



**2010 School vulnerability / hazard assessment checklist**

**Montana Safe Schools Center**

*At the University of Montana's College of Education and Human Sciences*

The following checklist is an overview of school vulnerabilities and hazards that should be identified and addressed in the prevention/mitigation phase of a school's emergency management process.

The items contained within this checklist *do not* represent a comprehensive list of potential school vulnerabilities. Instead, they serve a starting point by which school staff, and potentially student assistants, contribute to better securing the school campus in order to reduce the potential for injury, loss of life, and property damage which could occur in the event of a school crisis. Schools are always strongly encouraged to expand this checklist to include any local, site-specific issues that could influence school safety and emergency response.

*Items on this list are heavily informed by the Federal Emergency Management Agency's (FEMA) school hazard assessment form which is publicly available at [www.fema.gov](http://www.fema.gov) as Appendix A of the IS.362 course, Multi-Hazard Emergency Planning for Schools.*

For questions or clarifications about this checklist please contact:

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**School Name** \_\_\_\_\_

**Date Surveyed** \_\_\_\_\_

**Principal's Name or other staff leading tour** \_\_\_\_\_

**Prior Survey Date and Responsible Party** \_\_\_\_\_

**Follow up survey planed date (if known) and Responsible Party** \_\_\_\_\_

Names of individuals conducting survey	Organization	Phone or email

**School Building and Grounds Assessment (Exterior)**

Assessed?	Issue	Comments
<input type="checkbox"/>	<p><b>School Entrances</b></p> <p>Is the school entrance <b>clearly marked</b> and what is the <b>overall impression</b> of the school from the main entrance?</p> <p>Are there <b>accommodations for individuals</b> with disabilities or do signs point to an accessible entrance?</p> <p>Is the main ingress and egress <b>clear and unobstructed</b>?</p> <p>If there is an <b>announcement board</b>, is it current and well kept?</p> <p>Is the entrance <b>well lit</b>?</p> <p>Are exterior <b>doors clearly numbered</b> so as <b>visible from at least 50 feet away</b>?</p>	
<input type="checkbox"/>	<p>Are <b>traffic directions</b> (including pick-up / drop off instructions) clearly visible and does traffic flow cause congestion?</p> <p>Is there <b>accessible parking</b> near the entrance and are the sidewalks accessible?</p>	

	<p>Are <b>drop off/ pick up times</b> clearly marked?</p> <p>Are <b>drop off / pick up zones visible from the office</b> or other location?</p> <p>Are <b>greeters</b> utilized by the school?</p> <p>Other traffic issues:</p>	
<input type="checkbox"/>	<p>Is a <b>visitor sign-in procedure clearly visible</b> upon entrance to the school entrances? (<i>Is Braille provided</i>)?</p> <p>If yes, what is the policy?</p>	
<input type="checkbox"/>	<p>Is the <b>landscaping</b> (bushes, trees, hills) surrounding the school tidy, trimmed, and structured to enhance visibility of windows, doors, etc. and minimize chance of suspicious visitors hiding?</p>	

<input type="checkbox"/>	<p>Are the <b>school grounds</b> adequately lit – <i>including staff parking</i>?</p> <p>Are <b>high crime areas lit</b>?</p> <p>Are <b>school boundaries marked</b>?</p> <p>Is there <b>external video surveillance</b>?</p> <p>If yes? Where, who monitors and are the cameras protected and still oriented correctly?</p>	
<input type="checkbox"/>	<p>Are <b>fire hydrants</b> clearly visible?</p> <p>Are the <b>fire hydrants unobstructed</b>?</p>	

<input type="checkbox"/>	<p>Are buildings or outside equipment related to <b>heating, cooling, fuel or chemical storage</b> clearly marked?</p> <p>Additionally, are the <b>doors and windows to such buildings kept secure?</b></p> <p>Is <b>roof access</b> restricted?</p>	
<input type="checkbox"/>	<p>Are <b>Modular buildings</b> clearly signed, accessible and are they integrated into evacuation routes?</p>	
	<p>Other Comments (<i>include information about bus depot if appropriate</i>)</p>	

