



Louisiana State Police

School Safety Checklist

Colonel Michael D. Edmonson
Deputy Secretary, Public Safety Services
Superintendent, Louisiana State Police

School Safety and Security Checklist

School:			
Administrator:		Date:	
Trooper:		Section:	

<i>School Exterior and Play Areas</i>	Yes	No	APPLY	IMPROVE
1. School grounds are fenced.				
2. What kind?				
3. If yes, approximate height (Security fencing should meet zoning and code standards. Best height prevents unauthorized entry and is 6-8 ft tall with a turned top to restrict scaling) Are gates secured by locks?				
4. There is one clearly marked and designated entrance for visitors				
5. Signs are posted for visitors to report to main office through a designated entrance.				
6. Restricted areas are clearly marked				
7. Shrubs and foliage are trimmed to allow for good line of sight. (3'-0"/8'-0" rule)				
8. Shrubs near building have been trimmed "up" to allow view of bottom of building				
9. Access to bus loading area is restricted to other vehicles during loading/unloading.				
10. Staff is assigned to bus loading/drop off areas.				
11. There is a schedule for maintenance of:				
a. Outside lights				
b. Locks/Hardware				
c. Storage Sheds				
d. Windows				
e. Other exterior buildings				
12. Parent drop-off and pick-up area is clearly defined. Speed bumps are in place to restrict vehicle speeds.				

13. There is adequate lighting around the building.				
14. Lighting is provided at entrances and points of possible intrusion.				
15. The school ground is free from trash or debris.				
16. The school is free of graffiti				
17. Play areas are fenced. Visual surveillance of playground areas is possible from a single point.				
18. Playground equipment has tamper-proof fasteners				
19. Visual surveillance of bicycle racks is possible.				
20. Visual surveillance of parking lots from main office is possible.				
21. Parking lot is lighted properly and all lights are functioning.				
22. Accessible light lenses are protected by some unbreakable material.				
23. All areas of school buildings and grounds are accessible to patrolling security vehicles.				
24. Students/Staff are issued parking stickers for assigned parking areas.				
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25. Student access to parking area is restricted to arrival and dismissal times.				
26. Staff and visitor parking have been designated.				
27. Ground floor windows:				
a. no broken panes				
b. locking hardware in working order				
28. Doors are locked when classrooms are vacant.				
29. High-risk areas are protected by high security locks and an alarm system.				
a. Main office				
b. Cafeteria				
c. Computer Labs				
d. Industrial Arts rooms				
e. Science labs				

f. Nurses Office				
g. Boiler Room				
h. Electrical Rooms				
i. Phone line access closet				
30. Unused areas of the school can be closed off during after school activities.				
31. There is two-way communication between the main office and:				
a. Classroom (each classroom has a phone or direct intercom connection)				
b. Duty stations				
c. Re-locatable classrooms				
d. Staff and faculty outside building (all locations have communications)				
e. Buses				
32. Students are restricted from loitering in corridors, hallways, and restrooms.				
33. "Restricted" areas are properly identified.				
34. There are written policies restricting student access to school grounds and buildings. 40.				
SCHOOL INTERIOR	YES	NO	APPLY	IMPROVE
35. There is a central alarm system in the school. If yes, briefly describe:				
36. There is only one clearly marked and designated entrance for visitors.				
37. Multiple entries to the building are controlled and supervised.				
38. Administrative staff maintains a highly visible profile.				
39. Signage directing visitors to the main office are clearly posted				
40. Visitors are required to sign in.				
41. Visitors are issued I.D. cards or badges.				
42. Proper identification is required of vendors, repairmen.				
43. All staff -Full and part-time staff are issued ID cards that are worn in a manner that is visible at all times				
44. The following areas are properly lighted:				
a. Hallways				

b. Bathrooms				
c. Stairwells				
45. Hallways and Bathrooms are supervised by staff.				
46. The bathroom walls are free of graffiti.				
47. Doors accessing internal courtyards are securely locked from the inside.				
48. Exit signs are clearly visible and pointing in the correct direction.				
49. Switches and controls are properly located and protected.				
50. Access to electrical panels is restricted.				
51. Directional lights are aimed at the building.				
52. School files and records are maintained in locked, vandal proof, fireproof containers or vaults.				
53. The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school.				
54. If a classroom is vacant, students are restricted from entering the room alone.				
55. Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school.				
56. There are written policies regarding access and control of school personnel using the building after school hours.				
57. Faculty members are required to lock classrooms upon leaving.				
58. One person is designated to perform the following security checks at the end of day:				
a. That all classrooms and offices are empty and locked				
b. All restrooms are empty				
c. All locker rooms are empty				
d. Check all exterior entrances are locked				
e. Check all night lights are working				
f. Check the alarm system				
59. The telephone numbers of the principal or other designated contact person are provided to				

the police department so the police can make contact in the event of a suspicious or emergency situation.				
60. All school equipment is permanently marked with an Identification Number.				
61. An up-to-date inventory is maintained for all expendable school supplies.				
62. Secure storage is available for valuable items.				
a. During school hours				
b. After school				
63. There is regular maintenance and/or testing of the entire security alarm system at least every six months.				
64. Are classrooms numbered with reflective material:				
a. Over door				
b. On bottom of door				
c. On an exterior window (Visible to Emergency Responders)				
65. Has consideration been given to replacing interior doors with large windows to doors with small windows.				
66. Has consideration been given to replacing present classroom locks with locks that can be activated from the inside.				
67. Does the P.A. system work properly				
a. Can it be accessed from several areas in the school				
b. Can it be heard, and understood, outside				
68. Has consideration been given to establishing a greeters window inside first set of exterior doors (must be manned at all time).				
69. Are convex mirrors used to see around corners in hallways.				
70. Are convex mirrors used to see up and down stairwells				
71. Do all exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D.				
72. Has consideration been given to installing				

