**Using this Template**

The following template can be used to help your organization develop a written School Security Program. The intent of this template is to help your school district plan, develop and maintain a secure school environment. This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easy for you to customize by adding visual prompts that identify where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

*Example:*

<School District Name>

School Security Program

becomes

XYZ School District

School Security Program

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

|  |
| --- |
| ***Check Your Understanding.*** The top security priority for schools should be controlling who is coming and going from their buildings. Controlling access to buildings, especially attendance centers and district offices, is vital for protecting the students, staff, faculty and visitors of the district.  |

|  |
| --- |
| **Disclaimer.** This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. EMC does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. EMC will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff. |

**<School District Name>**

**School Security Program**

|  |
| --- |
| ***Check Your Understanding.*** Does your district need a school security program? It is hard to imagine any school that cannot benefit from a formal approach to school security. Parents and the community trust their school to ensure a secure, safe learning environment for their children. There is an expectation that the school has exercised due diligence in anticipating potential threats and providing safeguards. A written school security program can provide the framework to meeting these expectations.Security is a dynamic element of a school’s operations. Because of this, no document can include all security elements that all schools may need or desire. This document provides the minimum suggested security for most schools. This document does not include information on drills and emergency response procedures in the event security measures fail. This information is also a vital part of a full school safety program and should be found in a crisis response plan. **For Additional Information**[EMC Insurance Companies – Loss Control Home](http://www.emcins.com/losscontrol/)[EMC Insurance Companies – Schools](http://www.emcins.com/LossControl/industries/Schools.aspx)[National School Safety Center](http://www.schoolsafety.us/)[National School Safety and Security Services](http://www.schoolsecurity.org/)  |

***Revision History***

<Revision XX – August 2014>

***Purpose and Scope***

The purpose of the <School District Name> School Security Program is to help create a safe and secure learning environment for students, staff and visitors of the district. All employees are required to follow the procedures outlined in this program at all times unless an exception has been made by the Security Director. This program has been integrated into the district’s employee handbook and student handbooks.

This program focuses on prevention of security-related incidents. Key elements include:

|  |
| --- |
| * Identification of security risks and vulnerabilities
 |
| * Identification of countermeasures for security risks and vulnerabilities
 |
| * Establishing access control, layered security and visitor management
 |
| * Testing of all security controls and countermeasures
 |

***Program Responsibilities***

**School Board.** The School Board of <School District Name> will support the security policies recommended by District Administration and the Security Director and will provide financial and leadership support.

**District Administration.** The administration supports the efforts of the Security Director by providing leadership support towards the control of all identified hazards and security-related threats and by implementing reasonable fixes. Administration also supports an effective anonymous threat reporting system and will respond promptly to all reports. Administration will communicate with employees and students about the program and their roles and expectations in support of the program.

**Security Director.** The Security Director reports directly to District Administration and is responsible for this program. All evaluations, controls and training are coordinated under their direction in collaboration with the District Administration, Building Administrators and employees. The Security Director will:

|  |
| --- |
| * Conduct annual security self-assessments to identify any new security threats or vulnerabilities
 |
| * Ensure that all security measures are implemented in a timely manner and remain operational
 |
| * Determine if and when additional security measures are needed to secure the district facilities and events
 |
| * Ensure that a system is in place for students and employees to anonymously report possible security and safety threats
 |
| * Identify and implement security countermeasures
 |
| * Review the security countermeasures periodically, checking for areas that need improvement
 |
| * Hire competent security personnel for the district
 |
| * Design and schedule all security training
 |
| * Maintain accurate training records and provide documentation upon request to District Administration
 |
| * Facilitate security briefing meeting prior to any field trip or large event
 |
| * Follow up with any security concerns voiced by staff, students or parents
 |
| * Test all security equipment annually including looked doors, surveillance cameras and access control
 |
| * Review this program annually to assess its progress and success
 |

|  |
| --- |
| ***Check Your Understanding.*** A competent security director is vital to the success of this program. Extensive training and experience in the educational sector is necessary for this position as well as at least five years of experience in safety and security and a Certified Protection Professional (CPP) designation.  |

**Security Personnel.** <School District Name> employs at least one unarmed, uniformed contract Security Officer at each attendance center. Security personnel report to the Security Director for general instructions, duties and responsibilities. They work very closely with Building Administration and staff to provide quality service to the attendance center. Law enforcement resource officers (SROs) are requested for the school buildings as deemed necessary by the Security Director.

