



**Georgia Department of Education**

**Richard Woods, Georgia's School Superintendent**  
*"Educating Georgia's Future"*

## **School Safety Assessment**

## Components of the School Safety Assessment

The level of safety in a school must be assessed using multiple indicators that apply to the total school environment. At a minimum, the assessment process will address the following:

- Safety and Security of Buildings and Grounds
- School Procedures/Guidelines
- Offenses/Consequences Outlined in the Student Code of Conduct
- Role of Law Enforcement/School Resource Officer (SRO)
- Mandatory Reporting of Criminal Activity to Law Enforcement
- Review of the Emergency/Crisis School Safety Plan
- Administrative Procedures
- Staff Development Opportunities Concerning Safety and Legal Responsibilities
- Federal Laws Concerning Students with Disabilities
- Procedures for Data Collection
- Review of Current Discipline Data
- Prevention/Intervention/Student Support Plans
- Opportunities for Student Involvement
- Opportunities for Parent Involvement
- School Climate Surveys

### Assessment Data Sources:

Safe and Orderly Environment	Robert J. Marzano <i>What Works in Schools: Translating Research into Action</i>
Safe and Orderly Schools	National Association of Secondary School Principals
Best Practices for School Safety	Georgia Emergency Management Agency (GEMA) Georgia Department of Education (GaDOE) Virginia Department of Education

# Assessment Information

**Site Visit Date:** \_\_\_\_\_

**System:** \_\_\_\_\_

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

**Principal:** \_\_\_\_\_

**Assessment Team:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## **Building and Grounds**

<b>A. School Interior</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. The designated entrance door has clearly visible signs showing the location of the main office and advising visitors to report to the office.			
2. The entrance lobby is visible from the main office.			
3. Staff members, volunteer personnel, or a security camera monitor the main entrance lobby.			
4. Visitors are required to sign in and out at the main office.			
5. Hallways are free of travel impediments.			
6. Hallways leading to required exit doors are kept clear and unencumbered with rugs or furniture which might impede traffic flow from building.			
7. Blind spots in hallways and stairwells are equipped with parabolic mirrors (or similar surveillance device).			
8. Remote and isolated hallways are monitored by security cameras or other monitoring methods.			
9. Stairwells are monitored.			
10. Restrooms are inspected for cleanliness and safety on a regular basis.			
11. Restroom walls and stalls are free of graffiti.			
12. Restrooms have a smoke detector.			
13. Restrooms comply with ADA requirements.			
14. All cafeteria food and perishables are stored properly.			
15. Choking guidelines are clearly posted in cafeteria dining area.			
16. Cafeteria staff can hear school alarms and announcements.			
17. A staff member is assigned to make sure the cafeteria staff is contacted in the event of a lockdown or severe weather threat.			
18. Surveillance cameras and monitors are installed in strategic locations.			
19. If a classroom is vacant, students are restricted from entering unsupervised.			
20. Classroom doors remain closed and locked when classes are in session.			
21. Seating for the disabled is available, as per ADA requirements, in the auditorium and the gym.			
22. Clear and precise emergency evacuation routes are posted at critical locations.			
23. Fire extinguisher locations are clearly marked and regularly inspected.			
24. School staff is trained on the use of fire extinguishers.			
25. Access to catwalk and prop areas is restricted.			
26. Access to electrical panels is restricted.			
<b>B. Lighting</b>			
1. The main lobby is properly lighted.			
2. The hallways are properly lighted.			
3. Bathrooms are properly lighted.			
4. Classrooms are properly lighted.			
5. Hallways have emergency lighting.			
6. Emergency lighting is in working condition.			
7. Exit signs are properly lighted, clearly visible, and point in the correct exit direction.			

