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| State of Louisiana |
| ***School Safety & Security Evaluation 2018*** |
| ***JOHN BEL EDWARDS***  ***GOVERNOR*** |

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| **School Safety and Security Checklist** | | | |
| **Parish or District** |  | | |
| **School:** |  | | |
| **School Official Interviewed:** |  | **Date:** |  |
| **Trooper/Officer:** |  | **Section/Work Location:** |  |
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| ***School Exterior and Play Areas*** | ***Yes*** | ***No*** | ***COMMENTS INCLUDED*** |
| 1. School grounds are properly fenced (approx. 6-8 ft to prevent unauthorized entry). |  |  |  |
| 1. There is one clearly marked and designated entrance for visitors |  |  |  |
| 1. Signs are posted for visitors to report to main office through a designated entrance. |  |  |  |
| 1. Restricted areas are clearly marked |  |  |  |
| 1. Shrubs and foliage are trimmed to allow for good line of sight. (3'-0"/8'-0" rule) |  |  |  |
| 1. Shrubs near building have been trimmed "up" to allow view of bottom of building |  |  |  |
| 1. Access to bus loading area is restricted to other vehicles during loading/unloading. |  |  |  |
| 1. Staff is assigned to bus loading/drop off areas. |  |  |  |
| 1. There is a schedule for maintenance of: |  |  |  |
| a. Outside lights |  |  |  |
| b. Locks/Hardware |  |  |  |
| c. Storage Sheds |  |  |  |
| d. Windows |  |  |  |
| e. Other exterior buildings |  |  |  |
| 1. Parent drop-off and pick-up area is clearly defined. Speed bumps are in place to restrict vehicle speeds. |  |  |  |
| 1. There is adequate lighting around the building. |  |  |  |
| 1. Lighting is provided at entrances and points of possible intrusion. |  |  |  |
| 1. Play areas are fenced. Visual surveillance of playground areas is possible from a single point. |  |  |  |
| 1. Playground equipment has tamper-proof fasteners |  |  |  |
| 1. Visual surveillance of bicycle racks is possible. |  |  |  |
| 1. Visual surveillance of parking lots from main office is possible. |  |  |  |
| 1. Parking lot is lighted properly and all lights are functioning. |  |  |  |
| 1. All areas of school buildings and grounds are accessible to patrolling security vehicles. |  |  |  |
| 1. Students/Staff are issued parking stickers for assigned parking areas. |  |  |  |
| 1. Student access to parking area is restricted to arrival and dismissal times. |  |  |  |
| 1. Staff and visitor parking have been designated. |  |  |  |
| 1. Ground floor windows: |  |  |  |
| a. no broken panes |  |  |  |
| b. locking hardware in working order |  |  |  |
| 1. Doors are locked when classrooms are vacant. |  |  |  |
| 1. 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 |  |  |  |
| 1. Unused areas of the school can be closed off during after school activities. |  |  |  |
| 1. 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 |  |  |  |
| 1. Students are restricted from loitering in corridors, hallways, and restrooms. |  |  |  |
| 1. "Restricted" areas are properly identified. |  |  |  |
| 1. There are written policies restricting student access to school grounds and buildings. |  |  |  |
| 1. Cameras installed on campus: |  |  |  |
| 1. Coverage of parking lot |  |  |  |
| 1. Coverage of playground/group area |  |  |  |
| 1. Coverage of sports facilities |  |  |  |
| 1. Coverage of school entry points |  |  |  |
| ***SCHOOL INTERIOR*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. There is an intrusion detection system at the school: |  |  |  |
| * 1. Gates |  |  |  |
| * 1. Doors |  |  |  |
| * 1. Windows |  |  |  |
| 1. The intrusion detection system is active during business hours. |  |  |  |
| 1. Security cameras are installed inside facility: |  |  |  |
| 1. Only capture live images |  |  |  |
| 1. Record live images |  |  |  |
| 1. Interior coverage of entire facility |  |  |  |
| 1. Cameras are Closed Circuit Television (CCTV) |  |  |  |
| 1. Cameras are accessible by secure internet connection. |  |  |  |
| 1. Cameras are monitored by local law enforcement. |  |  |  |
| 1. There is only one clearly marked and designated entrance for visitors. |  |  |  |
| 1. Multiple entries to the building are controlled and supervised. |  |  |  |
| 1. Signage directing visitors to the main office is clearly posted |  |  |  |
| 1. Visitors are required to sign in. |  |  |  |
| 1. Visitors are issued I.D. cards or badges. |  |  |  |
| 1. Proper identification is required of vendors and repairmen. |  |  |  |
| 1. All full-time and part-time staff are issued ID cards that are worn in a manner that is visible at all times. |  |  |  |
| 1. The following areas are properly lighted: |  |  |  |
| a. Hallways |  |  |  |
| b. Bathrooms |  |  |  |
| c. Stairwells |  |  |  |
| 1. Hallways and Bathrooms are supervised by staff. |  |  |  |
| 1. Doors accessing internal courtyards are securely locked from the inside. |  |  |  |
| 1. Exit signs are clearly visible and pointing in the correct direction. |  |  |  |
| 1. Switches and controls are properly located and protected. |  |  |  |
| 1. Access to electrical panels is restricted. |  |  |  |
| 1. The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school. |  |  |  |
| 1. Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school. |  |  |  |
| 1. There are written policies regarding access and control of school personnel using the building after school hours. |  |  |  |
| 1. Faculty members are required to lock classrooms upon leaving. |  |  |  |
| 1. 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 |  |  |  |
| 1. 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. |  |  |  |