<i>School Grounds Assessment (exterior – Playground / courts / practice &amp; game fields)</i>		
<input type="checkbox"/>	Is <b>playground equipment in safe working condition</b> (anchored, stable, no exposed nails, or sharp edges. Are there soft landing areas under swings and slide sets, etc.)?	
<input type="checkbox"/>	Are <b>playground attendants</b> (teachers/staff) <b>clearly designated</b> (vests etc.), are <b>first aid kits</b> on hand during recess hours? Are <b>2-way radios</b> available where large playgrounds are an issue?	
<input type="checkbox"/>	Are <b>playground boundaries</b> marked and, if relevant, secure?	
<input type="checkbox"/>	Are <b>stadium entrance/exits</b> <b>clearly marked and accessible</b> for individuals with disabilities?	
<input type="checkbox"/>	Are <b>emergency transportation routes</b> into stadium / field areas clear?	
<input type="checkbox"/>	Are <b>seating/weight capacities of bleachers</b> marked or known? (Is there a procedure for checking for students behind bleachers before they are folded – particularly if the bleachers are power driven?)	

<input type="checkbox"/>	<p>Is the <b>public seating stable and secure?</b> (<i>Are seating locations designated for individuals with limited mobility and are these locations easy to evacuate?</i>)</p>	
<input type="checkbox"/>	<p>Does <b>landscaping around stadium/field areas</b> minimize potential for injury or hiding?</p>	
<input type="checkbox"/>	<p>Other site specific issues including <b>community crime or community nuisance issues</b></p> <p>For example:  Stray dogs</p> <p>Fast or heavy traffic</p> <p>Disproportionally high number of sexual predators</p> <p>Industrial production or pollution</p> <p>Other:</p>	

<b><i>Building Assessment (internal – hallways, meeting and assembly areas, key facilities)</i></b>		
<input type="checkbox"/>	<p>Are <b>visitor sign-in procedures monitored</b> <u>and</u> followed at all entrance/exit doors? Are all staff required to ask strangers for identification?</p> <p>Must visitors wear identification? Do they?</p>	
<input type="checkbox"/>	<p>Are evacuation routes / and shelter-in-place meeting <b>locations clearly marked at entrance / exits?</b> (<i>Are these locations accessible for individuals with disabilities?</i>)</p>	
	<p>Are <b>evacuation routes/doors kept free from clutter</b> or any materials nearby that could fall and block the route?</p>	
<input type="checkbox"/>	<p>Are <b>exterior doors monitored</b> and/or <b>locked</b>?</p>	
<input type="checkbox"/>	<p>Are <b>hallways adequately lit</b> and are <b>battery powered lights</b> present in hallways?</p> <p>Additionally, do fluorescent lights have transparent sleeves to <b>minimize shattering</b>?</p>	
<input type="checkbox"/>	<p>Are <b>exit signs</b> clearly visible?</p>	

<input type="checkbox"/>	<p>Are <b>hallways generally clear</b> and accessible?</p>	
<input type="checkbox"/>	<p>Are the <b>school office and first aid/nurse office locations clearly marked?</b></p> <p>At the office, is there a direct, private telephone line in this office which could be used in an emergency situation?</p>	
<input type="checkbox"/>	<p><b>Do signs direct visitors</b> to other key locations?</p> <p>(Ex: library, cafeteria, assembly hall etc.)</p> <p><i>Are these signs also written in Braille?</i></p>	
<input type="checkbox"/>	<p>Do hallways have <b>display cabinets</b> etc., which contain glass panels rather than tempered glass or plexi-glass?</p>	
<input type="checkbox"/>	<p>Are gas shut-off valves and <b>electrical / heating / cooling rooms marked?</b></p> <p>Additionally, are the doors and windows to such room kept secure?</p>	
<input type="checkbox"/>	<p>Do <b>elevators</b> have alarm or communication features in the event of an emergency? (<i>Is emergency information in the elevators written in Braille?</i>)</p>	

<input type="checkbox"/>	<p>Are items commonly situated in hallways (<b>lockers, cabinets</b> etc.) <b>anchored</b> to be secure in the event of an earthquake etc.?</p>	
<input type="checkbox"/>	<p><b>Kitchen Area:</b>  Are shut off valves in the kitchen accessible?   Are dangerous objects in the kitchen kept secure?   Are food storage areas locked?   Are first aid equipment, evacuation information, and emergency phone contact information readily available/visible in the kitchen?   Are vendors required to check in with the front office?</p>	
<input type="checkbox"/>	<p><b>Gymnasium:</b>  Are <b>bleachers</b> secure?   Are <b>lights covered</b> to minimize broken glass if hit, or earthquake?   Are <b>hanging lights and other items</b> secured?   Is the gymnasium designated as a <b>shelter in place</b>?  If yes:   Are there adequate exits?   Are there <b>bathrooms</b>, areas for <b>food prep</b>, and is there <b>cell phone</b> and/or Internet service?</p>	

