

Safe Havens International Tactical Site Survey Template
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Disclaimer: The information provided in this document is designed to provide a detailed guide to the Tactical Site Survey process and its requirements in an educational setting. While the authors and Safe Havens International wish this template to be as complete as possible, it is not guaranteed to be complete and without flaw. Methods of implementing procedures, policies, and recommendations outlined herein are obviously beyond the control of the authors and Safe Havens International, and are at most suggestions for improving the safety of your school environment. Therefore, the authors of this document and Safe Havens International assume no liability for the application of any concepts or suggestions contained herein.

Guidance for use: The following checklists are meant to serve as a guide for a Tactical Site Survey (walk-through) of a school and a tool for identifying hazards. While not all hazards can be realistically removed from the school environment, this template can help you identify as many potential hazards as possible. You can then prioritize each hazard and mitigate those hazards accordingly. Some will be impossible to fix (structural and design aspects of the school) without a complete remodeling, and others (Is graffiti removed expeditiously?) are much more feasible. The goal is to reduce the number of hazards to as few as possible, and mitigate those hazards so as to reduce injuries and damage to property that may result from them. As with all other Safe Havens Templates, this guide should be customized to fit your school setting, and any actions taken as a result of this guide should be first evaluated for practicality in your situation. When applicable, local agencies (police, emergency management, etc.) should be consulted as well. The goal of this template is to allow you to utilize your local resources and give you the ability to conduct effective annual tactical site surveys yourself, without hiring expensive consultants year after year.

Date of Survey:	Survey Team Leader:
Name of Facility:	Name of School System:
Address of Facility:	

Accompanying Documentation Present:

- Floor Plan
- Site Plan including mobile classrooms
- Aerial Photos
- Interior Photos
- Current evacuation plan as posted in classrooms
- Current Emergency Operations Plan
- Current Student Code of Conduct

Agencies Represented at Site Survey:

- Local Emergency Management Agency (EMA): _____
- Emergency Medical Services (EMS): _____
- Fire/Rescue: _____
- Law Enforcement (SRT/SWAT Rep?): _____
- School Administrator: _____
- School Maintenance Personnel with complete set of keys: _____
- Other: _____ Other: _____

SCHOOL SAFETY ZONE CONSIDERATIONS:

1. This section is for general observations and will expand as you type if needed

FACILITY CONSIDERATIONS:

1. This section is for general observations and will expand as you type if needed

Are there any known locations of drug activity near the school?					
Are there any hazardous materials concerns near the campus?					
Are there drainage ditches near the campus that could pose a hazard to children following rain?					
Are there commercial establishments near the school where armed robberies might occur (bank, convenience store etc.)?					
Are there any locations where regular gang activity is occurring near the school?					
Is there currently construction underway near the school?					
Are there any vacant buildings near the school?					
Has the school coordinated efforts with local public safety officials concerning hazards close to campus?					
Are there major highways or railroad tracks near the school?					
Are there nuclear power plants, power plants, factories, or other industrial facilities near the school?					
Are there any stores near the school that sell weapons or firearms? (Pawn shops, sporting goods stores, etc.)					
Other Hazards noted:					

UPON ARRIVAL ON THE PROPERTY:

Yes	No	Is the main entrance for visitors arriving in vehicles obvious to people who have never visited the school?
Yes	No	Is there additional informational signage as appropriate on the roads around the perimeter of the buildings? (Ex. "Visitors Parking Area," "Drug Free and Weapons Free Zone," "All Visitors Must Report to the Office," "Vehicles Entering Campus May Be Subject to Search," etc.)
Yes	No	Does exterior drive signage direct visitors to their appropriate parking areas?
Yes	No	Are visitor's parking areas within view of office staff?
Yes	No	Are all shrubs trimmed so as to allow maximum visibility? (Shrubs to a three-foot height and low-hanging branches to a seven-foot height)
Yes	No	Are numbered parking spaces used to help prevent a trespasser from parking in a regular parking space?
Yes	No	Are there speed breakers on the main entrance road and all parking lots?
Yes	No	Are all vehicles (other than buses) restricted from entering the bus loading and unloading areas during morning and afternoon hours?
Yes	No	Are the visitor's parking spaces clearly identified?
Yes	No	Is the main office area clearly marked?
Yes	No	Is there a designated pickup/drop-off area for students?
Yes	No	Are all parking spaces, directional arrows, no parking zones, handicap-parking zones, fire zones, and restricted areas clearly visible to first time visitors to the school?
Yes	No	Are staff parking spaces marked anonymously so that an attacker cannot easily locate their victims? (For example, if someone does not know the principal by sight and wants to attack them, they can simply wait near the principal's designated parking spot)
Yes	No	Is there adequate operational space for emergency response vehicles at the entrance?
Yes	No	Are all parking spaces, directional arrows, no parking zones, handicap-parking zones, fire zones, and restricted areas clearly visible to first time visitors to the school?

