

School Property

REVIEWING YOUR BUILDINGS & GROUNDS

Instructions: Use this checklist to record issues that may affect your school's security and safety. Check "needs attention" and write recommendations about any items that need to be addressed. Attach additional pages of comments, if needed.

1. Name of building, wing, space, or property:

2. How many people normally gather here?

3. When do people commonly use this building, wing, space, or property?

	Yes	Needs Attention	Recommendation
GENERAL SECURITY PRECAUTIONS			
4. Have we asked outside organizations (police, fire department, ambulance service, utility company) to visit our building and recommend safety or security improvements?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do we invite law enforcement to patrol our property or complete reports in our parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do we monitor all activities and discourage inappropriate ones on school grounds?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do we participate in a neighborhood watch program to reduce the threat of crime?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do we know who our neighbors are?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do we check Meghan's Law (kidslivesafe.com)?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are school playgrounds fenced?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Do we keep the building in good repair, free of graffiti or signs of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	
LANDSCAPING			
12. Do we keep shrubs and trees near buildings and parking lots trimmed, minimizing hiding places?	<input type="checkbox"/>	<input type="checkbox"/>	

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School Property Checklist (continued)

	Yes	Needs Attention	Recommendation
13. Are windows and doors unobstructed by landscaping and visible from a distance?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Do we restrict second-story access by pruning large trees?	<input type="checkbox"/>	<input type="checkbox"/>	
INTERIOR LIGHTING			
15. Do we leave certain lights on at night so that a passing police officer could detect after-hours activity?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Do emergency lights throughout the building have working back-up batteries?	<input type="checkbox"/>	<input type="checkbox"/>	
EXTERIOR LIGHTING			
17. Do we have adequate lighting around the building exterior, doors, and areas of potential concealment?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are most parking spaces reasonably illuminated at night?	<input type="checkbox"/>	<input type="checkbox"/>	
PARKING LOT			
19. Do we regularly repair and maintain our parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Do we adequately manage any hazards related to traffic flow, vehicles, or pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	
SHEDS, EQUIPMENT, OTHER OUTSIDE ITEMS			
21. Do we lock storage sheds, athletics sheds, and garages when grounds crew, outdoor maintenance staff, athletics staff, and others aren't present?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Do all maintenance items, liquids, seasonal chemicals, etc., have safety labels? Do we post appropriate safety signs?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Have we placed identifying information on all items we store outside or in outbuildings?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Are trash receptacles fire resistant and stored away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	
ENTRANCES AND EXITS			
25. Do easily visible signs direct visitors to a main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Are all entrances locked?	<input type="checkbox"/>	<input type="checkbox"/>	

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School Property Checklist (continued)

	Yes	Needs Attention	Recommendation
27. Do we ensure that all entrances and windows are locked after every activity and that doors are never propped open?	<input type="checkbox"/>	<input type="checkbox"/>	
28. Are all exits clearly marked with signage? And are all exit doors working?	<input type="checkbox"/>	<input type="checkbox"/>	
29. Are all paths leading to and from exits clear of obstacles that could be hazardous during an emergency (musical instruments, athletic equipment, bookbags, chairs, boots, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
30. When a door is propped open, does it set off an alarm?	<input type="checkbox"/>	<input type="checkbox"/>	
SECURITY SYSTEMS			
31. Do we control who has access to the school (key, security code, magnetic card)?	<input type="checkbox"/>	<input type="checkbox"/>	
32. Do we maintain a current list of those who have access?	<input type="checkbox"/>	<input type="checkbox"/>	
33. If we secure entrances with electronic keypads, do we change the code regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
34. Do we utilize a badge system for visitors?	<input type="checkbox"/>	<input type="checkbox"/>	
35. Do we ask facilities staff, athletics staff, or a school representative to open the building for after school activities, practices, and events and to secure the building when they leave, rather than giving a non-school employee access to the building?	<input type="checkbox"/>	<input type="checkbox"/>	
36. Do we have a security alarm system? If so, do we test it regularly and maintain a testing log?	<input type="checkbox"/>	<input type="checkbox"/>	
37. Do we have security cameras? If so, do we test them regularly to make sure they're mounted properly and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
38. Do we use a remote lock on the main entrance and provide a way for visitors to be identified before allowing them into the school during the school day? Once they are allowed in do we direct them to the school office to sign in?	<input type="checkbox"/>	<input type="checkbox"/>	
39. Have we installed a panic button (physical, digital/keyboard, or app) in the school office so staff can swiftly alert police without picking up the school phone?	<input type="checkbox"/>	<input type="checkbox"/>	
40. Have we installed a wireless, portable, or cell phone app panic button option for administration, teachers, or staff?	<input type="checkbox"/>	<input type="checkbox"/>	
41. Do we use two-way radios?	<input type="checkbox"/>	<input type="checkbox"/>	

