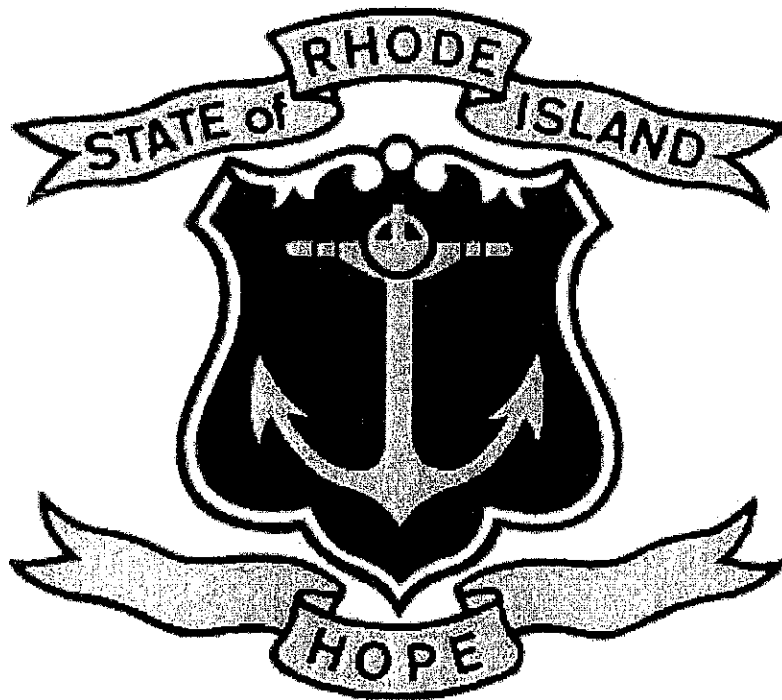


ALL HAZARDS SITE SAFETY SURVEY REPORT 2015



Purpose

The Rhode Island Emergency Management Agency in collaboration with several Local, State and Federal partners have developed this document to provide a standardized approach to conducting school safety assessments. This assessment is meant as a part of a comprehensive approach to school emergency planning. The intent of this document is to bring together school administration, faculty and first responders to collect data that will assist in the development and revision of each facilities emergency plan.

Acknowledgments

Through the combined efforts, this survey and training has been developed and delivered by:

Rhode Island State Police
Providence Police Department
Cranston Police Department
Rhode Island Fusion Center
Cranston Public Schools
Providence Public Schools
Rhode Island State Fire Marshal's Office
Rhode Island Emergency Management Agency
Rhode Island School Safety Committee
United States Department of Homeland Security

Facility Information

Jurisdiction: _____
Facility Name: _____
Address: _____
Telephone: _____
Longitude _____
Latitude _____

Members conducting survey: _____
Date of survey: _____
Facility staff present: _____

Contact Information: Name/Telephone

1. _____
2. _____
3. _____

Population:

- Students: _____
- Staff: _____
- SRO: _____

Does the School currently have an Emergency Action Plan? Yes _____ No _____

Does the School currently have a "Be Safe" Plan? Yes _____ No _____

DISCLAIMER

The following is not a complete site risk or threat assessment. It should be considered as a preliminary site security survey provided by members of the _____ Police Department with the assistance of the _____ School Department pertaining to the physical security of the building itself and the established best practices in regards to safe school environments.

Add a Google Map Snapshot

Grounds

A. DRIVEWAY AND PARKING LOTS		Yes	No	How Many	Comments
A1.	How many driveway/street entrances to campus?				
A2.	How many are marked by traffic control signs?				
A3.	Are driveways/parking lots clearly marked with directional arrows or signs?				
A4.	Are visitors' parking spaces clearly marked?				
A5.	Are visitors' spaces near the main entrance?				
A6.	Are parking lots monitored by staff at the beginning and end of school?				
A7.	Are there speed bumps used to reduce speeding?				
A8.	Do buses load/unload in a separate area from car riders and staff?				
A9.	Is there a designated landing area for "Life Flight" helicopters?				
A10.	Are there prearranged staging areas for parents and media?				
B. LANDSCAPING FEATURES		Yes	No	Comment(s)	
B1.	Do existing bushes, trees, etc., restrict visibility at entrances/exits to building?				
B2.	Does existing landscaping provide hiding places for prowlers/intruders?				
B3.	Can access to windows or the roof of the building be gained from trees or other structures?				
B4.	Is the perimeter of the school fenced?				
B5.	Are the playground areas fenced?				
B6.	Can the playground area be seen easily and directly from the school?				
B7.	Are all fencing and gates in good condition?				
B8.	Can the police access all parts of the campus by vehicle?				
B9.	Are there problems with non-students "cutting through" campus?				
B10.	Are the boundaries of the campus posted as property of the school district?				

C. EXTERIOR LIGHTING	Yes	No	How Many	Comment(s)
C1. Is there adequate lighting in PARKING LOTS?				
C2. Is lighting on all night?				
C3. Are lights controlled automatically?				
C4. Are lights and wiring inspected regularly?				
C5. Is there adequate lighting in BUILDING ENTRANCES and EXITS?				
C6. Are control switches inaccessible to unauthorized persons?				
C7. Is there adequate lighting in WALKWAYS AND ENTRY POINTS OF THE BUILDING?				

Building — Exterior

D. DOORS AND WINDOWS	Yes	No	How Many	Comment(s)
D1. Is there a primary entrance for visitors?				
D2. Is there an access control device in place?				
D3. Is a route from the parking lot to this entrance clearly marked?				
D4. Is there signage at the entrance directing visitors to the Main Office?				
D5. Must all visitors report to and sign-in at the school's Main Office?				
D6. Is access limited to the building during school hours by locking exterior doors?				
D7. Are these all marked by specific signage?				
D8. Are exterior doors numbered from outside?				
D9. How many exterior doors remain unlocked from the outside during school hours?				
D10. Do all exterior doors, locks, and latches work properly?				
D11. Have improvements been made at this location to prevent future occurrences?				
D12. Do all window locks work properly?				
D13. Are exterior windows numbered from outside? (I.e. room numbers?)				
D14. Are all openings to the roof secured?				
D15. Is someone designated to lock all doors at the end of the day? If so, who?				
D16. Is someone designated to lock all the windows at the end of the day? If so, who?				
D17. Do all staff members have exterior door keys?				
D18. Are all doors are on a Master Key system?				
a. If so, do they include a key inventory?				

b. Is there a list of numbered keys and whom are these keys issued to?				
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Building — Interior

E. DOORS AND WINDOWS	Yes	No	How Many	Comment(s)	
E1. Can classroom doors be secured from the inside?					
E2. If NO, is there a strategy in place to secure if need arises?					
E3. Can windows be covered when needed?					
E4. How?					
E5. Are the office area, media center, computer lab and/or cafeteria keyed differently than the exterior doors?					
E6. Are spare keys secured?					
E7. Is there a list of staff members with school keys?					
E8. Are interior lights turned on at night?					
E9. Are there clearly marked RESCUE WINDOWS.					
F. ALARM SYSTEM(S) & CAMERAS	Yes	No	How Many	Comment(s)	
F1. Does the school have an ALARM SYSTEM?					
F2. Does the school have a SILENT ALARM?					
F3. Does the school have a FIRE ALARM?					
F4. Does the school have an AUDIBLE ALARM?					
F5. Does the school have a PANIC ALARM?					
F6. Who monitors these alarm systems?					
F7. Who, on the staff, is familiar with the system(s)?					
F8. Is the alarm system working properly?					
F9. Is the fire alarm system working properly?					
F10. Is there a surveillance system at the school?					
F11. Does the school have a video-camera monitoring system? If so, who monitors this system?					
F12. Can these systems be manipulated?					
F13. Can the video surveillance systems be accessed remotely(outside the building)					
	Yes	No	How Many	Operatio n Time	Comments
F14. Does the alarm system provide security for EXTERIOR DOORS? If so, how many?					
F15. Does the alarm system provide security for OFFICE AREAS? If so, how many?					

F16. Does the alarm system provide security for MEDIA CENTER? If so, how many?					
F17. Does the alarm system provide security for COMPUTER LAB? If so, how many?					
F18. Does the alarm system provide security for CAFETERIA? If so, how many?					
F19. Does the alarm system provide security for CLASSROOMS? If so, how many?					
F20. Does the alarm system provide security for SHOP AREA? If so, how many?					
F21. Does the alarm system provide security for OTHER?					
G. COMMUNICATIONS	Yes	No	How Many	Comment(s)	
G1. How many mobile classrooms are there?					
G2. How many mobile classrooms have telephones?					
G3. Can these telephones be used to call outside the school?					
G4. Is there access to a mass notification system?					
G5. How many mobile classrooms have intercoms?					
G6. Does this intercom system have the ability to listen in to the mobile classroom?					
G7. How many regular classrooms?					
G8. How many regular classrooms have telephones?					
G9. Can these telephones be used to call outside the school?					
G10. How many regular classrooms have intercoms?					
G11. Does this intercom system have the ability to listen in to the regular classroom?					
G12. Are there any classrooms without communications? If so, how many?					
G13. Method to communicate with staff and students outside of the building?					
G14. Method to communicate to outside responding agencies?					
G15. Are portable radios used? If so, by whom?					
G16. What is the operating frequency? Channel?					
G17. Does the school have 800 MHz Radio? What talk group?					
G18. Do radios provide interoperability with first responders/ SRO?					
G19. Is there a communications system used exclusively for security purposes?					
G20. Do these portable radios have batteries or rechargeable batteries?					
G21. Are cellular telephones used? If so, by whom?					

G22. Is communications plan exercised?				
G23. Can first responders communicate adequately inside building?				

General Security			
H. IDENTIFICATION/CRIMINAL ACTIVITY	Yes	No	Comment(s)
H1. Do staff members wear identification badges?			
H2. Do visitors wear identification badges?			
H3. Does the staff approach visitors without identification?			
H4. Are there doors/windows where repeated break-ins have occurred? If so, where?			
I. MONITORING	Yes	No	Comment(s)
I1. Is there adequate staff/volunteers available for monitoring the areas listed below:			
a) Parking Lots			
b) Cafeteria			
c) Auditorium			
d) Gymnasium			
e) Restrooms			
f) Hallways			
g) Storage Areas			
h) Classrooms			
i) Buses			
j) School Playgrounds			
k) Athletic Field and Grounds			
J. SAFETY REVIEW	Yes	No	Comment(s)
J1. School has completed a SAFETY REVIEW in the following areas:			
a) Parking Lots			
b) Playgrounds			
c) Stadium/Athletic Fields/Courts			
d) Out Buildings			
e) Building Exterior: Doors/Windows			
f) Roof			
g) Entrances			
h) Hallways/Stairways			
i) Storage Rooms/Closets			
j) Restrooms			
k) Office Areas			
l) Cafeteria/Kitchen			
m) High-Value Rooms			
n) Science/Tech Lab			
o) Fire/Industrial Art Rooms			
p) Library			
q) Auditorium			
r) Gymnasium			
s) Basement/Utility Tunnels			

K. PROCEDURES	Yes	No	Comment(s)
K1. Are the following emergency drills practiced throughout the school year:			
a) Fire			
b) Lockdowns			
c) Shelter in Place			
d) Bomb Threat			
K2. Is a system of codes or alerts for emergencies used?			
If so, briefly describe. (Attachment, if applicable)			
K3. Is there a lockdown procedure for emergencies?			
If so, when was the last practice? (Attachment, if applicable)			
K4. Are there building/floor plans easily accessible? If so, where?			
K5. Are evacuation assembly points for fire drills and mass evacuation of building the same place			
K6. Is there a facility management member in-house to secure the utilities if needed?			
K7. Are training procedures in place for substitute teachers or new faculty to understand safety policies?			
K8. Are evacuation kits established? Who is responsible for them? (Go Kits)			
K9. Are there considerations in place for functional needs staff and students?			
K10. Who is responsible for visitors during emergencies?			
K11. Is annual training provided to staff on active threat strategies?			

Interviews

NAME AND JOB CLASSIFICATION	Interview
1.	
Do you have any concerns regarding the security assessment?	
2.	
Do you have any concerns regarding the security assessment?	
3.	
Do you have any concerns regarding the security assessment?	
4.	
Do you have any concerns regarding the security assessment?	
5.	
Do you have any concerns regarding the security assessment?	

Assessment Overview:

Recommendations:

Photos of Facility