SCHOOL GROUNDS

	N/A	Adequate	Please Consider further	Comments	Follow Up Activities
Perimeter Fencing Type:					
Number of access points onto campus:					
Security at Entrance Points:					
Are trash dumpsters positioned in a location which so as not to block line of sight to critical areas?					
Are portable classroom buildings positioned in a manner to reduce excessive blind spots?					
Are the campus grounds clean?					

Are there any noticeable blockages for line of sight on the school grounds?					
Are staff and/or faculty on duty in parking lots during the morning and afternoons?					
Is there video surveillance in parking lots?					
Are students issued parking decals that must be placed on their vehicle?					
Is there adequate lighting in all lots?					
Are bushes and trees trimmed to reduce hiding spaces and is the campus line of sight free of obstructions?					
Are all poisonous or dangerous bushes and plants removed from the school grounds?					
Presence of graffiti on walls/outbuildings:					
Outside pay phone or emergency call boxes:					
Designated after hour student pick-up area					
Any obstructions that would impede emergency vehicles:					
Are all construction areas restricted to student use and traffic?					
Are all construction tools and materials secured at the end of the day and construction debris cleared?					
Are doors to internal courtyards kept secure?					
Other:					

WALKING THE PERIMETER:

Yes	No	Low-hanging limbs on trees adjacent to the school could facilitate easy roof access to the building. Are limbs trimmed in such a manner that this danger is avoided?
Yes	No	Is perimeter fencing in good condition and without any holes or gaps?
Yes	No	Are all unused exterior buildings secured?
Yes	No	Do all exterior buildings such as portable classroom units have skirting?
Yes	No	Are exterior hallways clearly marked on the outside of the building to aid public safety in their response efforts? Reflective numbers would be ideal to aid in easy identification at night by public safety. (Ex. Building A or Wing 100)
Yes	No	Are individual classrooms marked in such a manner that they can be easily identified from outside, i.e. room numbers on exterior windows?
Yes	No	Is there some type of external public address system around the perimeter of the school to address possible lock-down announcements, severe weather alerts, etc. for those students in outside recreation areas?
Yes	No	Are all barrier chains secured so that they do not pose as a trip hazard?
Yes	No	Are all tree roots that pose as trip hazards cleared from the grounds?
Yes	No	Are all drainpipes, door catches and other items protruding from the building or grounds painted in a high visibility color to help prevent people from tripping on them?
Yes	No	Do exterior doors remain locked throughout the day?
Yes	No	Are there frequent checks on exterior building lighting at night to make sure all areas between buildings and parking lots are adequately illuminated?
Yes	No	Is the water retention pond/drainage ditch fenced and secured?
Yes	No	Are fire hydrants clear of nearby parked vehicles to enable the fire department instant access to all hydrants?
Yes	No	Are all pedestrian, covered walkways high enough to allow for the passage of larger emergency vehicles (where applicable)?
Yes	No	Are all exterior air conditioning fuse boxes constantly locked to prevent vandalism, possible disruption of services, or injury?
Yes	No	Are there alarm-warning signs on the exterior doors?
Yes	No	Are all exterior doors to the facility secure with the exception of the main entrance adjacent to the office area?
Yes	No	Is perimeter fencing clear of vines and brush?
Yes	No	Are all fence gates secured?
Yes	No	Are all power boxes, gas exchanges, and satellite dish areas fenced and locked?
Yes	No	Do gas exchanges and ground level electrical/phone boxes have reinforced poles around them to prevent vehicles from striking them?
Yes	No	Are all building areas and evacuation routes restricted from vehicle parking?
Yes	No	Is someone assigned to conduct a "morning-sweep" of the property to look for contraband, adult items, hazards or anything else out of the ordinary?
Yes	No	Are there handrails on all stairways?
Yes	No	Is non-slip material installed on all steps, where appropriate?
Yes	No	Are all exterior electrical outlets secured?
Yes	No	Are large trees that are leaning or in poor health structurally supported or scheduled for removal?
Yes	No	Do the hinges on exterior doors face inward?
Yes	No	Are tall backboards or fences supported by pressure-treated wood or galvanized metal posts?
Yes	No	Are electrical closets used only for their intended purpose? Obstructed or misused electrical closets could prevent access to important shut-off areas within the room in an emergency.

Yes	No	Is graffiti removed expeditiously?
Yes	No	Are all dumpsters and garbage disposal areas kept free of loose debris and flammable material, and accessible to garbage pickup?
Yes	No	Are personnel assigned to monitor parking and bus loading areas during arrival and dismissal times?
Yes	No	Is the student parking area monitored to prevent a student going to their vehicle during the day without permission and/or leaving school grounds without permission?
Yes	No	Are all fire lanes kept clear at all times?
Yes	No	Are loading docks kept free from debris and not blocked by other vehicles?
Yes	No	Are all recess/play areas kept clean and in good repair with no dangerous debris or damage?
Yes	No	Is vehicle access restricted from all recess/play areas?
Yes	No	Are all storage sheds, outbuildings, and outside compartments locked and checked regularly?
Yes	No	Are all bicycle racks visible from front of school?
Yes	No	Are all driver's education testing vehicles secured?
Yes	No	Is entire campus accessible to security vehicles?
Yes	No	Is all accessible equipment that is breakable secured or protected from vandalism?
Yes	No	Is there a "morning sweep" to remove any debris, construction materials, rocks, or other objects that could be used to prop open exterior doors?
Yes	No	Are all outside statues, decorative objects etc. secured properly and protected from vandalism?

MODULAR UNITS:

Yes	No	Are mobile unit doors locked during instructional hours?
Yes	No	Are all mobile units clearly marked on several sides with only one distinguishing number or letter, so as not to cause confusion with multiple & conflicting numbers?
Yes	No	Do mobile units have two-way communication?
Yes	No	Can the occupants hear all intercom announcements?
Yes	No	Do the mobile units have a smoke detector, fire alarm pull station, and audible fire alarm speaker located inside the units?
Yes	No	Are the all trailer hitches either removed or blocked off so that they are not a trip hazard?
Yes	No	Are all mobile unit power boxes locked?
Yes	No	Is the area surrounding the mobile unit covered adequately with exterior lighting?
Yes	No	Do mobile units have a window or peephole installed to allow teachers/staff to identify people who are at the door before they open it?
Yes	No	Are mobile units fitted with heavy-duty door locks?
Yes	No	Are the mobile units equipped with ground tie-downs that meet windstorm and tornado safety regulations?
Yes	No	Are any utility poles shielded to keep people from climbing onto the roof?
Yes	No	Are all mobile unit tie-downs in good working order?
Yes	No	Are mobile units covered by the intrusion alarm system?
Yes	No	Are all steps securely attached?
Yes	No	Do all mobile units have adequate ventilation and exits?
Yes	No	Is vehicle parking restricted up to at least 10 or 20 feet away from each mobile unit?

ATHLETIC FIELDS AND PLAYGROUNDS:

Yes	No	Is the playground covered with sand or wood chips to create soft landings to prevent injuries to your students?
Yes	No	Are PE instructors and coaches trained in basic first aid?

Yes	No	Are first aid kits readily accessible?
Yes	No	Are fences in good repair?
Yes	No	Are students supervised by more than one teacher when in PE/recess?
Yes	No	Do all supervising teachers carry walkie-talkies or other mobile communication devices?

EVACUATION SITES AND ROUTES:

Yes	No	Were evacuation routes and sites selected with input from fire, emergency management and law enforcement officials?
Yes	No	Are evacuation routes planned to include students with mobility problems? (Especially important during a bomb threat)
Yes	No	Are evacuation routes planned so as to avoid parked vehicles, dumpsters, or unoccupied buildings? (Especially important during a bomb threat)
Yes	No	Are evacuation sites "sanitized" by personnel who are trained to recognize possible explosive devices or who are familiar with the evacuation site area to be able to recognize objects not normally there?
Yes	No	Do teachers take roll once at the evacuation site for accountability and to identify possible suspects during a bomb threat evacuation or false fire alarm?
Yes	No	Is at least one uniformed law enforcement officer designated to cover evacuation routes and sites during all evacuation drills and actual evacuations?
Yes	No	Are fire or bomb threat evacuation sites located in areas other than parking lots or a school roadway?
Yes	No	Have all school staff members been made aware that while there is a slight potential for detonation of some explosives associated with the use of radios, portable telephones and cell phones during a bomb threat/bomb incident, they should still be prepared to use such devices during life threatening emergencies as the risk of detonation is typically lower than the risk of death due to the immediate life threatening emergency?
Yes	No	Do alerts for bomb threats differ from those for fire evacuations?
Yes	No	Do evacuation sites remain confidential to administrators, staff, and law enforcement officials only?
Yes	No	Do policies specify that fire evacuation sites should be a minimum of 300-feet from the facility?
Yes	No	In the case of high-wind storms such as tornadoes, are all evacuation routes free from overhead skylights, large roof spans, exterior windows and areas where large trees or similar objects are located near the exterior of the building?

OTHER HAZARDS IDENTIFIED ON THE PERIPHERY:

SCHOOL FACILITY IN GENERAL

	N/A	Adequate	Please Consider further	Comments	Follow Up Activities
Can all classrooms be contacted by the office electronically?					
Are bathroom doors kept open to increase natural surveillance?					
Are vending machines located in a manner that minimizes blockage of line of sight?					
Are brightly colored murals utilized to help make students, parents and staff feel connected to the school?					
Are natural gas and water mains protected by metal bars or tubing to prevent accidental or intentional damage by a vehicle?					
If site survey is conducted during school hours, is class change orderly?					
If so, are any students seen running in the halls or engaged in horseplay that is unsafe?					
If so, does the site survey team hear any students using profanity, gang signs, or inappropriate language?					
Is there evidence of vandalism that could indicate problems with the level of supervision in the school?					
Are any windows broken or cracked, and any damaged windows fixed promptly?					
Are all windows secure and window locks in good condition?					

Are all door locks in working condition?					
Are all doors secure and in good condition, including strike plates and panic bars?					
Do outside doors have exterior facing hinge pins, and if so are they easily removed?					
Are all center doorposts in double doors well secured?					
Does the exterior of the building have adequate lighting?					
Is there enough exterior lighting to provide minimal illumination if one light bulb burns out?					
Are floors clean and in good repair?					
Are all mechanical rooms, boiler rooms, hazardous materials rooms, and other maintenance areas kept locked?					
Are all deliveries made at one specified entrance and delivery persons accompanied by staff?					
Is all school equipment permanently marked?					
Is all school equipment inventoried? (updated often in the case of expendable materials)					
Items are not stored in inappropriate areas (boiler rooms, in front of fire exits, back hallways, etc.)					
Do stage curtains in auditoriums remain open when not in use?					
Are all water fountains and faucets tested regularly for water potability?					

Are all basement windows secured with bars and locks?					
Are unused areas locked during after-school activities?					
Are electrical panels, power switches, and utility controls secure?					
Are all stairwells properly lit?					
Are exit signs properly placed, clearly marked and lit throughout school?					
Is a record kept of all maintenance?					
Do all locked doors comply with local fire codes?					
Are large windows in hallways and office made of shatter-resistant safety glass or do they have shatter resistant film on them?					
Other					

MAIN OFFICE:

Yes	No	Can the office contact classrooms? How?
Yes	No	Can teachers initiate contact with office? How?
Yes	No	Is there a formal visitor check in and identification procedure, and is it clear for first time visitors? (Including repairpersons and vendors)?
Yes	No	If there is a visitor check in procedure, does staff check the identification of any visitor they do not know on sight and issue temporary visitor ID?
Yes	No	Does this procedure indicate the destination of each visitor, as well as time and date of visit?
Yes	No	Is there a student ID system?
Yes	No	Is there a staff ID system?
Yes	No	Are all heavy and sharp objects out of a visitor's or student's reach within the main office complex?
Yes	No	Does the arrangement of each administrator's desk (or seating arrangement during meetings with parents and others) allow for a quick escape route in the event someone in the meeting becomes hostile?

Yes	No	Is there a current verified collection of all facility telephone extensions and/or numbers available?
Yes	No	If a video surveillance system is present, is it recording on a 24-hour basis?
Yes	No	Are the tapes and taping system stored in a locked area?
Yes	No	Is there an emergency evacuation kit located in the office? (See Emergency Evacuation Kit Section after the physical review sections.)
Yes	No	Is there an intrusion alarm system present in the building?
Yes	No	Do the alarm panels and fire alarm pull stations remain accessible?
Yes	No	Are the access codes closely guarded?
Yes	No	Are bomb threat checklists readily available, visible and near each phone?
Yes	No	Are student medications both secure and portable?
Yes	No	Are student medications released only with photo ID?
Yes	No	Is a record kept with the time and date of when students take medication?
Yes	No	Are student medications labeled with student name, doctor's name, dispensing instructions, and date?
Yes	No	Are parents responsible for retrieving medication at the end of the school year?
Yes	No	Are desktop computers secured?
Yes	No	Are heavy items located on top of file cabinets or shelving where they may fall and injure someone?
Yes	No	Are large and heavy office machines secured or located where they will not slide, fall off counters, or block exits?
Yes	No	Are all keys stored securely?
Yes	No	Does the facility have a method of getting a master set of keys, alarm codes, a floor plan, a site plan, and emergency operations plans to public safety for after-hours emergencies?
Yes	No	Do area public safety agencies have copies of your site and floor plans?
Yes	No	Do you have access to an aerial photo, which can assist you and public safety in formulating and evaluating your site plan?
Yes	No	Does the numbering system for all classrooms and rooms correspond to an updated floor plan?
Yes	No	Does the floor plan clearly indicate sheltering locations for severe weather incidents?
Yes	No	If there are any refrigerators or other places where food or beverages are stored, are they in secure locations to prevent a student from tampering with food and/or beverages?
Yes	No	Is there a call block feature to the principal's private telephone line?
Yes	No	Have all office personnel placed their furniture in their office in a manner that provides a quick escape route in the event of a hostile individual in their office?
Yes	No	Does the office vault have controlled access and the ability to be opened from the inside?
Yes	No	Are school files and records kept in a secure location? (Locking file cabinets, office vault, etc.)
Yes	No	Are passenger lists for all applicable bus routes kept at the school?
Yes	No	Are all routes and passenger lists for field trips left with office staff before departure?
Yes	No	Are students required to have their school ID for field trips?
Yes	No	Is all cash secured in a vault or locked cabinet along with checks, numbered invoices, Purchase Orders, etc.?
Yes	No	Does each administrator's desk have a mirror placed behind their desk to calm irate parents and students?

HALLWAYS AND MAIN AREAS:

Yes	No	Can doors be quickly secured during a lockdown?
Yes	No	Is visibility through classroom windows unimpeded?
Yes	No	Is directional signage clear and easy to understand?
Yes	No	Are classrooms marked by number and not by teacher's name?
Yes	No	Are the numbers located on the wall next to the classroom and are they unobstructed?
Yes	No	Are they raised numbers and fastened in a permanent fashion?
Yes	No	Are they visible when the door is open?
Yes	No	Are all unused lockers secured? (for large numbers of lockers, cables may be a viable option)
Yes	No	Is someone assigned to conduct a "morning sweep" of the building interior to identify anything out of the ordinary or potentially dangerous?
Yes	No	Are wall electrical panels locked?
Yes	No	Are all fire extinguishers located in high visibility and unobstructed areas and checked regularly for operability?
Yes	No	Have all the fire pull stations been tested this year to ensure that they are functioning properly?
Yes	No	Does each hallway have a minimum of 6-feet of clearance from one side to the other?
Yes	No	Are exit doors clear of obstructions and easy to operate in an emergency?
Yes	No	Are all hallways clear of coat racks?
Yes	No	Are severe weather evacuation areas away from skylights and windows?
Yes	No	Are trash cans located in areas with good natural surveillance? (to prevent students/others from using them to hide contraband or explosive devices in them)
Yes	No	Are pay phones located within view of the office staff or monitored by video surveillance (to prevent bomb threats from being called in from them)?
Yes	No	Do motion detectors cover all entrances and main hallways?
Yes	No	Do classroom doors open inward?
Yes	No	Do classroom doors swing "in the clear?" (Any obstructions to free movement?)
Yes	No	Are all ceiling tiles in place?
Yes	No	Is the interior directional signage for specific locations adequate?
Yes	No	Are all bookrooms, teacher's lounges, custodial closets, and electrical rooms always secured/locked?
Yes	No	Are the fire exit lights functioning properly?
Yes	No	Is there a functioning emergency lighting system in the hallway?
Yes	No	Are all chemicals and cleaning supplies put up and out of the way?
Yes	No	Are interior fire doors magnetic and do they contain windows?
Yes	No	Do these doors remain unobstructed?
Yes	No	Does the magnetic system function properly?
Yes	No	If surveillance cameras are present, do they appear to cover areas near bathrooms and building entrances adequately?
Yes	No	If shaded bubble protectors are used, are they cleaned routinely?
Yes	No	Do all hanging plants, displays, and/or wall-mounted objects have closed eye-hooks and can they swing freely 45 degrees?
Yes	No	Are fluorescent light bulbs, lenses, and covers securely fastened?
Yes	No	Are large windows located in the hallways made of safety glass or do they have shatter-resistant film on them? If so, are they properly structurally secured?
Yes	No	Are art objects or trophies protected against tipping over, breaking glass or sliding off shelves or pedestals?

Yes	No	Are all fire exit doors unchained during hours of occupancy?
Yes	No	Are lockers locked with school locks?
Yes	No	Is graffiti documented for future reference by camera or video and promptly removed?
Yes	No	Are there any indicators (such as damage) on ceiling tiles that they are used as hiding places for contraband?
Yes	No	Are the paper towel and toilet tissue holders constructed of see-through plastic to prevent their use as hiding places for contraband?
Yes	No	Are the paper towel and toilet tissue holders locked?
Yes	No	Are all soap dispensers or other items on the wall in current use and are they locked? If not in current use, they should be removed.
Yes	No	Do the bathrooms have hallway doors?
Yes	No	Are the hallway doors lockable?
Yes	No	Are trash cans plastic?
Yes	No	Are trash cans open-topped?
Yes	No	Do you conduct frequent checks of your trash cans that can result in the discovery of contraband under the plastic liner in the can?
Yes	No	Do interior hallway fire doors remain unobstructed during the day?
Yes	No	Are students observed to prevent loitering unsupervised in hallways?
Yes	No	Are students restricted from entering empty classrooms unsupervised?
Yes	No	
Yes	No	
Yes	No	
Yes	No	

IN THE CLASSROOM:

Yes	No	Does the classroom have some sort of secondary exit?
Yes	No	If so, does it remain unblocked?
Yes	No	Are fire evacuation and severe weather shelter diagrams posted in a visible area?
Yes	No	Are televisions bolted and/or strapped to carts in all classrooms?
Yes	No	Do teachers carry their keys at all times?
Yes	No	Do doors have ADA compliant handles and latches?
Yes	No	Do teachers have breakaway identification lanyards?
Yes	No	Is freestanding equipment on wheels locked to prevent rolling?
Yes	No	Are desks and tables located so they will not slide and block exits?
Yes	No	Are heavy objects and furniture properly secured?
Yes	No	Does the intercom make a beeping or other distinct sound when the classroom is contacted by the office?
Yes	No	Are sharp objects such as scissors and letter openers lying on the teacher's desk or other work area where they may be picked up and used as a weapon by a student or angry parent/intruder?