Security Officers will:

|  |
| --- |
| * Patrol and monitor hallways, stairwells, restrooms, the facility’s exterior and other public and

unsupervised areas |
| * Ensure a smooth, orderly traffic flow through the hallways at passing times
 |
| * Assist school staff supervising breakfast and lunch periods and with morning arrival and afternoon

 dismissal of students |
| * Patrol and monitor large events, such as athletic games
 |
| * Assist staff in removing disruptive students from classes when requested
 |
| * Assist police and emergency personnel in handling emergencies or disruptive situations
 |
| * Encourage and ensure that students and staff wear identification badges
 |
| * Escort visitors to destinations and ensure they are wearing proper visitor identification
 |
| * Monitor for unauthorized visitors and escort them to the office or exits
 |
| * Report any safety and security incidents, unauthorized visitors and acts of vandalism
 |
| * Notify Building Administration, police and/or appropriate emergency personnel of any

 emergency or potentially dangerous or unusual situations |
| * Notify appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe

 medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol or controlled substances |

**Building Administrators and Support Staff.** Building Administrators and Support Staff of <School District Name> will:

|  |
| --- |
| * Be accountable for the security of all employees, students and visitors within their respective areas
 |
| * Attend training to familiarize themselves with the elements of the School Security Program and
 |
|  security countermeasures |
| * Ensure that employees in their areas have received the appropriate training
 |
| * Ensure that district security protocols are implemented and followed appropriately through direct
 |
|  observation and follow-up |
| * Provide employees with keys, access cards, identification badges and other security devices and
 |
|  ensure the appropriate use in accordance with security best practices |
| * Maintain routine security-related communication with employees, students and visitors
 |
| * Ensure that security best practices are considered when renovating or expanding facilities
 |
| * Ensuring visitor management procedures are followed at all times
 |

**Employees.** Employees of <School District Name> are responsible for conducting themselves in accordance with this program. All employees will:

|  |
| --- |
| * Use keys, access card, identification badges and other security devices issued as instructed and
 |
|  ensure no other employee, student or visitor can obtain them |
| * Provide feedback to District Administration regarding any obstacles or potential obstacles with the
 |
|  implementation of the School Security Program |
| * Report any perceived or actual security vulnerabilities or threats to their Building Administrator,
 |
|  supervisors or through the anonymous reporting system as early as possible |
| * Attend required security-related training and apply the knowledge and skills acquired to their daily
 |
|  activities |
| * Follow all security protocols at all times
 |

**Students.** Students of <School District Name> are responsible for conducting themselves in accordance with this program. All students will:

|  |
| --- |
| * Support the program by ensuring all exterior doors are kept closed and locked at all times and
 |
|  refusing to open locked doors for anyone |
| * Immediately report any known threat or disturbing behavior to their teacher, Building
 |
|  Administrator or through the anonymous reporting system |
| * Follow all security protocols at all times
 |

***District Security Assessments***

The following security assessments will be completed. This information will be used to identify security vulnerabilities.

**Security Self-Assessment**. The Security Director with the assistance of Building Administrators and supervisors will annually conduct security assessments of each building, athletic field and parking area using the Assessment Checklist in **Appendix A.**

**Outside Security Assessments.** A security assessment performed by a qualified security consultant outside of <School District Name> will be performed every <four> years. These assessments will include a review of the security program, buildings, event facilities, policies and procedures. The consultant will have Certified Protection Professional (CPP), Physical Security Professional (PSP), Certified Expert Penetration Tester (CEPT) certifications or equivalent as determined by the Security Director.

If vulnerabilities are found the following steps will occur:

|  |
| --- |
| 1. The Security Director will prioritize the vulnerabilities based on their frequency and severity using
 |
|  the risk matrix found in **Appendix B**. |

|  |
| --- |
| ***Check Your Understanding.*** Not all vulnerabilities can be addressed immediately. Budgets, personnel availability and other resources will influence the timetable for implementing any recommendations.  |

|  |
| --- |
| 1. When resources allow, <School District Name> will mitigate security vulnerabilities with the
 |
|  highest likelihood of causing a severe incident first, and then work down to addressing incidents  |
|  with a lower likelihood and severity. |
| 1. All security vulnerability fixes will be tested by the Security Director by either:
 |

a. Using the form found in **Appendix C**

**OR**

b. Facilitating tabletop exercises

|  |
| --- |
| ***Check Your Understanding.*** Tabletop exercises are small-group discussions that walk through a scenario to test security countermeasures or plans. Tabletop exercises are similar to scenario-based board games. The facilitator presents a scenario and the participant respond with what actions they would take based on the available information. For more information on tabletop exercises, view this [document](http://www.emcins.com/Docs/OFILib/AA050001476_20140702.PDF) on the EMC website.  |

***Security Countermeasures***

<School District Name> has assembled a list of security countermeasures and instructions which are to be followed at all times by all employees. Exceptions must be requested and approved by the Security Director.

|  |
| --- |
| ***Check Your Understanding.*** School security involves multiple layers of defense that serve to prevent access by an intruder or unauthorized visitor. Tactics include deterrence, delaying, detection, assessment and response. The layers start at the property perimeter and move inward toward classrooms. There may be a number of layers and defenses, such as natural and/or video surveillance of the building entrances, locked doors, credential checks and visitor management procedures. |

**Physical Security.** Physical security measures help prevent unauthorized access to school buildings and limit access once inside the building. The following are the minimum physical security measures that are in place at all district buildings.

 ***Exterior Doors***

|  |
| --- |
| * All exterior doors are closed and locked 24 hours a day
 |
| * Electronic access control is provided at all buildings
 |
| * Students and staff are prohibited from opening locked doors for anyone
 |
| * Students, staff and visitors are prohibited from propping open any exterior door
 |
| * The main office is adjacent to the main entrance and only accessible to visitors through a locked
 |
|  vestibule or entrance |
| * Video intercoms and remote door locks are used to control entry into school buildings
 |
| * Checklists are used by custodial staff to confirm and document that all exterior doors have been
 |
|  examined and confirmed locked after morning student arrival time |
| * Checklists are used by custodial staff to confirm and document that all exterior and interior doors
 |
|  and windows have been examined and confirmed locked prior to leaving the building at night |
| * All exterior doors are checked midday to verify they properly close and lock
 |
| * All exterior doors are labeled for emergency response purposes
 |
| * Overhead doors that open for air-movement purposes are equipped with lockable security
 |
|  gates/grills |
| * Building entrances and hallway windows are hardened with security film, security screens or other
 |
|  devices to deter forced entry into school buildings |
| * Bollards or other protection is provided to deter vehicle impacts to entrances
 |
| * Delivery doors are locked at all times unless being accessed
 |
| * Access to outside instruction areas is provided by student access control badges, timed passing
 |
|  periods programmed into the electronic access control system, or instructor-monitored passage |

 ***Exterior Perimeter***

|  |
| --- |
| * The exterior lighting of all buildings is inspected every six months to confirm operation and verify
 |
|  that there is a minimum of 5 foot-candles of light around the perimeter of each building |
| * All landscaping (bushes, shrubs, trees, etc.) are trimmed so there is a clear viewing area between
 |
|  the heights of 3 and 7 feet |
| * No trash is stored on school grounds. Materials that must be stored outdoors, such as industrial
 |
|  technology inventory are secured behind fencing with locked gates |
| * Ground level outdoor mechanical equipment is secured behind fencing and locked gates
 |
| * Benches, tables, bike racks and other items positioned near major exterior doors are chained or
 |
|  bolted to prevent them from being used to barricade exits |
| * Trash receptacles are located at least 25 feet from school buildings and designed to allow visibility
 |
|  into the container without removing the top |
| * Electrical service transformers and gas mains are isolated from vehicular traffic by bollards or
 |
|  other means |
| * Playgrounds are 100 percent fenced and configured to provide clear sight lines with no blind
 |
|  spots for playground supervisors |

