? |  | |
| 91 | | Can the door be locked from outside the room with key? |  | |
| 92 | | Can the door be locked with a key from inside the room without going into the hall? |  | |
| 93 | | Can the door be locked with a deadbolt or magnetic lock from inside the room without going into the hall? |  | |
| 94 | | Are doors locked when classrooms are vacant? |  | |
| 95 | | Are doors locked when faculty offices are vacant? |  | |
| 96 | | Are there locks to protect main office? |  | |
| 97 | | Are there locks to protect cafeteria? |  | |
| 98 | | Are there locks to protect computer labs? |  | |
| 99 | | Are there locks to protect industrial arts rooms? |  | |
| 100 | | Are there locks to protect science labs? |  | |
| 101 | | Are there locks to protect nurse’s office? |  | |
| 102 | | Are there locks to protect boiler room? |  | |
| 103 | | Are there locks to protect electrical rooms? |  | |
| 104 | | Are there locks to protect phone line access closet? |  | |
| 105 | | Are there locks to protect hazardous storage areas? |  | |
| 106 | | Are teachers required to lock classrooms upon leaving? |  | |
| 107 | | Are there sight lines through windows into classrooms from the hallways? |  | |
| 108 | | Are the sight lines into classrooms from the outside looking in through windows? |  | |
| **Recommendations:** | | | | |
| **ACCESS: INTERIOR STAIRWELLS, ELEVATORS & EXITS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 109 | | Are stairwells protected where no one can hide under the bottom? |  | |
| 110 | | Is stairwell lighting bright? |  | |
| 111 | | Can lights not be turned off in the stairwell? |  | |
| 112 | | Are there multiple exit routes? |  | |
| 113 | | Do stairwell doors lock behind you during regular hours of operation? |  | |
| 114 | | Do stairwell doors lock behind you after regular hours of operation? |  | |
| 115 | | Are students and employees aware of the response procedure for elevator emergencies? |  | |
| **Recommendations** | | | | |
| **ACCESS: Interior Lighting** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 116 | | Are hallways adequately lighted? |  | |
| 117 | | Are bathrooms adequately lighted? |  | |
| 118 | | Are stairwells adequately lighted? |  | |
| 119 | | Are there interior lights are out? Where? |  | |
| 120 | | Are main light control switches easily accessed? Where? |  | |
| **Recommendations** | | | | |
| **ACESS: OFFICE/RECEPTION AREA** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 121 | | Is the office/reception area is easily seen and easy to access? |  | |
| 122 | | Can the receptionist clearly see incoming visitors? |  | |
| 123 | | Is the reception area visible to fellow employees or members of the public? |  | |
| 124 | | Is the office/reception area staffed at all times? |  | |
| 125 | | Can outsiders enter the building when there is no receptionist present? |  | |
| 126 | | Is the office/reception area is the first stop for visitors? |  | |
| 127 | | Is there a policy for receiving, escorting, and identifying visitors? |  | |
| 128 | | Does the office/reception area function as a security screening area for all visitors? |  | |
| 129 | | Is the receptionist ever isolated? |  | |
| 130 | | Is there is an emergency call button at the reception area? |  | |
| 131 | | Are there response procedures been developed to respond if the call button is used? |  | |
| 132 | | Does the receptionist has more than one exit from his/her workstation? |  | |
| 133 | | Is the reception area is easily seen and easy to access? |  | |
| **Recommendations** | | | | |
| **ACCESS: SIGNAGE** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 134 | | Is directional signage is visible upon entry to property? |  | |
| 135 | | When entering the building, are there signs to identify where they are? |  | |
| 136 | | Are there signs inside the building showing where to get emergency assistance if needed? |  | |
| 137 | | Are additional signs needed? |  | |
| 138 | | Are visitor areas and private areas are clearly marked? |  | |
| 139 | | Are rules for visitors are clearly posted? |  | |
| 140 | | Are exit signs are clearly visible? |  | |
| 141 | | Are exit doors identify the exit location? |  | |
| 142 | | Are hours of operation are clearly posted? |  | |
| 143 | | Exit signage is posted in all classrooms and hallways, with evacuation routes. |  | |
| **Recommendations** | | | | |
| **POLICIES, PLANS, PROCEDURES, EXERCICES, DRILLS, AND TRAINING** | | | | |
| **DRILLS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 144 | Are **Lockdown** drills performed? | |  | |
| 145 | Are **Lockout** drills performed? | |  | |
| 146 | Are **Shelter** **In** Place drills performed? | |  | |
| 147 | Are **Evacuation** drills performed? | |  | |
| 148 | Are most drills ‘unannounced’? | |  | |
| 149 | Are the drills performed at various times of day to test different capabilities? | |  | |
| 150 | Are the drills performed at the changing classes times? | |  | |
| 151 | Are the drills performed at lunch time? | |  | |
| 152 | Are the drills performed at after school sports practices? | |  | |
| 153 | Are the drills performed at after school events? | |  | |
| 154 | Do local law enforcement and first responder community participate in drills? | |  | |
| **Recommendations** | | | | |
| **EMERGENCY COMMUNICATIONIS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 155 | Do you have predetermined message maps for every identified risk or threat? | |  | |
| 156 | Have you eliminated all codes words and colors? | |  | |
| 157 | Is there an automated Notification System in place? | |  | |
| 158 | Does the Notification System provide phone messages? | |  | |
| 159 | Does the Notification System provide for text messages? | |  | |
| 160 | Does the Notification System provide emails? | |  | |
| 161 | Are parents included in the Notification System? | |  | |
| 162 | Are employees included in the Notification System? | |  | |
| 163 | Are students included the Notification System? | |  | |
| 164 | Is the school’s Crisis Management Team included the Notification System? | |  | |
| 165 | Is a PA system is in place and accesses all buildings/locations on campus? | |  | |
| 166 | Is the PA system is tested regularly? | |  | |
| 167 | Is the PA system is used during all drills? | |  | |
| 168 | Are two-way radios used on campus? | |  | |
| 169 | Are two-way radios issued to Security personnel? | |  | |
| 170 | Are two-way radios used on campus issued to Maintenance personnel? | |  | |
| 171 | Are two-way radios used on campus issued to Receptionist? | |  | |
| 172 | Are two-way radios used on campus issued to Administrators? | |  | |
| 173 | Are two-way radios used on campus issued to Crisis/Emergency Management Team? | |  | |
| 174 | Are two-way radios used on campus issued to Others? Who? | |  | |
| 175 | Is cell phone use encouraged/allowed for faculty? | |  | |
| 176 | Is cell phone use encouraged/allowed for staff? | |  | |
| 177 | Is cell phone use encouraged/allowed for students? | |  | |
| 178 | Are emergency numbers posted on phones for regular and after hour emergencies? | |  | |
| 179 | Are emergency phones accessible in all areas? | |  | |
| 180 | Are clear crisis communication procedures among key personnel and security providers involving intercoms, telephones, duress alarms and other concealed means of communications? | |  | |
| 181 | Are there designated “safe” lockable rooms with telephones with lockdown instructions where employees and students can go during an emergency (i.e. armed intruder)? | |  | |
| 182 | Is there is two-way communication between the main office and classrooms? | |  | |
| 183 | Is there two-way communication between the main office and Duty Stations? | |  | |
| 184 | Is there two-way communication between the main office and Re-locatable classrooms? | |  | |
| 185 | Is there two-way communication between the main office and Staff and faculty outside building? | |  | |
| **Recommendations** | | | | |
| **MAINTENANCE/FACILITIES** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 186 | Is there a schedule for maintenance for Outside lights? | |  | |
| 187 | Is there a schedule for maintenance for Locks/Hardware? | |  | |
| 188 | Is there a schedule for maintenance for Storage Sheds? | |  | |
| 189 | Is there a schedule for maintenance for Windows? | |  | |
| 190 | Is there a schedule for maintenance for other exterior buildings? | |  | |
| 191 | Does school maintains a record of all maintenance on doors, windows, lockers and other areas of the school? | |  | |
| 192 | Is the school ground free from trash or debris? | |  | |
| 193 | Is the school free of graffiti, including bathrooms? | |  | |
| 194 | Are switches and controls properly located and protected? | |  | |
| 195 | Is access to electrical panels restricted? | |  | |
| **Recommendations** | | | | |
| **POLICIES** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 196 | Are background checks done of all faculty and staff? | |  | |
| 197 | Do background checks include credit checks? | |  | |
| 198 | Do background checks include finger printing? | |  | |
| 199 | Is there a Bullying Policy in place? | |  | |
| 200 | Is there a Weapons Policy in place? | |  | |
| 201 | Is an Anonymous Reporting Policy in place? | |  | |
| 202 | Is there n anonymous reporting software system and application that accepts text, voice, and email reports? | |  | |
| 203 | Is there a Cash Policy regarding handling of cash in place? | |  | |
| 204 | Does the school have written employee termination policy along with documented termination procedures? | |  | |
| **Recommendations** | | | | |
| **PLANS - CRISIS MANAGEMENT PLAN** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 205 | Does the school has a crisis management plan? | |  | |
| 206 | Does the plan a designated crisis management team with defined roles and responsibilities? | |  | |
| 207 | Is crisis management plan reviewed annually, and after each crisis event? | |  | |
| 208 | Is the crisis management plan tested through table-top exercises and simulations? | |  | |
| 209 | Does the school have a crisis communications plan with home bases and message maps? | |  | |
| 210 | Does the school have a spokesperson with media training? | |  | |
| **Recommendations** | | | | |
| **PLANS - EMERGENCY RESPONSE PLAN** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 211 | Does the school have written evacuation procedures in place? | |  | |
| 212 | Does the school have written shelter-in-place procedures in place? | |  | |
