

New Hampshire School Boards Association
Dr. Theodore E. Comstock, Esq., Executive Director
Barrett M. Christina, Esq., Staff Attorney

Comprehensive Checklist of School Safety Procedures

School District Organization

1. Is there an incident reporting system? Yes _ No _

2. Is there statistical information available as to the scope of the problems at your school and in the community? Yes _ No _

3. Have the school, school board, and administrators taken steps or anticipated any problems through dialogue? Yes _ No _

4. Are the teachers and administrators aware of laws that pertain to them? Yes _ No _

5. Are teachers and administrators aware of their responsibility as to enforcement of and respect for rules, regulations, policies and the law? Yes _ No _

6. Is there a working relationship with your local law enforcement agency? Yes _ No _

7. Are students and parents aware of expectations and school discipline codes? Yes _ No _

8. Are there any actual or contingency action plans developed to deal with student disruptions and vandalism? Yes _ No _

9. Is there a policy regarding prosecution of perpetrators of violence and vandalism? Yes _ No _

10. Is there a policy for consistent monitoring and evaluation of incident reports? Yes _ No _

Existing School District Security System

1. Have there been any prior security problems? Yes _ No _
2. Is there an existing alarm system? Yes _ No _
3. Do you have intrusion-detection equipment? Yes _ No _
4. Have you consulted with an expert? Yes _ No _
5. Do you have an alarm response policy and does everyone involved clearly understand their responsibilities? Yes _ No _
6. Is there a policy for consistent maintenance and testing of the system? Yes _ No _
7. Do some members of the custodial staff work nights and weekends? Yes _ No _
8. Are valuable items of property identified? Yes _ No _
9. Are valuables properly stored? Yes _ No _
10. Are high-target areas properly secured? Yes _ No _
11. Is there a visitor procedure? Yes _ No _
12. Do students have I.D. cards or other identification? Yes _ No _
13. Do all employees have I.D. cards? Yes _ No _
14. Is there good, well-lit visibility in parking areas? Yes _ No _
15. Are all areas of the buildings and grounds, including parking areas, visible via security cameras? Yes _ No _

Target Hardware/Interior

1. Has an inventory been made recently of school property?
Yes _ No _
2. Are school files locked in vandal-proof, fire-proof containers?
Yes _ No _
3. Are valuable items thieves can easily steal (computers, calculators, etc.) properly locked up or secured when not in use?
Yes _ No _
4. Is all money removed from cash registers nightly?
Yes _ No _
5. Are cabinets properly secured?
Yes _ No _

School District Security System

1. Are there specific persons designated to secure buildings following after-hours activity?
Yes _ No _
2. Is someone made responsible for overall school security procedures?
Yes _ No _
3. Do job descriptions include vandalism prevention duties?
Yes _ No _
4. Are security checklists used by school employees?
Yes _ No _
5. Do local law enforcement agencies help and advise on vandalism prevention?
Yes _ No _
6. Are students urged to cooperate with the police?
Yes _ No _
7. Do law enforcement or security personnel monitor school facilities during

school hours? Yes _ No _

8. Do law enforcement or other personnel patrol the grounds after school hours?

Yes _ No _

9. Are local residents encouraged to report suspicious activity to school officials or police?

Yes _ No _

10. Do students actively get involved in security efforts?

Yes _ No _

11. Are there emergency procedures for incidents, including fire and bombing?

Yes _ No _

School District Alarm System

1. Is the entire system checked regularly or, at least every six months?

Yes _ No _

2. Can selected areas of the school be “zoned” by an alarm system that will indicate which area is being entered by the intruder?

Yes _ No _

3. If public utility power fails, is there back-up power to keep the system operating without generating an alarm signal?

Yes _ No _

4. Are procedures established for response and for turning the system on and off?

Yes _ No _