 ***Classrooms***

|  |
| --- |
| * All classroom doors are equipped with function locks that can be locked from inside the
 |
|  room without a key |
| * Sidelights or other windows are configured in a way that does not allow someone to enter the
 |
|  room or reach the door handle by breaking the glass panels |
| * All staff are required to keep classroom doors and window panels uncovered to help detect
 |
|  malevolent behavior |
| * Staff has a means to cover windows during internal lockdown event to ensure students are out of
 |
|  view |
| * A secondary door to an adjoining classroom or the outside is provided whenever possible
 |
| * Doors to classrooms and offices are locked when not occupied and after normal school hours
 |
| * Classrooms and all other rooms have permanent room numbering
 |

 ***Main Office/Administration Office***

|  |
| --- |
| * Main offices have a secure lockdown area with phone, intercom and surveillance system monitoring
 |
| * Principal office is equipped with a secondary exit
 |
| * All school employees are issued photo identification badges and are instructed to visibly wear
 |
| them above the waist. Any lanyards issued are of the breakaway style |
| * A formal key control program is in place consisting of a key-issuing and collection process and a
 |
| rekeying program. Keys issued are documented indicating which keys operate which locks, the  |
| number of keys the school has and who has possession of each key |
| * A school staff member monitors all non-school activities held in the buildings
 |

 ***Misc. Interior***

|  |
| --- |
| * Unoccupied classrooms, offices, storage rooms, mechanical rooms, custodial rooms, kitchens,
 |
| weight training rooms and auditoriums are kept locked |
| * Empty unassigned student lockers are secured to prevent unauthorized use
 |
| * Signs are posted outside of restrooms and locker rooms prohibiting the use of cameras or cellphones
 |
| * School buildings that have community use areas are equipped with locked doors to prevent access
 |
| to the school portion of the building (as allowed by life safety code) |
| * During off-hours activities, access to non-associated portions of the building is limited
 |
| * Electronic intrusion-detection systems are installed throughout each school building, codes to
 |
| disarm the electronic intrusion-detection system are user-specific and canceled whenever an  |
| employee is terminated or leaves the district |
| * A secondary barrier is used to restrict access to the entire building when vendors are servicing
 |
| equipment or delivering items |
| * All building operations’ equipment, including electrical panels, boilers, water shutoffs and gas
 |
| shutoffs are locked or located behind locked doors |
| * All areas where construction is occurring are secured from unauthorized access
 |

**Visitor Management.** < School District Name> welcomes parents and other visitors to visit our school campuses. To help ensure student and staff safety, a visitor management program is in place to screen campus guests and validate the purpose of the visit before granting access to school buildings. The district always reserves the right to deny access to anyone. The following are components of our visitor management program.

|  |
| --- |
| * All individuals seeking admittance to a school building will be greeted and asked to explain their
 |
|  reason for visiting. If the purpose of the visit is appropriate, they will be instructed to go to the  |
|  main office where they are to show a government-issued photo ID and receive a visitor badge  |
|  after their credentials are verified. Staff will monitor visitors to be sure they go directly to the  |
|  office |
| * A web-based system is used to screen all visitors against sex offender registries, restraining orders
 |
| and custody orders |
| * Visitor badges must be worn while on school property and be prominently displayed.
 |
| An exchange program is in place where a visitor’s car keys or driver’s license are exchanged for the |
| school's visitor ID badge. The purpose of the exchange program is to ensure that visitors return to |
| the office to sign out and return visitor ID badges |
| * All visitors will be escorted at all times by a staff member
 |
| * Building administrators have the authority to exclude any visitor who cannot provide a valid
 |
| reason for their visit, is considered potentially threatening, or will cause disruption to the  |
| educational process |
| * Annual training is provided for all staff on proper interaction with visitors and de-escalation
 |
| * There are parking areas designated specifically for visitors with signage that directs all
 |
| visitors to the main entrance with directional arrows |
| * Prominent signage is posted on all entrance doors identifying visitor procedures and office
 |
| location |
| * School buildings are not used as polling places for elections
 |