<input type="checkbox"/>	<p>Are <b>fire extinguishers in the hallways</b>?</p> <p>Are they marked, inspected frequently, and noted?</p> <p>Separately, is it known whether or not staff is periodically trained in the correct use of these extinguishers?</p> <p>Are <b>fire alarm pulls</b> at an accessible height?</p> <p>Are they covered?</p> <p>Do <b>fire alarms</b> have both <b>audible and visible</b> (strobe) features?</p>	
<input type="checkbox"/>	<p>Do the <b>hallways and display area</b> signage outline <b>expected student behavior</b>?</p> <p>Do the <b>hallways suggest school pride</b> and a school community?</p>	
<input type="checkbox"/>	<p>Are the <b>bathrooms</b> generally clean and accessible?</p> <p>Are there bathrooms which are particularly recessed, in low traffic areas which then are also areas of vandalism, bullying, or crime?</p>	
<input type="checkbox"/>	<p>Other Issues:</p>	

<i>Classroom Assessments</i>		
<input type="checkbox"/>	Are <b>evacuation procedures</b> clearly marked?	
<input type="checkbox"/>	Are <b>heavy items placed high on shelves</b> and if yes, are they secured to the walls?	
<input type="checkbox"/>	Are safety items / <b>first aid</b> / eye wash etc., clearly marked, stocked, and functional in science labs, woodworking shops etc.?	
<input type="checkbox"/>	Are <b>hazardous chemicals secured</b> , clearly <b>marked</b> and is this information (location, quantity etc.) recorded and shared with emergency response agencies such as the fire department?	
<input type="checkbox"/>	Do classrooms have <b>red/green signage</b> to be used by teachers, an <b>Emergency Operations Procedures</b> / flip charts, and a “ <b>go kit</b> ” to be taken in an evacuation (this kit could include minor first aid, classroom rosters, “buddy teacher” rosters, signage etc.,)	
<input type="checkbox"/>	Do <b>classroom doors lock</b> and if so, how (from inside / outside).  Who besides the teacher has master keys?	

<input type="checkbox"/>	<p>Do <b>intercom systems</b> / warning bells in classrooms work and or are these systems near enough to classrooms to be heard and understood in a classroom if a door is closed?</p>	
<input type="checkbox"/>	<p>Do <b>classrooms</b> have <b>communication systems</b> (phone, walki-talkie etc.) to communicate with central office or emergency responders?</p>	
<input type="checkbox"/>	<p>Are books on <b>bookcases</b> <b>secured</b> in the event of an earthquake? Similar with rolling carts?</p>	
<input type="checkbox"/>	<p><b>Library:</b></p> <p>Is the library accessible, with appropriate communications systems, and well organized?</p> <p>Does the library have a go-kit, emergency plan, and evacuation routes visible and marked?</p>	
<input type="checkbox"/>	<p>Other classroom site specific issues?</p> <p>Any particular concerns noted by teachers?</p>	

**Other, general, school-wide assessment issues (use additional sheets/back if necessary)**

Date and Location of Public Health Surveillance Plan including Pandemic Influenza:

Are there thresholds for student illness absences before information is reported to the Public Health Department?

Are internal security cameras in place, which locations, and how monitored?

Is the Incident Command System (ICS) structure noted in the school's Emergency Response Plan?

If yes, is the contact information current?

If ICS is noted please indicate the primary and backup assignments for the following positions:

Incident Commander:

Liaison Officer:

Safety Officer:

Public Information Officer:

Operations Section Chief:

Planning Section Chief:

Logistics Section Chief:

Finance and Administration Chief:

Have staff completed the IS 100.sc course from FEMA (Incident Command for Schools) and is their course completion documented in order to help the school be NIMS compliant?

If yes, name staff, course completion date, and location of certificates:

Time, location date, and lead facilitator of last 2 emergency exercises:

Time, location date, and lead facilitator of next 2 emergency exercises:

Other items of note: