



Checklist

Physical Security

School shooting tragedies reveal the need for preparedness. But many K-12 schools lack physical security measures to stop an active shooter. This checklist offers suggestions for protecting school buildings.

Adapt this checklist to meet your school's specific needs. Some items might not apply for every school. For each item, check the appropriate "yes" or "no" box. If the answer is "no," consider whether further action is necessary, such as talking to a physical security expert or your school's legal counsel.

Building Security and Access Control Policies

Actions Needed

Entry Control

Does your school:

• Have a policy regarding:	
• When visitors may enter the school?	<input type="radio"/> Yes <input type="radio"/> No
• Who may enter the school?	<input type="radio"/> Yes <input type="radio"/> No
• Allow entry only after visitors provide proper identification?	<input type="radio"/> Yes <input type="radio"/> No
• Require visitors to go through a screening point inside the building, such as a:	
• Vestibule?	<input type="radio"/> Yes <input type="radio"/> No
• Reception area?	<input type="radio"/> Yes <input type="radio"/> No
• Check-in station?	<input type="radio"/> Yes <input type="radio"/> No
• Kiosk?	<input type="radio"/> Yes <input type="radio"/> No
• Inspect visitors' bags and packages?	<input type="radio"/> Yes <input type="radio"/> No
• Require visitors to:	
• Wear visible, dated identification?	<input type="radio"/> Yes <input type="radio"/> No
• Sign in and out of the building?	<input type="radio"/> Yes <input type="radio"/> No
• Enforce a single point of entry and exit for students, faculty, and visitors?	<input type="radio"/> Yes <input type="radio"/> No
• Ensure all exterior doors are locked during regular school hours?	<input type="radio"/> Yes <input type="radio"/> No
• Ensure exterior doors, unless designed for entry, lack all exterior hardware (for example, locks and handles)?	<input type="radio"/> Yes <input type="radio"/> No

- Do the following individuals have key access to classrooms:

- | | |
|------------------------|---|
| • Teachers? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Substitute teachers? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Administrators? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Emergency personnel? | <input type="radio"/> Yes
<input type="radio"/> No |

Intruder Detection

For doors vulnerable to unauthorized access, does your school have in place an intrusion detection system such as:

- | | |
|----------------------------|---|
| • Door sensors? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Delayed opening devices? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Video surveillance? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Intruder alarms? | <input type="radio"/> Yes
<input type="radio"/> No |

When an intruder alarm or lockdown system is activated, do exterior doors automatically lock?

- ☐ Yes
☐ No

- | | |
|--|---|
| • If “yes,” is there an indicator that will confirm the door has been locked down? | <input type="radio"/> Yes
<input type="radio"/> No |
|--|---|

Classroom Security — Doors and Safe Havens

- | | |
|--|---|
| • Do you designate safe haven areas within the classroom (for example, a specified area not visible from the hallway)? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Does the composition of your classroom doors (for example, wood or steel doors with minimal glass) help delay or deter an attack? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Do classroom doors automatically close (for example, has a self-closing hinge been installed)? | <input type="radio"/> Yes
<input type="radio"/> No |
| • For classroom doors that are fire rated, have you modified the doors in a way that invalidates the fire rating? | <input type="radio"/> Yes
<input type="radio"/> No |
| • Did you consult with an attorney and security expert before purchasing barricade devices (for example, industrial grade lockdown devices) for classroom doors? | <input type="radio"/> Yes
<input type="radio"/> No |

• Does the door hardware meet guidelines set forth by state fire codes and Americans with Disabilities Act codes?	<input type="radio"/> Yes <input type="radio"/> No
• Are door locks easy to activate in an emergency and deactivate once an emergency has passed (for example, some state fire codes may require locks that can be locked and unlocked in one motion)?	<input type="radio"/> Yes <input type="radio"/> No
• Are doors lockable from the inside without requiring lock activation from the hallway?	<input type="radio"/> Yes <input type="radio"/> No

Classroom Security — Windows

• Are classroom windows shatter- and forced-entry resistant?	<input type="radio"/> Yes <input type="radio"/> No
• Do classroom windows allow for evacuation in an emergency?	<input type="radio"/> Yes <input type="radio"/> No
• Have you consulted with the fire department (and other authorities with jurisdiction) about security requirements for emergency evacuation and external access through windows?	<input type="radio"/> Yes <input type="radio"/> No
• If your classroom doors have windows:	
• Are the windows an appropriate distance from the locking mechanism so they cannot be breached during forced entry?	<input type="radio"/> Yes <input type="radio"/> No
• Is there a temporary shade or cover to block the window during a lockdown?	<input type="radio"/> Yes <input type="radio"/> No

Security and Surveillance Technology

Surveillance

• Is there “natural surveillance” (maximum visibility by those on campus during normal activities) of points of entry and egress during normal hours of operation?	<input type="radio"/> Yes <input type="radio"/> No
• Is there video surveillance monitoring for:	
• Points of entry/exit?	<input type="radio"/> Yes <input type="radio"/> No
• Site perimeter?	<input type="radio"/> Yes <input type="radio"/> No

- Large assembly areas, such as the:

- Library?

☐ Yes
☐ No

- Gymnasium?

☐ Yes
☐ No

- Auditorium?

☐ Yes
☐ No

- Cafeteria?

☐ Yes
☐ No

- Outdoor play or recreation areas?

☐ Yes
☐ No

- Other remote or isolated areas?

☐ Yes
☐ No

- Is video surveillance monitored in real time?

☐ Yes
☐ No

- Can emergency responders or other appropriate personnel monitor video surveillance from:

- Inside the school?

☐ Yes
☐ No

- Off-site?

☐ Yes
☐ No

Alarm Systems

- Is there an alarm system?

☐ Yes
☐ No

- If “yes,” does it notify law enforcement when triggered?

☐ Yes
☐ No

- Is there a panic alarm or call button at the administrative or security desk?

☐ Yes
☐ No

Communications Systems

- Is there an emergency communications system (ECS) in place?

☐ Yes
☐ No

- If “yes,” does your school’s ECS use:

- Public address systems?

☐ Yes
☐ No

- Intercoms?

☐ Yes
☐ No

• Loudspeakers?

☐ Yes
☐ No

• Sirens?

☐ Yes
☐ No

• Strobes?

☐ Yes
☐ No

• Text alert systems?

☐ Yes
☐ No

• Other interoperable resource-sharing communication methods?

☐ Yes
☐ No

• Is there two-way communication between the main office and:

• Classrooms?

☐ Yes
☐ No

• School security staff?

☐ Yes
☐ No

• Sports and recreational fields and facilities?

☐ Yes
☐ No

• Health services?

☐ Yes
☐ No

• A transportation dispatcher?

☐ Yes
☐ No

• Emergency services?

☐ Yes
☐ No

Actions Needed



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