|  |
| --- |
| ***Check Your Understanding.*** There are commercially available visitor management solutions that can help schools keep unwanted visitors out while tracking those allowed in. These systems scan a visitor’s driver's license or other state issued ID and instantly screens for registered sex offenders in all 50 states. They can also screen for individuals with restraining orders, custody issues, suspended or expelled students, known gang members or for custom alerts. |

**Staff Vigilance.** Paying attention to what students are saying and doing in class or in the hallways can be very revealing. Teachers and other staff are encouraged to build strong relationships with students that allow for open communication channels. A strong, visible staff presence during passing and other free times shows students that staff members are available and that they can come to them when there is a problem.

Staff are to be in the halls or other common areas as assigned during the following times:

|  |
| --- |
| * Morning arrival times and afternoon dismissal
 |
| * Passing times in hallways
 |
| * Lunch periods
 |
| * Recess
 |
| * After school programs
 |

Annual training is provided to all staff to help recognize the warning signs of school violence. This includes being aware of any student who is especially withdrawn or anti-social, has anger management issues, shows signs of aggression, seems depressed or has an inclination for violence or other disturbing behavior.

**Surveillance.** Surveillance systems are installed in each attendance center. They are configured to monitor and record key portions of the building's interior and exterior activities as defined by the Security Director and Building Administration. Locations monitored in all attendance centers include:

|  |
| --- |
| * Common areas
 |
| * Cafeteria
 |
| * Administrative/main office
 |
| * Hallway outside of locker rooms
 |
| * Hallway outside of restrooms
* Major hallways
 |
| * Approaches to building entrances
 |

Surveillance monitors are located in the main office of each attendance center where multiple office staff members are able to see them without extra effort. Large-screen displays, highly visible to students and visitors, are provided whenever possible.

Additionally, surveillance systems will be installed on all school busses and are turned on whenever the bus is occupied.

All surveillance cameras are recorded, and the recordings are retained for 90 days. The system allows local law enforcement to monitor live surveillance images from an offsite location via the internet. If an incident is reported requiring a review of the recording, two administrative staff members will review the footage before taking appropriate action.

The Security Director will periodically review the surveillance system for coverage and image quality. Signage is installed in all parking areas and building entrances indicating surveillance cameras are in use. False or non-operational surveillance cameras are prohibited.

< School District Name> does not release surveillance images to staff, students, parents or other private individuals. Recordings will only be released upon receipt of a subpoena.

**Transportation.** The Transportation Director is responsible for arranging security and safety training for all district bus drivers from the Security Director. The Transportation Director serves as the point of contact for coordinating off-campus evacuations. The following security measures will be followed at all times:

|  |
| --- |
| * All school vehicle keys are secured in a location that is accessible only by staff
 |
| * Busses are parked in well-lit, secured areas when not in use
 |
| * When possible, bus loading zones and parent loading zones are separated to reduce the likelihood
 |
| of vehicular and pedestrian accidents |
|  |

**Large Events/Field Trips.** Large events involve the convening of a significant number of people for a school-related or school-sponsored event. These events may take place on or off school grounds, at any time during the day. They may involve any variety of youth, school personnel, schools represented, parents, volunteers, members of the community, etc.

Prior to each large event or field trip the Security Director will organize a mandatory meeting for the event/trip sponsor(s) and all other staff and emergency personnel to discuss the potential hazards and the details of the security and safety for the event/trip. At a minimum, the following topics will be discussed.

|  |
| --- |
| * Weather/natural threats
 |
| * Human threats (intentional disruptions/violence)
 |
| * Gang interactions
 |
| * Crowd/student management
 |
| * Property damage
 |
| * Emergency response options
 |

|  |
| --- |
| ***Check Your Understanding.*** According to some security experts, football stadiums present a perfect opportunity for gang-related activities: a distracted crowd, an overwhelmed or undertrained security staff and access to rivals not available during school hours. |

**Background Checks.** Background checks are required for all school personnel and volunteers. The background checks are performed by the human resources department at the district’s expense and the information is kept confidential. The child abuse registry, sex offender registry, the dependent adult abuse registry and national criminal records are all checked. If there are any concerns regarding the results of a background check, District Administration will contact the individual directly within 24-48 hours after receiving the results. Vendors that may have contact with or access to students are also required to comply with these background checks. This includes food suppliers, construction workers, sports officials, landscaping workers, etc.

***Training***

|  |
| --- |
| ***Check Your Understanding.*** Training can be completed in many ways, but a combination of several different types of media (such as PowerPoint, DVDs, pamphlets and lecture) is usually the most effective approach. Whichever approach is taken, it is important that the material is understandable to the audience. Training materials should consider the participants’ educational levels, reading abilities and language skills. This may mean providing materials and instruction in languages other than English.Training sessions should be designed for interaction between trainers and trainees. Employees know their jobs and work environment better than anyone else and are often a source of excellent ideas for improvement. EMC provides several resources to aid in employee training. Visit EMC’s [website](http://www.emcins.com/LossControl/industries/Schools.aspx) to take advantage of these tools. A number of school security training modules are available online at [http://www.safeschools.com/courses/index.phphttp://www.safeschools.com/courses/index.php](http://www.safeschools.com/courses/index.phphttp%3A/www.safeschools.com/courses/index.php%20) (select the Security category). |

**Students.** <School District Name> has grade-appropriate security educational programs for classroom use. This training is required to be provided to each student annually. The training includes:

|  |
| --- |
| * <School District Name> anonymous reporting program
 |
| * Interaction with staff regarding security concerns
 |
| * Visitor programs and reporting of unknown, unidentified individuals on campus
 |
| * Policy of not propping doors and opening doors for others
 |
| * Bullying and cyber bullying initiatives
 |
| * Bus behavior rules and bus loading zone safety
 |
| * Internet and social media safety
 |

**Staff.** All staff members are trained annually on their security roles and responsibilities. New employees, substitutes, student teachers and volunteers are trained on the district security policies during an initial orientation, before beginning their assignments. Staff security-related training includes:

|  |
| --- |
| * Interaction with and reporting of unknown, unidentified individuals on campus
 |
| * Policy of not propping doors and opening doors for others
 |
| * Effective supervision for playgrounds, cafeterias and hallways
 |
| * Large event supervision security planning
 |
| * Bullying and cyber bullying initiatives
 |
| * Policy on interacting with students on social media or private email accounts
 |
| * Money handling procedures
 |
| * Confidential information security and data privacy
 |
| * Handling requests for information on building security
 |

All training activity is documented in the Employee Training Record Form located in **Appendix E**, sent to the Security Director and retained by the district for <seven> years.

***Periodic Program Review***

At least annually, the Security Director will conduct a program review to assess the progress and success of the program. The review will consider the following:

|  |
| --- |
| * Evaluation of all training programs and records
 |
| * The need for retraining of administrators, employees and students
 |
| * The need for additional tabletop exercises
 |
| * The areas or situations that have produced security concerns or incidents
 |
| * Responsiveness to reported security concerns
 |

The Annual Review Report form, found in **Appendix D**, will be used.

***Records Retention***

All records will be retained for <seven> years.

***Appendix A: Security Self-Assessment***

<School District Name> Security Self-Assessment

<Building Identification>

1. What are the top five threats identified in the district’s Risk Assessment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Programs**

1. Is there an anonymous reporting system that allows students to report threats and criminal conduct? Yes \_\_\_\_ No \_\_\_\_
2. Are all doors locked 24 hours a day? Yes \_\_\_\_ No \_\_\_\_
3. Do staff always interact with and determine whether a visitor is authorized to enter before granting admittance? Yes \_\_\_\_ No \_\_\_\_
4. Are students and staff prohibited from propping exterior doors open for any reason?