**MAIN COMPUTER CLASSROOM:
(As applicable)**

Yes	No	Are electrical power strips used properly, not overloaded, and mounted in an elevated fashion?
Yes	No	Are desktop computers secured to the tables?

Yes	No	Has the equipment had some type of identifying etching in an obscure area on the equipment to assist in identification purposes if stolen?
Yes	No	Is a record kept of all serial numbers of all equipment present in the room/building?
Yes	No	Do exterior doors or windows have alarm contact points?
Yes	No	Is there a motion detector located in the room?
Yes	No	Are all computers situated so that the supervising teacher can monitor student's computer activity to prevent misuse?

**WOOD, WELDING AND MACHINE SHOPS:
(As applicable)**

Yes	No	Are electrical power strips used properly, not overloaded, and mounted in an elevated fashion?
Yes	No	Are high-pressure cylinders properly secured to prevent them from falling and rupturing?
Yes	No	Are written safety procedures being followed as written?
Yes	No	Are all emergency eyewash stations and showers regularly tested, tagged and unobstructed?
Yes	No	Are fire extinguishers, fire alarm pull stations and fire exits unobstructed?
Yes	No	Is there a procedure to account for all sharp (or valuable) tools and instruments? (A numbering system is recommended.)
Yes	No	Are all tools and equipment locked when not directly supervised by an adult?
Yes	No	Is protective equipment used when necessary and accounted for with a numbering system? (Safety goggles, hard hats, ear protection, etc.)

POOL AREA, (As applicable):

Yes	No	Is the pool area kept secured at all times when not in use?
Yes	No	Are pool rules clearly posted?
Yes	No	Is the pool area covered by an intrusion alarm to alert staff if anyone enters when the area is not in use?
Yes	No	Is the pool area covered by security cameras that can be remotely monitored?
Yes	No	Is the floor surface around the pool coated with a non – slip surface?
Yes	No	Is there a working system for emergency communications such as a telephone or panic button?

SCIENCE CLASSROOM:

Yes	No	Are all chemicals stored in a locked cabinet or closet?
Yes	No	Are lab safety procedures posted and reviewed regularly?
Yes	No	Does the teacher maintain a current and clearly posted Material Safety Data Sheet on all chemicals?
Yes	No	Are all chemicals labeled and stored in their original containers?
Yes	No	Is there a properly secured (locked and secured to the wall) acid or flammable cabinet available for safe storage of these materials?
Yes	No	How often are chemicals disposed of and where are they disposed?
Yes	No	Are the proper records maintained of these disposals?
Yes	No	Are there functional eyewash & shower stations and are they regularly tested?
Yes	No	Is the teacher aware of the location of the gas line's main cut-off valve?

Yes	No	Is this cut-off valve labeled on the floor plan?
Yes	No	If gas pipes in the lab have flexible connections, are they frequently checked for leaks? Are these checks and any leaks found documented?
Yes	No	Chemicals should not be stored in braced storage racks or in tall stacks. Are chemicals properly stored?
Yes	No	Are fume hoods properly maintained and checked for leaks regularly?
Yes	No	Is all valuable or potentially dangerous equipment properly stored and locked when not in use to prevent theft? A numbering system is helpful and recommended.

MEDIA CENTER:

Yes	No	Are bookcases secured to the floor and/or wall?
Yes	No	Is there a secondary emergency exit and does it remain unblocked?
Yes	No	Are fire exit lights operational?
Yes	No	Is there a fire extinguisher and is it properly placed?
Yes	No	Is there a magnetic book alarm system at the exit?
Yes	No	Are all desktop computers secured properly?
Yes	No	Are surveillance mirrors present in room corners to assist in supervision around bookcases?
Yes	No	Is freestanding equipment on wheels locked against rolling?
Yes	No	Is there a practical internet filtering system controlled by the district server present on all computers students have access to, and does this filter not only block porn, but also terrorist websites, bomb & weapons sites, drug sites, and other related websites?
Yes	No	Is the internet filtering system checked periodically to allow access to approved sites that are blocked and to block new sites that should be restricted?
Yes	No	Are all computer monitors set up so that they can be supervised easily by media center staff and teachers while being used by students?
Yes	No	Are all television sets properly bolted to their carts or strapped with a safety strap?
Yes	No	Is all audiovisual equipment always stored in a locked room?

CAFETERIA AND KITCHEN AREAS:

Yes	No	Is there a fire extinguisher and is it properly placed?
Yes	No	Is a First Aid Kit available and clearly marked?
Yes	No	Is the cafeteria used for storage of cafeteria related items only?
Yes	No	Are dining spaces, tables and chairs arranged to allow for easy evacuation during an emergency?
Yes	No	Are all heavy items stored on lower shelves to prevent them falling and injuring someone?
Yes	No	Are secondary exits clear of obstructions?
Yes	No	Are "Helping a Choking Victim" signs present in several areas?
Yes	No	Is all kitchen equipment placed in a manner where staff could evacuate quickly?
Yes	No	Are the kitchen delivery doors locked at all times?
Yes	No	Are all cafeteria-related deliveries made when the area is properly supervised to prevent an attack?
Yes	No	Are all high pressure cylinders properly secured to keep them from falling and rupturing?
Yes	No	Does the cafeteria staff have two-way communication to the main office?
Yes	No	Are evacuation plans and procedures posted in the kitchen and dining areas?