<b>C. Doors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Faculty members are required to lock classrooms upon leaving.			
2. Exterior doors into the building remain locked at all times and include signage advising visitors to report to the main office.			
3. Doors accessing internal courtyards are locked to prevent outside entry.			
4. Areas accessible to intruders are secure.			
5. All doors are properly labeled and numbered.			
6. Cafeteria service delivery door remains locked at all times.			
<b>D. Lab Safety/Chemicals/Hazardous Storage</b>			
1. Boiler room is clean, free of debris, is not used for storage, access is controlled, and is inspected.			
2. Lab safety procedures are reviewed and clearly posted.			
3. Chemicals are securely locked when not in use.			
4. Lab preparation areas, hazardous storage areas and mechanical rooms are properly protected from unauthorized access.			
5. Science labs are equipped with a fire extinguisher and a fire blanket.			
6. Eye wash station in labs and vocational shops are in working condition.			
7. Hazardous objects (knives, scalpels, tools, etc.) are securely locked when not in use.			
8. Chemical storage areas are locked, cleaned, and a Material Safety Data Sheets (MSDS) contains information regarding the proper procedures for handling, storing, and disposing of chemical substances.			
9. An MSDS accompanies all chemicals or kits that contain chemicals.			
10. All MSDSs are saved and stored in a designated file or binder using a system that is organized and easy to understand.			
11. MSDS collection is placed in a central, easily accessible location known to all workers and emergency personnel.			
12. Paint booths, auto shops and welding booths are well ventilated and exhaust directly to the exterior.			
<b>School Exterior</b>			
<b>E. Signage</b>			
1. Visitor signs are posted near entrance advising visitors to report to the main office.			
2. Weapons law signs are clearly posted at the main entrance.			
3. Drug-free/Tobacco-free campus signs are posted.			
4. Visitor and handicapped parking areas are clearly marked.			
<b>F. Extracurricular/Play Areas</b>			
1. Emergency vehicles can access play and athletic fields easily.			
2. Bleachers are in good condition (no signs of rust).			
3. The risers between bleacher seats are protected to prevent entrapment and children from falling through.			
4. Field houses can be secured for safety and security.			
5. The school ground is free of obstacles, graffiti, trash and debris.			
6. Surveillance cameras are installed in strategic locations.			
7. Stadium evacuation procedures are posted.			
8. Mechanical, electrical and other equipment on school grounds are surrounded by a protective enclosure.			
9. Deep recesses in buildings with wings are fenced for safety.			

<b><i>G. Surveillance</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. The school has designated points of entry which are monitored to control building access.			
2. Visual surveillance of parking lots or monitoring by remote security cameras is possible from the main office or some other area.			
3. The location of trailers/portable classrooms enables natural surveillance.			
4. If located in isolated areas, the trailers/portable classrooms are monitored with security cameras.			
5. Trailers/portable classrooms are connected to the school's central alarm system.			
6. Crawl spaces below building/trailers/portable classrooms are closed off.			
7. Shrubbery and trees are well trimmed.			
8. Law enforcement, security, or other staff members patrol parking areas during school hours.			
9. Student drivers and staff members must obtain parking decals or some other appropriate form of identification to authorize legitimate parking on school property.			
<b><i>H. Lighting</i></b>			
1. There is adequate lighting around the building to enhance night safety.			
2. Lighting is provided at the entrances and other points of possible intrusion.			
3. There is adequate lighting around trailers/portable classrooms.			
4. Directional lights aimed at the building.			
5. Lighting in parking lot provides uniform coverage to support camera surveillance.			
<b><i>I. Windows and Doors</i></b>			
1. Windows and doors are in good repair.			
2. Windows and doors are adequately secured after hours.			
3. Building perimeter is free from trees, branches, and telephone poles that may provide unauthorized access to upper floor levels or roof.			
4. All exterior doors have non-removable hinge pins.			
5. Exterior doors, unless designated for entry, have no exterior hardware.			
6. Exterior double doors have an astragal (plate) covering the gap between doors.			
7. Required exit doors are equipped with panic hardware.			
8. Doors accessing internal courtyards are tied into the central alarm system.			
9. The school has developed written regulations regarding access to and use of the building by school personnel after regular school hours.			
<b><i>J. Student Transportation Issues</i></b>			
1. Staff members check bus loading/unloading area and pick-up/drop-off area before vehicles arrive to identify any possible hazards or impediments, and to make certain no unauthorized persons or vehicles are in the area.			
2. Staff members are assigned to bus area during loading/unloading and the staff members understand their responsibilities for reporting any problems.			
3. Access to bus loading/unloading areas is restricted during arrival/ dismissal.			
4. An area is designated as the pick-up/drop-off zone for non-bus riders and is supervised by assigned staff members.			
5. An emergency dismissal procedure is in place (i.e., student and staff evacuation from facility and vicinity).			