 Yes \_\_\_\_ No \_\_\_\_

1. Are overhead doors, such as in shop areas equipped with security gates/grills to allow air movement when doors are open? Yes \_\_\_\_ No \_\_\_\_
2. Does office staff have good visibility of the visitor entrance and the approach from the parking area, either by direct line of sight or video monitor? Yes \_\_\_\_ No \_\_\_\_
3. Are all attendance center entrances staffed during morning arrival and afternoon dismissal? Yes \_\_\_\_ No \_\_\_\_
4. Is there a consistent visitor procedure, including issuing visitor badges, sign-in documents and ID checking? Yes \_\_\_\_ No \_\_\_\_

 If YES, have the main office staff and their substitutes been trained on the district’s visitor management procedures? Yes \_\_\_\_ No \_\_\_\_

1. Are background checks performed on all employees, volunteers and parents that frequent attendance centers? Yes \_\_\_\_ No \_\_\_\_
2. Is there a policy and procedures in place that restricts staff members from interacting with students via private social media sites or email accounts? Yes \_\_\_\_ No \_\_\_\_
3. Are students and staff trained on their roles and responsibilities in support of the district’s safety and security procedures annually? Yes \_\_\_\_ No \_\_\_\_

**Interior**

1. Does building have a means of mass communication with building staff and visitors in the event of an emergency, including remote buildings? Yes \_\_\_\_ No \_\_\_\_
2. Can all classrooms be locked? Yes \_\_\_\_\_ No \_\_\_\_\_\_

If YES, can they be locked by any person inside the room? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Are the glass panels in and adjacent to classroom doors configured so that the door handle inside the room cannot be reached from the hallway side of the door if the glass were to be broken? Yes \_\_\_\_ No \_\_\_\_
2. Are building areas that are used for after-hours activities segregated to not allow access to other portions of the building? Yes \_\_\_\_ No \_\_\_\_

**Exterior**

1. Are exterior, parking lot and security-related lights inspected? Yes \_\_\_\_ No \_\_\_\_

If YES, how frequently? \_\_\_\_\_ Daily \_\_\_\_\_Monthly \_\_\_\_\_ If Other Specify

1. Is there an emergency response door labeling program in place? Yes \_\_\_\_ No \_\_\_\_
2. Are there means of voice communication with staff members located outdoors in the event of an emergency requiring campus lockdown or reverse evacuation? Yes \_\_\_\_ No \_\_\_\_
3. Describe any campus areas that have security concerns. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Do you have any security upgrades or improvements planned? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please describe. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Appendix B: Risk Matrix***

Use this Risk Matrix to prioritize fixes for security vulnerabilities.

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***Appendix C: Testing Form***

This form should be filled out when testing a security fix and when completing annual testing on security equipment.

|  |  |
| --- | --- |
| Date of Testing: | Location (building and area): |
| What was tested? |
| Was testing successful? YES NOIf NO, what are the fixes and who is responsible for making fixes? |
| Fix Date(s): |

|  |  |
| --- | --- |
| Security Director Signature |  |
| Date |  |
| Building Administrator Signature |  |
| Date  |  |

***Appendix D: Annual Evaluation Report***

|  |  |
| --- | --- |
| Date of Evaluation: | Evaluated By (list all present): |
| Written Program Reviewed: Yes No |
| Do self-assessments indicate a need for additional employee training on the School Security Program? Yes No |
| Have any new threats or vulnerabilities been identified that are not specifically addressed by the program? Yes NoIf yes, list: |
| Is there any record of failure to respond to security concerns in a timely manner?If yes, what corrective action is needed? |
| The following content was added/modified/removed from the written program: |
| Comments: |

***Appendix E: Training Record for the School Security Program***

The following individuals received training on the School Security Program.

|  |  |
| --- | --- |
| **Print Name** | **Sign Name** |
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| --- | --- |
| Print Instructor’s Name |  |
| Instructor’s Signature |  |
| Instructor’s Title |  |
| Date of Training |  |