Yes	No	Are all food products secured to prevent contamination/tampering?
Yes	No	Does your cafeteria staff secure your external freezer doors at all times?
Yes	No	Are all health permits and inspection certificates kept on record and displayed if required by law?

GYMNASIUM:

Yes	No	Are the exterior doors and windows locked during the day and when not in use?
Yes	No	Are exits unobstructed by equipment?
Yes	No	Is two-way communication possible with the main office?
Yes	No	Can the intercom be heard when activities are being held in the gym?
Yes	No	Are all fire exit lights and emergency lights functioning properly?
Yes	No	Are fire extinguishers readily available?
Yes	No	Do coaches/teachers carry walkie-talkies to outdoor recreational areas?
Yes	No	Are sound speakers in elevated locations anchored to the structure?
Yes	No	Are hanging lights in the gym protected from striking each other or some type of ceiling brace if they were to swing freely?
Yes	No	Are retractable bleachers locked on a daily basis?
Yes	No	If automatic electronic bleachers are used, is there a written procedure requiring that staff visually check behind the bleachers for children before they close them to prevent an accidental crushing of a child? (Even if the bleachers are equipped to do this electronically, staff should double check manually.)
Yes	No	Are weight room safety procedures posted?
Yes	No	Do athletic personnel perform regular stadium/bleacher safety checks?

This is the end of the physical segment of the Tactical Site Survey. The following sections cover policy and emergency planning issues.

EMERGENCY EVACUATION KITS:

Yes	No	Does the school have at least two Emergency Evacuation Kits?
Yes	No	Are they stored in two separate locations?
Yes	No	Do they contain:
		1. A copy of the school emergency operations plan?
Yes	No	2. Student release/sign-out sheets?
Yes	No	3. A copy of the most recent tactical site survey?
Yes	No	4. Emergency telephone numbers for response agencies?
Yes	No	5. Copies of photographs of the facility (exterior and interior)?
Yes	No	6. Copy of video depicting exterior and interior of the building?
Yes	No	7. Copies of all student and staff emergency contact/release cards?
Yes	No	8. Flashlight and extra batteries?
Yes	No	9. Bullhorn and extra batteries?

Yes	No	10. Cell phone and/or portable radio?
Yes	No	11. Change for pay phone?
Yes	No	12. Current local phone book (and miscellaneous emergency numbers)?
Yes	No	13. A copy of the most recent school yearbook?
Yes	No	14. First Aid Kit?
Yes	No	15. Emergency Medical Information regarding students and staff?
Yes	No	15. A set of master keys available for public safety?
Yes	No	16. Latex gloves
Yes	No	Is the kit easily mobile?

POLICY AND PROCEDURE:

Yes	No	Has the school developed site procedures for the district emergency operations plan?
Yes	No	Does the school have an assigned police officer?
Yes	No	Does the school have a formal crisis response team?
Yes	No	Does the school have a dress code?
Yes	No	Does the school require students to keep book bags in lockers during the day?
Yes	No	Have specific plans been made to assist mobility, visually or otherwise impaired staff and students during evacuations?
Yes	No	Is there a procedure to notify bus drivers quickly for an emergency evacuation?
Yes	No	Does the school (if a high school) employ plain-view, student vehicle searches for weapons?
Yes	No	Is student access to vehicles restricted during the school day?
Yes	No	Have classroom panic buttons been tested this year?
Yes	No	Have all fire alarm pull stations and emergency lights been tested this year?
Yes	No	Do you revise the names and assignments in your plan twice a year to reflect the current staff available to respond to an emergency?
Yes	No	Are all phone numbers and extensions mentioned in the plan updated at least annually and/or verified?
Yes	No	Has a staff training or briefing session been conducted this year to review the district's emergency procedures?
Yes	No	Does the plan specifically indicate where students in mobile classrooms should be relocated to in the event of inclement weather?
Yes	No	Does the plan assign someone to cut off the power and the gas to the building, if possible, during emergencies that require it?
Yes	No	Have any lockdown, severe weather sheltering and shelter in place drills been conducted this year?
Yes	No	Has at least one table top or functional exercise been conducted at the school this year to allow staff to practice for crisis situations?