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School Property Checklist (continued)

	Yes	Needs Attention	Recommendation
VALUABLE ITEMS			
42. Do we keep a detailed property inventory of all items that belong to the school but aren't attached to the building (computers, sound and video equipment, cameras, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
43. If not, do we have a plan for conducting this inventory in the next three months?	<input type="checkbox"/>	<input type="checkbox"/>	
44. Do we mark all valuables and keep them secured when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
45. Do we restrict access to parts of the building that aren't being used at a particular time?	<input type="checkbox"/>	<input type="checkbox"/>	
46. Do we lock the doors of interior offices, classrooms, gymnasium, auditorium, and other rooms when they are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY PRECAUTIONS			
47. Do we regularly inspect our school building to minimize potential tripping hazards (cords, loose rugs, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
48. Do we have an emergency phone, call light, or cellular access in a public area that people can use to call 911?	<input type="checkbox"/>	<input type="checkbox"/>	
49. Do we have strategically located first aid kits? Are they checked regularly and stocked with appropriate items?	<input type="checkbox"/>	<input type="checkbox"/>	
50. Do we have an appropriate number of AEDs? Are they strategically located and inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
51. Do all occupied rooms have emergency lighting or flashlights with spare batteries, in case of power outages?	<input type="checkbox"/>	<input type="checkbox"/>	
52. Do we have a method that allows employees, volunteers and visitors to summon emergency assistance quickly?	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRS AND SIDEWALKS			
53. Do we keep all stairs and sidewalks in good repair, including hand railings?	<input type="checkbox"/>	<input type="checkbox"/>	
54. Have we examined all steps or stairs and addressed all hazards related to them (loose handrails, torn carpeting, poor illumination, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
55. Are all wheelchair ramps properly constructed and lighted?	<input type="checkbox"/>	<input type="checkbox"/>	

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FIRE PREVENTION			
57. Do we properly store all hazardous or flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	
58. Do we use candles sparingly and extinguish them immediately after use?	<input type="checkbox"/>	<input type="checkbox"/>	
59. Do we have an appropriate smoke and fire detection system? Does it automatically contact the fire department?	<input type="checkbox"/>	<input type="checkbox"/>	
60. Are fire extinguishers inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	
CRISIS AND EMERGENCY PREPAREDNESS			
61. Have we created a clear, easy-to-use crisis and emergency plan? Does it address such issues as fire, medical emergencies, accidents, violence and other crimes, weather emergencies, mechanical and utility emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
62. Are copies of the emergency plan located where employees can quickly find and use it?	<input type="checkbox"/>	<input type="checkbox"/>	
63. Have we created evacuation maps and posted them in high-visibility locations throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	
64. Do we conduct evacuation procedures/drills?	<input type="checkbox"/>	<input type="checkbox"/>	
65. Do we conduct lock down drills?	<input type="checkbox"/>	<input type="checkbox"/>	
66. Do we conduct annual tests of our emergency plan to ensure that everyone knows how to implement the plan, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
67. Are our students and parents aware that we have a plan and do they know what to do in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS

Completed by: _____

Date: _____

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