



# Checklist

## Physical Security for K-12 Schools

Recent 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 K-12 school buildings.

Administrators may adapt this checklist to meet a school’s specific needs, as some items may not be applicable to or appropriate for every K-12 campus. 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.

### 1 Building Security and Access Control Policies

#### Entry Control

Does your school:

■ Have a policy regarding:

▫ When visitors may enter the school?  Yes  No

▫ Who may enter the school?  Yes  No

■ Allow entry only after visitors provide proper identification?  Yes  No

■ Require visitors to go through a screening point inside the building, such as a:

▫ Vestibule?  Yes  No

▫ Reception area?  Yes  No

▫ Check-in station?  Yes  No

▫ Kiosk?  Yes  No

### Actions Needed

## Actions Needed

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- Inspect visitors' bags and packages?  Yes  No

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  - Require visitors to:
    - Wear visible, dated identification?  Yes  No

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    - Sign in and sign out of the building?  Yes  No

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  - Enforce a single point of entry and exit for students, faculty, and visitors?  Yes  No

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  - Ensure all exterior doors are locked during regular school hours?  Yes  No

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  - Make sure exterior doors, unless designed for entry, lack all exterior hardware (e.g., locks and handles)?  Yes  No

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  - Do the following individuals have key access to classrooms:
    - Teachers?  Yes  No

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    - Substitute teachers?  Yes  No

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    - Administrators?  Yes  No

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    - Emergency personnel?  Yes  No

### Intruder Detection

- Is there an intrusion detection system in place for doors vulnerable to unauthorized access, such as:
  - Door sensors?  Yes  No

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  - Delayed opening devices?  Yes  No

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  - Video surveillance?  Yes  No

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  - Intruder alarms?  Yes  No

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- When an intruder alarm or lockdown is activated, do exterior doors automatically lock?  Yes  No
  - If "yes," is there an indicator that will confirm the door has been put into lockdown?  Yes  No

## Actions Needed

### Classroom Security – Doors and Safe Havens

- Do you designate “safe haven” areas within the classroom (e.g., a specified area not visible from the hallway)?  Yes  No

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- Does the composition of your classroom doors help delay or deter an attack (e.g., wood or steel doors with minimal glass)?  Yes  No

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- Do classroom doors automatically close (usually this requires installing a closing mechanism, such as a self-closing hinge, on the door)?  Yes  No

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- For classroom doors that are fire rated, no modifications have been made to the doors that invalidate the fire rating?  Yes  No

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- Have you consulted with an attorney and security expert before purchasing barricade devices (e.g., industrial grade lockdown devices) for classroom doors?  Yes  No

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- Does the door hardware meet guidelines set forth by state fire codes and Americans with Disabilities Act codes?  Yes  No

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- Are door locks easy to activate in an emergency and deactivate once an emergency has passed (e.g., some state fire codes may require locks that can be locked and unlocked in one motion)?  Yes  No

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- Are doors lockable from the inside without requiring lock activation from the hallway?  Yes  No

### Classroom Security – Windows

- Are classroom windows shatter- and forced-entry resistant?  Yes  No

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- Do classroom windows allow for evacuation in an emergency?  Yes  No
  - Have you consulted the fire department (and other authorities with jurisdiction) on the security requirements for emergency evacuation and external access through windows?  Yes  No

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- If your classroom doors have windows:
  - Are the windows an appropriate distance from the locking mechanism so they cannot be breached during forced entry?  Yes  No

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  - Is there a temporary shade or cover to block the window during a lockdown?  Yes  No

## 2 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?  Yes  No

■ Is there video surveillance monitoring for:

▫ Points of entry/egress?  Yes  No

▫ Site perimeter?  Yes  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

▫ An off-site location?  Yes  No

### Alarm Systems

■ Is an alarm system in place?  Yes  No

▫ If "yes," does the alarm system notify law enforcement?  Yes  No

■ Is there a panic alarm or call button located at the administrative or security desk?  Yes  No

## Actions Needed

## 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

• SMS 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

□ Transportation dispatcher?  Yes  No

□ Emergency services?  Yes  No

*By Kaitlyn Waslawski, risk management intern*

## Actions Needed



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