Yes	No	Has at least one member of the school crisis team participated in or observed a full-scale exercise during the past year?
Yes	No	Does the student handbook clearly explain school policy on weapons, dress code, plain-view searches and penalties associated with various offenses?
Yes	No	Does the student handbook clearly explain search and seizure policies as they apply to the student, personal items, lockers, and vehicles?
Yes	No	Do the school parking permit and/or registration form, where applicable, mention vehicle search and seizure policies?
Yes	No	Are tasks assigned to ALL personnel in your emergency procedures plan? (Ex. Cafeteria workers, custodians, etc.)
Yes	No	Does every staff member know their role in the event of an emergency, especially for functional protocols such as lockdowns, shelter in place and emergency evacuations?
Yes	No	Is there some mechanism to advise all volunteers of their role during an emergency?
Yes	No	Is there some mechanism by which to advise substitute teachers of their role during an emergency?
Yes	No	Does your plan address the location of all access points onto the campus and how these can be controlled during a potential crisis?
Yes	No	Has the police department programmed perimeter choke points into their computer aided dispatch system to ensure that a proper perimeter is established quickly in the event of a major crisis?
Yes	No	Has the fire department conducted a pre-fire plan for your facility?
Yes	No	Have any and all fire code violations noted in the last fire inspection been corrected?
Yes	No	Are staff members trained in the use of fire extinguishers?
Yes	No	Does policy specify that teachers and staff not lock their doors during evacuation for fires or fire drills?
Yes	No	Are back up personnel assigned for all critical crisis team functions?
Yes	No	Is there a current list of all First Aid and CPR certified staff in your facility?
Yes	No	Are all fire exit diagrams properly oriented?
Yes	No	Do all fire evacuation plans have a brightly colored indicator to show people where they are in the building? ("You are here")
Yes	No	Is it policy that teachers instruct classes with their doors locked?
Yes	No	Has the school developed a detailed floor plan or schematic, which labels all power, gas, water, internet and cable television cut-off areas? (As applicable)
Yes	No	Does the school use alternate bomb threat evacuation sites and routes when a series of bomb threats is received?
Yes	No	Do you have at least one bullhorn and cell phone dedicated for emergency use and/or one private phone line with an unlisted number for your facility?
Yes	No	Is there an anonymous reporting box in an area that is not well-traveled in your facility to allow students to report possible policy and criminal violations?
Yes	No	Is someone assigned to meet public safety (fire, police, EMS) at the front of the building any time these agencies are called for an emergency?
Yes	No	Are payphones outgoing only?
Yes	No	Is there staff designated to regularly walk through the school building and grounds during the day to maintain visibility and watch for loitering students?
Yes	No	Is staff required to sign out when they leave the building at the end of the day?
Yes	No	Are all (full time and part time) staff members required to wear ID badges?
Yes	No	Is there a staff member designated to check all classroom, office, and exterior doors at the end of the day to ensure that they are locked?
Yes	No	Is there a staff member designated to check locker rooms and other hiding places at the end of the school day?

Yes	No	Is there a staff member to check the alarm system at the end of the day?
Yes	No	Is the principal's direct phone line provided to emergency agencies for notification in an emergency?
Yes	No	Is there a policy for receiving cash and securing it at the school?
Yes	No	Is there a regular check of the entire alarm system at least every 6 months?
Yes	No	Is there a maintenance schedule for all regularly performed maintenance?
Yes	No	Are paychecks of terminating or resigning employees kept until return of facility keys?
Yes	No	Does the school law enforcement officer have keys to all indoor and outdoor building locks in case of an emergency or need of immediate access?
Yes	No	Is all staff trained to watch for suspicious persons on campus and make a note of their physical description, clothing, and vehicle description if applicable?
Yes	No	Are transportation staff members trained to report any suspicious activity, including individuals seeking bus route information?

MEDIA PROTOCOL:

Yes	No	Has the school identified potential media staging areas?
Yes	No	Has the school designated a public information and back-up public information representative on the crisis response team?
Yes	No	Has all staff been briefed within the past year to remind them of the district media policy with an emphasis on the need to closely follow it during and after a crisis?
Yes	No	Has the school developed pre-printed information sheets that reporters will be able to use as background information for the school?
Yes	No	Is this information already posted on the school/district web site?
Yes	No	Have all school crisis response team members who might be asked to interview with the media during or following a crisis received crisis communications/media training?
Yes	No	Have these personnel had an opportunity to practice media relations skills during a functional or full – scale exercise?

LOCKDOWNS:

Yes	No	Is there a plan of action for students in hallways, cafeteria, outside on the ball fields and for bus unloading/loading when the lock-down signal is initiated?
Yes	No	Does the school conduct lockdown drills?
Yes	No	At unconventional times?
Yes	No	Do teachers know proper procedures in a lockdown situation?
Yes	No	Does the school use color-coded placards cards to indicate the status in classrooms?
Yes	No	Do lockdown procedures include ALL school staff (i.e. Cafeteria workers, media center personnel, etc.)?

FAMILY REUNIFICATION PROTOCOL:

Yes	No	Has the school established multiple areas away from campus where students can be united with their families?
Yes	No	Has the school designated an individual to coordinate the family reunification site and all of the agencies that will be responding to that site?
Yes	No	Are staff members assigned responsibility and trained for signing out students and verifying identification?
Yes	No	Does the school crisis response team update student and staff emergency contact information several times each year?

