

TOOLKIT ONE: ASSESS

WHAT IF OUR SCHOOL FACES A SECURITY THREAT?



For many school communities, the assessment process begins with this question. Use the following questions to guide small group discussions or to start a conversation with potential partners and leaders in your school community.

- Where are ALL the possible entry points to our building(s)?
- How is access to the buildings, hallways, and rooms restricted or prevented?
- Do interior doors and gates lock?
- Do exterior doors lock properly? Are they propped open during various times before, during and after the school day?
- What measures are in place to deter, detect or delay an intruder or perpetrator?
- Is there a place to shelter or hide from danger (other than a fire emergency)?
- Can students and faculty escape a threat?
- What emergency plans do we currently have in place? When were the plans last reviewed?
- When was the last time a drill was performed for key emergency situations (intruder, fire, etc.) What were the results of the drill?
- How does the school alert students and staff of an emergency? Who is empowered to alert school communities of an emergency? How are local authorities alerted?
- Are local authorities informed of our plans and measures?
- Have we identified multiple off-site evacuation sites? How regularly do we communicate with personnel at these locations?
- How do parents reunite with their children after an emergency? Have we developed protocols and procedures to support this process in a variety of circumstances?
- Are building access procedures followed by students, staff and visitors?
- Who is the first point of contact at our school for security and safety matters?
- How quickly are local authorities alerted in an emergency?
How long does it take them to respond?
- What federal and state laws regulate our school safety plans, procedures, and measures? Do we have contact with local authorities for support in these areas?
- How can students, staff and parents report a safety concern?
- What protocols and measures are in place to support information sharing between the school, parents, and local authorities and agencies?
- What kind of safety education and training do we provide to prepare students, staff, and parents?