| 213 | Does the school have written lockdown procedures in place? | |  | |
| 214 | Does the school have written lockout procedures in place? | |  | |
| 215 | Does the school maintain a list of employees trained in First Aid? | |  | |
| 216 | Does the school maintain a list of employees trained in CPR? | |  | |
| 217 | Does the school maintain a list of employees trained in AED? | |  | |
| 218 | Does the school have written procedures in place for handling medical emergencies on the campus? | |  | |
| 219 | Does the school have written procedures in place for weather-related emergencies (tornado, earthquake, etc.) that may threaten your region? | |  | |
| 220 | Does the school have written procedures in place for responding to nuclear/biological/chemical threats? | |  | |
| 221 | Does the school have written procedures in place for handling a telephoned bomb threat? | |  | |
| 222 | Does the school have written procedures in place for identifying suspicious packages/items found on campus? | |  | |
| 223 | Has the school conducted an exercise and drill regarding each of the procedures above? | |  | |
| **Recommendations** | | | | |
| **SECURITY – ALARM SYSTEM** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 224 | Is there a central alarm system is in place? | |  | |
| 225 | Is the system tested on a regular basis (e.g., at least monthly)? | |  | |
| 226 | Is the current security system adequate? | |  | |
| 227 | Are signs posted indicating that there is a security system in use? | |  | |
| 228 | Are security cameras placed in locations that would deter potential intruders? | |  | |
| 229 | Are security cameras monitored while the school is open? | |  | |
| 230 | Is there a system in place to alert security if intruders trespass on the property? | |  | |
| 231 | Is there a system in place to alert security and other employees if an intruder enters the building? | |  | |
| 232 | Are there are separate alarms/signals for security and fire? | |  | |
| **Recommendations** | | | | |
| **SECURITY – END OF DAY CHECK** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 233 | At the end of the day, is one person designated and accountable to perform security checks for all classrooms and offices and assure they are locked? | |  | |
| 234 | At the end of the day, is one person designated and accountable to perform security checks for all restrooms and assure they are empty? | |  | |
| 235 | At the end of the day, is one person designated and accountable to perform security checks for all locker rooms and assure they are empty? | |  | |
| 236 | At the end of the day, is one person designated and accountable to perform security checks for all exterior entrances and assure they are locked? | |  | |
| 237 | At the end of the day, is one person designated and accountable to perform security checks for all night lights are working? | |  | |
| **Recommendations** | | | | |
| **SECURITY - LAW ENFORCEMENT AND FIRE DEPARTMENT COLLABORATION** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 238 | Are positive, active relationships with local law enforcement and fire departments in place? | |  | |
| 239 | Are joint exercises and drills are conducted with Law Enforcement and the Fire Department? | |  | |
| 240 | Does the school has a School Resource Officer (SRO)? | |  | |
| 241 | Have the SROs receive training in their responsibilities? | |  | |
| 242 | Is key contact information provided to local law enforcement and the Fire Department? | |  | |
| 243 | Does local law enforcement periodically monitors school grounds after hours? | |  | |
| 244 | Are incidents of crime reported to local law enforcement? | |  | |
| 245 | Is law enforcement an integral part of the school planning process. | |  | |
| 246 | Do law enforcement and fire departments have current campus maps, floor plans, diagrams showing the location and use of all rooms and critical materials such as chemicals and utility shut-off valves? | |  | |
| 247 | Have police and fire departments had tours of the buildings and opportunities to familiarize themselves with the campus? | |  | |
| 248 | Does the school has an effective partnership with law enforcement? | |  | |
| 249 | Does law enforcement provides a visible presence during school hours and at school-related events? | |  | |
| **Recommendations** | | | | |
| **SECURITY – PERSONNEL/GUARDS** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 250 | Are security guards or safety walking services present on campus? | |  | |
| 251 | Are they knowledgeable of the school’s workplace violence policy? | |  | |
| 252 | Do they provide exterior building patrol along the outside perimeter? | |  | |
| 253 | Do they provide interior building patrol? | |  | |
| 254 | Are they posted at entrance(s)? | |  | |
| 255 | Are pre-employment background checks conducted for security personnel? | |  | |
| 256 | Do school security personnel meet a standard for training and qualifications as mandated by your state? | |  | |
| 257 | Have security personnel clearly defined roles and responsibilities? | |  | |
| 258 | Are security personnel are involved in the school’s safe school planning process? | |  | |
| 259 | Are buildings inspected by security personnel upon closing and opening? | |  | |