<b>School Procedures/Guidelines</b>			
<b><i>K. Security</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. School has a procedure for handling all cash collected.			
2. An escort is available for school personnel responsible for money collected or deposited during the school day.			
3. Unused areas of the school can be closed off during after school activities.			
4. Two-way communication is possible between administrators and SROs.			
5. Teachers have the capability of communicating to office from classroom.			
6. There is a central alarm system.			
7. Alarm system is tested on a regular basis.			
8. Photo identification badges are issued to all employees (including support staff and bus drivers) and are clearly visible.			
9. Visitors are required to sign in and out.			
10. Visitor/guest badges are issued.			
11. Proper photo ID is required of vendors, repairmen, etc.			
<b>One person is designated to perform the following security checks at the end of each day:</b>			
Check that all classrooms and offices are locked			
Check all classrooms, restrooms, locker rooms and other school areas to ensure that everyone has left the building			
Check all exterior entrances to ensure that they are locked			
Check the security alarm system			
<b><i>L. Law Enforcement Role</i></b>			
1. A School Resource Officer is assigned to the school.			
2. Law enforcement monitors school grounds after regular school hours and can contact school administrator(s).			
3. Incidents of crime that occur on school property/events are reported to law enforcement and other appropriate agencies.			
4. Law enforcement personnel are involved in the development of the school safety plan.			
5. The school and law enforcement have an agreement of understanding that clearly defines the roles and responsibilities of each group.			
<b><i>M. Emergency/Crisis Plan</i></b>			
1. The school has an Emergency/Crisis Plan.			
2. Local law enforcement and first responders were consulted in the development of the plan.			
3. The plan includes all categories as required by Georgia law.			
4. The plan is reviewed and updated each year.			
5. The staff has received training on emergency procedures.			
6. The staff has access to the Emergency/Crisis Plan.			
7. The plan has been submitted to GEMA			
8. The plan includes clear strategies for dealing with the media in the event of a crisis.			
9. The plan includes a component for post-crisis response, such as the availability of counseling services for students and staff members, dealing with the probability of “copy cat” incidents and dealing with post-traumatic stress.			
10. Primary and secondary evacuation sites have been pre-determined for fire (500’) & bomb threat (1000’).			

