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SCHOOL SAFETY AND SECURITY
CHECKLIST

DISTRICT-WIDE LAYER	TIER 1	TIER 2	TIER 3	TIER 4	STATUS	YEAR	NOTES
• POLICIES AND PROCEDURES							
» Dedicated Security Director/Department	✔	✔	✔	✔			
» Establishment of Safety Policies and Procedures	✔	✔	✔	✔			
» District-Wide Physical Security Standards	✔	✔	✔	✔			
» Annual Physical Security Assessments Based on District-Wide Standards	✔	✔	✔	✔			
» Ensure Maintenance of Security Technology Implementations	✔	✔	✔	✔			
» Pre-Approval of Applications for School-Issued Electronic Devices	✔	✔	✔	✔			
» Conduct Lockdown Drills	✔	✔	✔	✔			
» Independent Security Assessment on 3-Year Cycle				✔			
VISITOR MANAGEMENT SYSTEM							
» Visitor Badging System	✔	✔	✔	✔			
» Electronic Visitor Management System		✔	✔	✔			
» VMS-Assisted Background Checks				✔			
STUDENT AND STAFF IDENTIFICATION							
» Volunteer Background Checks	✔	✔	✔	✔			
» Smart Card Identification Badges			✔	✔			
• ARCHITECTURAL							
» Facility and Vicinity Mapping	✔	✔	✔	✔			
» Entrances Marked With First Responder Numbering System	✔	✔	✔	✔			
» Printed or Electronic "Tactical Floor Plans"		✔	✔	✔			
» Zone Emergency Response System			✔	✔			
» Virtual Response Plans and Implementation)				✔			
• COMMUNICATION							
» Wide-Area Two-Way Radio System	✔	✔	✔	✔			
» Bi-Directional Amplifier (BDA) or Distributed Antenna Systems	✔	✔	✔	✔			
» 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			✔	✔			

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	TIER 1	TIER 2	TIER 3	TIER 4	STATUS	YEAR	NOTES
DISTRICT-WIDE LAYER (cont.)							
• ACCESS CONTROL							
» Emergency Site Building Access System for First Responders	✔	✔	✔	✔			
» Access Control System Equipped with Remote Door Release and Lockdown Capability			✔	✔			
» Electronic Access Control for IDF & MDF Rooms w/Key Override				✔			
TRANSPORTATION							
» Interoperable Radio System for All Buses and School Vehicles	✔	✔	✔	✔			
» Bus Video Surveillance/GPS System		✔	✔	✔			
» Bus Video Surveillance System		✔	✔	✔			
» Card-Based Check-In				✔			
• VIDEO SURVEILLANCE							
» Incorporation of Video Surveillance Into Emergency Response Plans	✔	✔	✔	✔			
» Camera Standardization		✔	✔	✔			
» Recording System Standardization			✔	✔			
» Video Verification of Intrusion Alarms to Monitoring Service, Administrators and/or SOC				✔			
» Video Verification of Duress Alarms to a Monitoring Service, Administrators and/or SOC				✔			
• DETECTION AND ALARMS							
» ICentrally Monitored Intrusion and Duress Alarms	✔	✔	✔	✔			
» Duress Alarms Sent to Law Enforcement		✔	✔	✔			
» Graphical User Interface for Operators			✔	✔			
» Intrusion and Duress Alarms Monitored by a District-Wide SOC				✔			

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PROPERTY PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	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				✔			
• VIDEO SURVEILLANCE							
» Fixed Camera, Wide Area Coverage	✔	✔	✔	✔			
» Infrared (IR) Cameras or Lighting		✔	✔	✔			
» Wireless Video Data Transmission		✔	✔	✔			
» PTZ Camera Coverage		✔	✔	✔			
» Perimeter Video Analytics				✔			

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PARKING LOT PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	STATUS	YEAR	NOTES
• POLICIES AND PROCEDURES							
» Parking Tags	✔	✔	✔	✔			
» Assign Staff to Periodically Check Parking Lot		✔	✔	✔			
» Persistent Staff Patrol			✔	✔			
» RFID Parking Tags			✔	✔			
» Staff Capability to Initiate Emergency Protocols From Exterior				✔			
• ARCHITECTURAL							
» 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				✔			
• VIDEO SURVEILLANCE							
» Fixed Camera, Wide Area Coverage	✔	✔	✔	✔			
» People Identification Field of View at Pickup/Drop-off Area		✔	✔	✔			
» PTZ Camera Coverage			✔	✔			

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BUILDING PERIMETER LAYER	TIER 1	TIER 2	TIER 3	TIER 4	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)	✔	✔	✔	✔			
» Secured Vestibule	✔	✔	✔	✔			
» BDA/DAS System (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	✔	✔	✔	✔			
» Cylinder Dogging with Indicator	✔	✔	✔				
» Door Status Monitoring (Door Position and Latchbolt Position)	✔	✔	✔	✔			
» Electronic Access Control of Primary Entrances	✔	✔	✔	✔			
• VIDEO SURVEILLANCE							
» Video Intercom at Visitor Entrance Points	✔	✔	✔	✔			
» Interior, Fixed Camera Coverage for All Entrance Points	✔	✔	✔	✔			
» Exterior, Fixed Camera Coverage at All Entry Points		✔	✔	✔			
•DETECTION AND ALARMS							
» Intrusion Detection System on all Exterior Access Points	✔	✔	✔	✔			
» Intrusion Detection System Monitored 24/7	✔	✔	✔	✔			
» Partitioned Intrusion Detection			✔	✔			

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CLASSROOM/INTERIOR PERIMETER LAYER	TIER 1	TIER 2	TIER 3	TIER 4	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	✔	✔	✔	✔			
• 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)	✔	✔	✔	✔			
» Local Area Two-Way Radio System for Select Staff	✔	✔	✔	✔			
» Two-way Intercom System With Call Buttons		✔	✔	✔			
» Duress Button System - Office and Classroom		✔	✔	✔			
» Local Area Two-Way Radio System for All Staff, Including Teachers		✔	✔	✔			
» 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							
» Classroom and Shelter in Place Doors Equipped with Office/Entry, or Classroom Security Function Locks	✔	✔	✔	✔			
» Locks with Visual Indicator		✔	✔	✔			
» Stand-Alone Electronic Locks With Fob			✔	✔			
» Networked Electronic Locks				✔			

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CLASSROOM/INTERIOR PERIMETER LAYER (cont.)	TIER 1	TIER 2	TIER 3	TIER 4	STATUS	YEAR	NOTES
• 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		✔	✔	✔			
•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				✔			

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