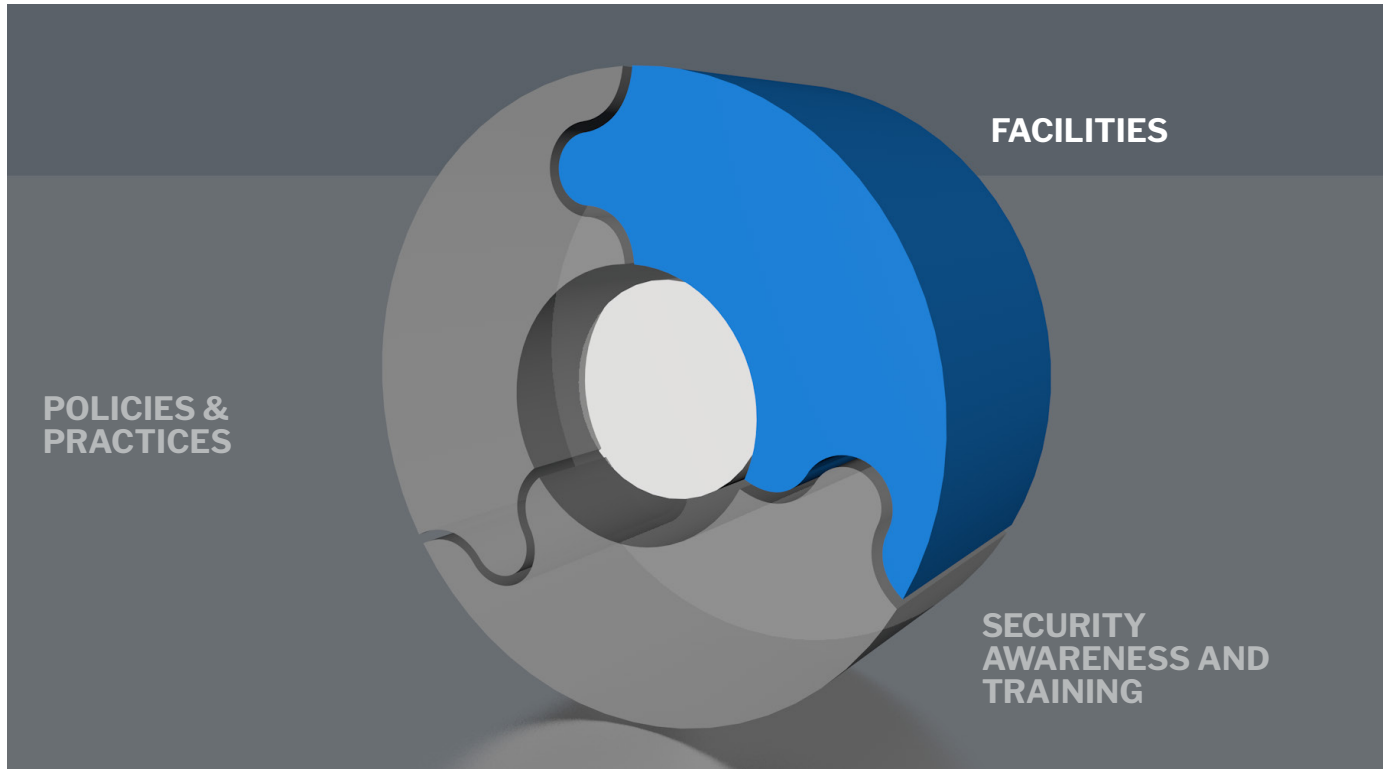


TOOLKIT ONE: ASSESS

COMPONENTS OF AN ASSESSMENT: FACILITIES

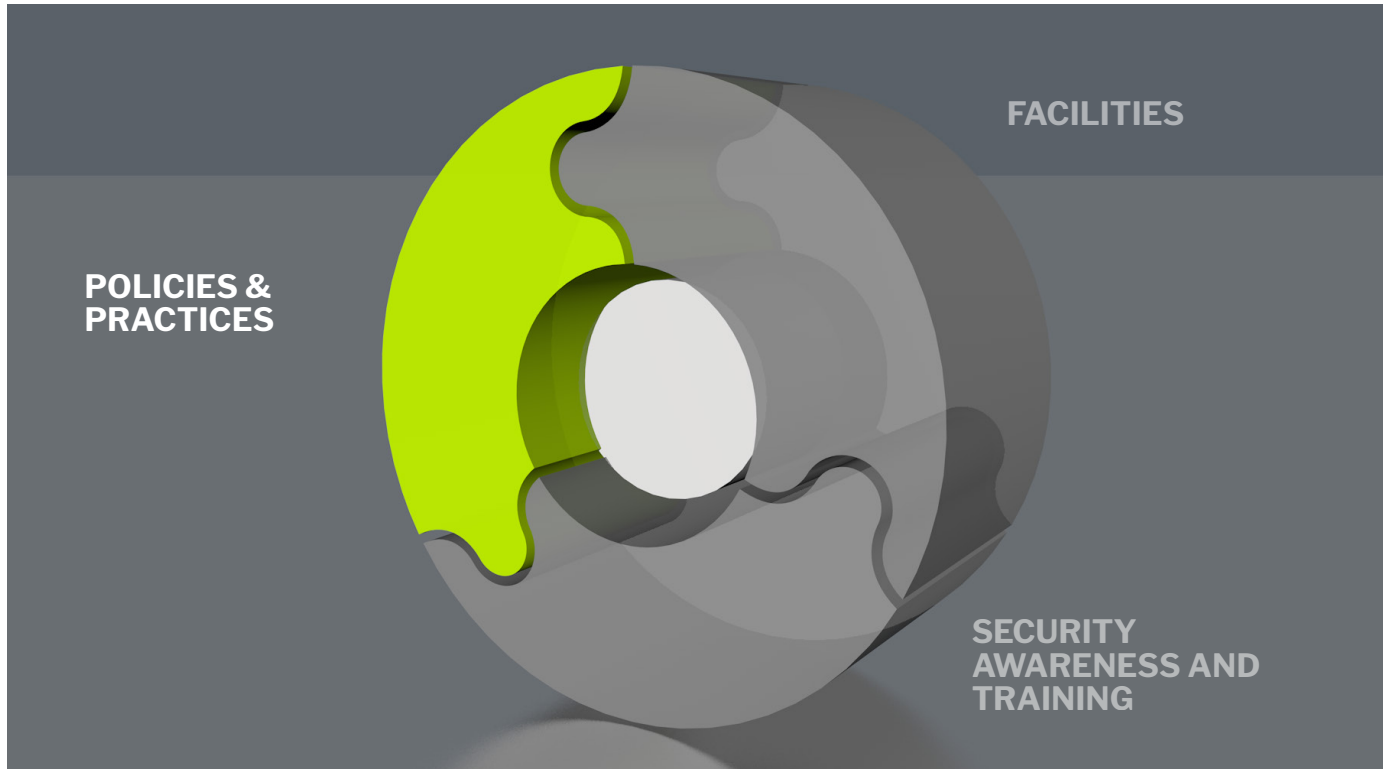


Once you determine that you are ready to formally assess your school's safety, be sure each of these areas is considered. Although this is not an exhaustive list, it offers basic components that should be considered in most school-wide assessments. Be sure to consult professionals and security team members to ensure that your assessment addresses these items as well as those specific to your school community.

Consider the following basics as well as areas specific to your school.

Facilities

- Operations (school use and after-hours/non-school use)
- Access (e.g., fencing, lighting, doors, windows, parking, perimeter security)
- Building systems (power, HVAC [heating, ventilation and air conditioning], security equipment [alarms, cameras, mirrors, buzzers, etc.]
- Review of key control and accountability
- Emergency communications systems (phones, cell phones, radios, public address systems, reverse 911, backup power)
- Evacuation locations
- Reunification locations



Policies and Practices

- Emergency Response Manual
- Emergency response procedures (weather, environmental, fire, bomb, insider and intruder threat, bus and site evacuations, reunification, etc.)
- Security and safety policies and protocols (threat assessment management and crime and violence prevention)
- Involvement and consideration of the community in planning and practice
- Definitive assignment of responsible person(s) to actively update plans/policies



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