<b><i>M. Emergency/Crisis Plan Continued</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
11. School has developed an evacuation plan to accommodate students and staff with physical disabilities in the event of a crisis.			
12. Table top exercises and/or practices have been conducted with staff.			
13. A reunification site has been established in case of emergency evacuation.			
14. School staff is aware of proper response to blood and body fluid spills.			
15. An appropriate number of staff members are trained in CPR.			
16. School has access to an AED/defibrillator.			
17. An appropriate number of staff members are trained in the use of AED/defibrillator.			
18. Fire drills/tornado drills are conducted as required by Georgia law.			
19. Fire drills are reported to the Office of Insurance and Safety Fire Commissioner in a timely manner.			
20. The school maintains a record of fire inspection by the local or state fire officer.			
21. School has a sprinkler system installed for fire suppression.			
22. Intruder alert drills are conducted.			
23. Intruder alert procedures are in place to inform bus drivers on field trips to delay returning to the school until the "all clear" signal is given.			
24. School has a pandemic/epidemic preparedness plan.			
25. School has carbon monoxide detectors.			
26. School has a backup generator on site for use in power outages			
27. School has a procedure for securing students during an intruder alert who are on the playground or athletic fields, in locker rooms, gymnasium and/or in the cafeteria			
<b><i>N. Administrative Procedures</i></b>			
1. School or school district conducts pre-employment background checks for all employees.			
2. The principal and administrative staff are highly visible.			
3. The Student Code of Conduct is revised and reviewed annually (students/staff).			
4. Students and/or parents sign for receipt of Student Code of Conduct.			
5. Behavioral expectations and consequences for violations are clearly outlined.			
6. A chain-of-command has been established when the principal is away.			
7. Disciplinary consequences are fairly and consistently enforced.			
8. Security measures/administrative supervision is established for extracurricular activities.			
9. Staff members are assigned to supervise students (halls/bus/restrooms/cafeteria).			
10. Parents are an integral part of the planning of student discipline procedures and actions.			
11. Student medicines are secured (locked cabinet/desk).			
12. Student check-out procedures are in place; only to an authorized adult.			
13. Teachers/administrators are aware of mandatory reporting requirements (weapons, drugs, child abuse, etc.).			
14. Federal/state laws regarding students with disabilities are followed.			

<b><i>N. Administrative Procedures Continued</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15. Policies and procedures have been developed to allow students to transfer to another school if they are a victim of a violent criminal offense.			
16. School files and records are maintained in locked, fireproof containers or vaults.			
17. There is a control system in place to monitor keys and duplicates and/or card access systems.			
18. School maintains a record of required health permits.			
19. A log is maintained of all chemicals and other dangerous substances.			
20. The school maintains record of all maintenance on doors, windows, lockers, and other areas of the school.			
21. All field trips have a manifest on the school bus and at the school. In the event of an emergency, it is essential to account for all students, faculty and volunteers.			
<b><i>O. Data Collection and Reporting</i></b>			
1. An incident reporting database has been established.			
2. Discipline incidents are accurately recorded as required by law.			
3. The school has established a system for analyzing data to identify recurring problems and to provide information relative to prevention and intervention procedures.			
4. The school has developed a procedure for periodic review and update of the incident reporting system.			
5. Discipline incidents are regularly monitored.			
6. Administrators are aware of mandatory reporting requirements (weapons, drugs, child abuse, etc.)			
7. Chronic discipline procedures have been developed concerning students with recurring problems.			
8. Students are referred to a disciplinary tribunal hearing for serious violations of school rules.			
9. The outcome of disciplinary tribunal hearings are recorded in the student's discipline record.			
10. Unsafe School Choice Option (USCO) violations are accurately reported in the end-of-year data collection process.			
11. School staff has been trained to accurately report USCO violations and discipline incidents on the annual discipline report.			
<b><i>P. Prevention and Intervention</i></b>			
1. Bullying prevention programs or strategies are in place.			
2. Students have access to conflict resolution/peer mediation programs.			
3. Students may ask for help without the loss of confidentiality.			
4. School policy provides a system whereby staff and students may report problems, incidents, or potential dangers anonymously.			
5. Diversity awareness is emphasized.			
6. Academic programs are available for "at risk students".			
7. Students and parents are aware of school student support resources.			
8. School has a well-developed network of service providers to which students can be referred.			
9. Adequate suicide prevention support systems are in place for students.			

<i>P. Prevention and Intervention Continued</i>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10. Administrators and teachers have been trained to recognize the early warning signs of potentially suicidal students, including knowledge of the appropriate steps in referring students for help.			
11. Counselors facilitate student assistance programs/groups.			
12. Students have opportunities to be actively involved.			
13. Parents are encouraged to volunteer and play an active role in the school.			
14. School has implemented a character education program in accordance with Georgia law.			
15. School safety and violence prevention information is provided regularly to staff as part of a school or system-wide staff development plan.			

## **Commendations/Suggestions/Recommendations**