strobe lights or flashing lights on exterior of building to warn staff and students outside of problems				
73. How do you communicate during emergencies				
a. Two way radios				
b. Cell phones				
c. Pagers				
d. Other				
75. There is a control system in place to monitor keys and duplicates.				
76. Mechanical rooms and hazardous storage areas are locked.				
77. Fire drills are conducted as required by law.				
78. A record of health permits is maintained.				
79. A record of Fire Inspection by the local or state Fire Officer is maintained.				
<i>DEVELOPMENT / ENFORCEMENT OF POLICIES</i>	<i>YES</i>	<i>NO</i>	<i>APPLY</i>	<i>IMPROVE</i>
80. The Student Conduct Policy is reviewed and updated annually.				
81. A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification. All staff are trained to challenge any visitor without identification.				
82. The school has a Crisis Management Plan in effect that is reviewed and updated annually.				
83. The Incident Command System is an integral part of the Safety Plan.				
84. A chain-of-command has been established for the school when the principal and/or other administrators are away from the building.				
85. The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e., school buses).				
86. Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced.				

87. Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts.				
88. Parents are an integral part of the schools safety planning and policy making.				
89. Parents are an integral part of students discipline procedures and actions.				
90. The policy provides a system(s) whereby staff and students may report problems or incidents anonymously.				
91. Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc.				
<i>PROCEDURES FOR DATA COLLECTION</i>	<i>YES</i>	<i>NO</i>	<i>APPLY</i>	<i>IMPROVE</i>
92. All Violations of state and federal law are reported to law enforcement.				
93. An incident for disruptive and violent students are recorded.				
94. Records or data have been established and are analyzed to identify recurring problems.				
95. Accident reports are filed when a student is injured on school property or during school-related activities.				
96. The incident reporting system is reviewed and updated annually.				
<i>INTERVENTION AND PREVENTION PLANS</i>	<i>YES</i>	<i>NO</i>	<i>APPLY</i>	<i>IMPROVE</i>
97. Students have access to conflict resolution programs.				
98. Students are assisted in developing anger management skills.				
99. Diversity awareness is emphasized.				
100. Programs are available for students who are academically at-risk.				
101. Students may seek help without the loss of confidentiality.				
102. Students and parents are aware of				

community resources.				
103. Students and staff are aware of bullying consequences and programs are in place to prevent verbal, physical, and non-physical bullying such as emails, threats, and exclusion.				
STAFF DEVELOPMENT	YES	NO	APPLY	IMPROVE
104. Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods.				
105. Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Management Plan and have the training updated annually.				
106. Administrators and staff are trained in personal safety.				
107. School Resource Officers (law enforcement) receive in-service training for their responsibilities.				
108. School volunteers receive training to perform their duties.				
109. Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.				
110. School safety and violence prevention information is regularly provided as part staff development plan.				
OPPORTUNITIES FOR STUDENT INVOLVEMENT	YES	NO	APPLY	IMPROVE
111. Students are represented on the School Safety Team.				
112. The school provides opportunities for student leadership related to violence prevention and safety issues.				
113. The school provides adequate recognition opportunities for all students.				
114. Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations)				

LEVEL OF PARENT AND COMMUNITY INVOLVEMENT	YES	NO	APPLY	IMPROVE
115. The community supports the school's programs and activities that teach safety and non-violence.				
116. School activities, services, and curricula reflect the characteristics of the students and the community.				
117. School safety planning reflects the neighborhood, including crime and hazardous conditions.				
118. Parents are an integral part of the school's safety planning and policymaking.				
119. Parents are aware of behavioral expectations and are informed of changes in a timely manner.				
ROLE OF LAW ENFORCEMENT	YES	NO	APPLY	IMPROVE
120. Incidents of crime that occur on school property or at school-related events are reported to law enforcement.				
121. Law enforcement personnel are an integral part of the school's safety planning process. Law enforcement and fire departments have complete current campus maps, floor plans and diagrams showing the location and use of all rooms and critical materials such as chemicals and utility shut-off. Police and fire departments have had tours of the buildings and opportunities to familiarize themselves with the campus.				
122. The school has developed an effective partnership with local law enforcement.				
123. The school and local law enforcement have developed a written agreement of understanding, defining the roles and responsibilities of both.				
124. Law enforcement personnel provide a visible presence on campus during school hours and at school-related events				
125. Local law enforcement provides after hours patrols of the school site.				

<i>DEVELOPMENT OF A CRISIS MANAGEMENT PLAN</i>	<i>YES</i>	<i>NO</i>	<i>APPLY</i>	<i>IMPROVE</i>
126. The school has a Crisis Management Plan.				
a. Reviewed on an annual basis				
b. Team membership is open to all employees and student representatives				
127. The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies				
a. Natural Disasters				
b. Accidents				
c. Acts of Violence				
d. Death				
e. Loss of power				
f. Fire				
g. Earthquake				