| 1. Secure storage is available for valuable items. |  |  |  |
| 1. During school hours |  |  |  |
| 1. After school |  |  |  |
| 1. There is regular maintenance and/or testing of the entire security alarm system at least every six months. |  |  |  |
| 1. Are classrooms numbered with reflective material: |  |  |  |
| a. Over door |  |  |  |
| b. On bottom of door |  |  |  |
| c. On an exterior window (Visible to Emergency Responders |  |  |  |
| 1. Does the P.A. system work properly: |  |  |  |
| 1. Can it be accessed from several areas in the school |  |  |  |
| 1. Can it be heard, and understood, outside |  |  |  |
| 1. Are convex mirrors used to see around corners in hallways. |  |  |  |
| 1. Are convex mirrors used to see up and down stairwells |  |  |  |
| 1. Do all exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D. |  |  |  |
| 1. Are there strobe lights or flashing lights on exterior of building to warn staff and students outside of problems/emergencies. |  |  |  |
| 1. How do you communicate during emergencies |  |  |  |
| 1. Two way radios |  |  |  |
| 1. Cell phones |  |  |  |
| 1. Pagers |  |  |  |
| 1. Other |  |  |  |
| 1. Facility has a reporting system in place for students/teachers/parents to report suspicious/usual activity or comments. |  |  |  |
| 1. There is a control system in place to monitor keys and duplicates. |  |  |  |
| 1. Facility has an automated alert system (reverse 911) to advise parents/guardians of situations or incidents in real time. |  |  |  |
| 1. Mechanical rooms and hazardous storage areas are locked. |  |  |  |
| ***DEVELOPMENT / ENFORCEMENT OF POLICIES*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. The Student Conduct Policy is reviewed and updated annually. |  |  |  |
| 1. 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. |  |  |  |
| 1. The school has a Crisis Management Plan in effect that is reviewed and updated annually. |  |  |  |
| 1. The Incident Command System is an integral part of the Safety Plan. |  |  |  |
| 1. A chain-of-command has been established for the school when the principal and/or other administrators are away from the building. |  |  |  |
| 1. The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e., school buses). |  |  |  |
| 1. 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. |  |  |  |
| 1. The policy provides a system(s) whereby staff and students may report problems or incidents anonymously. |  |  |  |
| 1. 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. |  |  |  |
| ***PROCEDURES FOR DATA COLLECTION*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. All Violations of state and federal law are reported to law enforcement. |  |  |  |
| 1. Incidents involving disruptive and violent students are recorded. |  |  |  |
| 1. Records or data have been established and are analyzed to identify recurring problems. |  |  |  |
| 1. The incident reporting system is reviewed and updated annually. |  |  |  |
| ***INTERVENTION AND PREVENTION PLANS*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. Students have access to conflict resolution programs. |  |  |  |
| 1. Students are assisted in developing anger management skills. |  |  |  |
| 1. Students may seek help without the loss of confidentiality. |  |  |  |
| 1. Students and parents are aware of community resources. |  |  |  |
| 1. 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*** | ***COMMENTS INCLUDED*** |
| 1. Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods. |  |  |  |
| 1. Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Management Plan and have the training updated annually. |  |  |  |
| 1. Administrators and staff are trained in personal safety. |  |  |  |
| 1. School Resource Officers (law enforcement) receive in-service training for their responsibilities. |  |  |  |
| 1. School volunteers are vetted prior to performing their duties. |  |  |  |
| 1. Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws. |  |  |  |
| 1. School safety and violence prevention information is regularly provided as part staff development plans. |  |  |  |
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| ***ROLE OF LAW ENFORCEMENT*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. 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-offs. Police and fire departments have had tours of the buildings and opportunities to familiarize themselves with the campus. |  |  |  |
| 1. The school has developed an effective partnership with local law enforcement. |  |  |  |
| 1. The school and local law enforcement have developed a written agreement of understanding, defining the roles and responsibilities of both. |  |  |  |
| 1. Law enforcement personnel provide a visible presence on campus during school hours and at school-related events |  |  |  |
| 1. Local law enforcement provides after hours patrols of the school site. |  |  |  |
| ***DEVELOPMENT OF A CRISIS MANAGEMENT PLAN*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies |  |  |  |
| 1. a. Natural Disasters |  |  |  |
| 1. b. Accidents |  |  |  |
| 1. c. Acts of Violence |  |  |  |
| 1. d. Death |  |  |  |
| 1. e. Loss of power |  |  |  |
| 1. f. Fire |  |  |  |
| 1. g. Earthquake |  |  |  |
| ***FLOOR PLANS/SCHEMATICS FOR FACILITY*** | ***YES*** | ***NO*** | ***COMMENTS INCLUDED*** |
| 1. A local law enforcement agency currently has floor plans/schematics for this facility. |  |  |  |
| 1. LSP currently has floor plans/schematics for this facility. |  |  |  |
| 1. Floor plans/schematics are included with this assessment. |  |  |  |

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| ***QUESTION #*** | ***COMMENTS*** |
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