| 260 | Are evening lock-down procedures documented and used in a check-list format? | |  | |
| 261 | Is basic security & emergency response training provided to security personnel? | |  | |
| 262 | Are all areas of school buildings and grounds accessible to patrolling security vehicles? | |  | |
| 263 | Does security guards have ac**c**ess to technology to remotely monitor campus (iPhone, iPad)? | |  | |
| 264 | Are all post orders documented? | |  | |
| 265 | Does security maintain a log of all events? | |  | |
| 266 | Do security staff receive regular weekly/monthly review and evaluations? | |  | |
| **Recommendations** | | | | |
| **TECHNOLOGY** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 267 | Is content filtering in place to monitor the use of student email for inappropriate text and images, and attachments? | |  | |
| 268 | Is there 24/7 security monitoring program for open source for predictive and protective intelligence? | |  | |
| 269 | Is there a Conference Bridge lines are in place for Crisis Management Team? | |  | |
| 270 | Is there a Social Media Policy in place for employees? | |  | |
| 271 | Is there a Social Media Policy in place for students | |  | |
| 272 | Is there a Technology Usage Policy is in places for employees? | |  | |
| 273 | Is there a Technology Usage Policy is in place for students? | |  | |
| 274 | Is there a Cyber Security Plan in Place? | |  | |
| 275 | Does the school have a cyber insurance policy? | |  | |
| 276 | Has an audit of the school’s cyber security program been conducted? | |  | |
| **Recommendations** | | | | |
| **THREAT ASSESSMENT** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 277 | Do students have access to conflict resolution programs? | |  | |
| 278 | Are students and employees offered anger management training? | |  | |
| 279 | Are programs available for at-risk students- academic, substance abuse, etc.? | |  | |
| 280 | Are students and staff are aware of bullying programs and consequences? | |  | |
| 281 | Are students and staff aware of how to report a concern involving themselves or others? | |  | |
| 282 | Is an anonymous reporting program is in place? | |  | |
| 283 | Is there a documented program to identify and access students exhibiting concerning behaviors? | |  | |
| 284 | Is there a designated, trained Threat Assessment Team including academic, administration, security, and counseling personnel? | |  | |
| 285 | Are students who exhibit concerning behavior monitored and behavior reviewed on a weekly/monthly basis? | |  | |
| 286 | Are there training school counselors to work with students exhibiting concerning behaviors? | |  | |
| 287 | Have community resources identified to conduct threat assessments of students or staff exhibiting concerning behavior? | |  | |
| 288 | Are concussion protocols in place? | |  | |
| 289 | Are at-risk students reviewed regularly by the Threat Assessment Team? | |  | |
| **Recommendations** | | | | |
| **TRAINING** | | | | |
| **Questions** | | | **List observations & describe current conditions** | |
| 290 | Are teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies and federal and state laws? | |  | |
| 291 | Is school safety and violence prevention information is regularly provided as part of staff development plan? | |  | |
| 292 | Is suicide awareness and prevention training given to students and faculty? | |  | |
| 293 | Is the school psychologist trained on suicide scale? | |  | |
| 294 | Does staff development opportunities extend to support staff, including cafeteria workers, custodial staff, administrative staff, and bus drivers? | |  | |
| 295 | Are students are instructed on workplace violence prevention and response program for bullying? | |  | |
| 296 | Are students are instructed on workplace violence prevention and response program for suicide? | |  | |
| 297 | Are students are instructed on workplace violence prevention and response program for reporting? | |  | |
| 298 | Does the school provides opportunities for student leadership related to violence prevention and safety issues related to suicide? | |  | |
| 299 | Does the school provides opportunities for student leadership related to violence prevention and safety issues related to Bullying? | |  | |
| 300 | Are parents educated on school’s programs and activities that teach safety and non-violence? | |  | |
| 301 | Are parents educated on school lockdown protocols and their role? | |  | |
| 301 | Are parents educated on student parent reunification plan? | |  | |
| 302 | Are parents educated on warning signs of bullying? | |  | |
| 303 | Are parents educated on warning signs of suicide? | |  | |
| 304 | Are parents educated on warning signs of concussion? | |  | |
| 305 | Are Parents educated on pro-active policies regarding parental actions during sporting events? | |  | |
| **Recommendations** | | | | |

**Date Assessment Conducted** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Assessment shared with District or School Leadership** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_

**Date of Recommendations Follow-up Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names and Signatures of Team Conducting Assessment:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**