

## **This Mitigation/Prevention Checklist will reduce exposures to the school and should be referred to often to ensure a safe and secure environment**

### **EXTERIOR OF SCHOOL**

- Be aware of the surrounding neighborhood. If anything looks suspicious, report it to local law enforcement.
- Exterior doors should be properly numbered.
- Ensure all gates are secured.
- Ensure all external utilities are secure and protected.
- Ensure all roof hatches are secured and locked.
- All emergency exit doors, windows and hatches should be properly marked and visible from the outside of the building.
- Keep school grounds well-manicured and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 ft. and trimming trees up to 7 ft.
- Doors and windows should be in good working order and locked 24/7 except for the main entrance.
- Doors connecting the school to other facilities (e.g. county library, health clinic or college classrooms) should be kept locked if possible.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours.
- All sides of the school and athletic facilities should be illuminated to reduce the risk of criminal activity on school grounds.
- Athletic facilities should be secured when not in use.
- All exterior cameras should be in good working order.
- The PA system should be in good working order and have the ability to be heard outdoors.
- School ventilation intakes should be properly secured from intrusion.
- Playground equipment should be in good working condition and a fall protection material should be placed on the ground below equipment.
- Dumpsters/garbage cans should remain away from the school. Garbage cans should be secured so they cannot be used to damage or enter school property.
- Parking lots should be well-lit, free of debris, and adequate parking spaces should be provided with signs for handicapped parking, visitors, teachers and students (if applicable).
- If possible, no parking should be allowed anywhere within 50 ft. of the school, especially in fire lanes.
- Student drop-off/pick-up should be monitored by an appropriate number of staff members before and after school.
- The school should adopt proactive off-premises procedures for field trips, sporting events and other events that occur off school grounds.
- Transportation staff, teachers and chaperons should be trained on emergency procedures and provided with a phone or radio to contact school officials if an emergency occurs.

## INTERIOR OF SCHOOL

- All doorways and exits should be free from obstructions that would hamper or delay an effective Evacuation.
- All interior doors should be properly numbered or identified with a label.
- All emergency exit doors, windows and hatches should be clearly marked.
- All exit lights should be in good working order.
- The main office should be near the front entrance and proper signage should indicate the location of the office.
- Classrooms should be organized and clear of obstructions that would hamper or delay an effective Evacuation.
- All classrooms should be secured when not in use.
- All rooms should be equipped with GFCI electrical outlets within 6 ft. of sinks and water to reduce the risk of accidental electrocution.
- Paper hanging in the hallways and classrooms should be minimized to reduce the amount of combustible material in the school, especially in Evacuation egress areas.
- Universal Evacuation signage should be posted in every room at adult eye level, near the door and in hallways.
- An emergency procedures guide should be placed in all classrooms.
- All chemicals should be properly stored in their original containers. Chemicals should be secured when not in use.
- Food and chemicals should never be stored together in a refrigerator or other area.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The auditorium should have universal Evacuation signage and properly illuminated exit lights.
- The gym should have universal Evacuation signage and properly illuminated exit lights.
- Only authorized personnel should have access to the kitchen.
- All cafeteria staff should be trained yearly on basic emergency procedures and proper food preparation safety procedures.
- All knives, box cutters, and other sharp instruments should be secured when not in use.
- A sign should be installed to indicate the location of the activation button for the fire suppression system and how to activate it.
- Boiler rooms & mechanical rooms should be clean, locked and organized.
- Utility shut offs should be properly labeled for shut-off.
- Material Safety Data Sheets (MSDS) should be stored in the boiler room /head custodian's office, main office and kitchen area.
- The custodian should implement a maintenance logging system for preventive maintenance including heating ventilations and air conditioning (HVAC), fire suppression, fire extinguishers, smoke detectors, security alarm and AED devices.
- Hallways should be free from obstruction including furniture, musical instruments, large art displays, and any other item that could impair an effective Evacuation.
- Hallways should be properly numbered and/or identified.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. School staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- Use of elevators should be restricted to school students and staff or visitors with special needs.
- ID cards should be worn by school staff at all times. This policy should be enforced.
- Visitors and vendors should report to the main office and sign in. Identification should be requested.
- Visitors and vendors should receive a pass that indicates exactly where they are going within the school.
- The Principal or designee should maintain organized key control policies and keep accurate records for the issuance of keys.
- The key cabinet should be locked at all times.
- Teachers should return their keys at the end of each school year.
- All employees that handle the mail should be trained on how to identify suspicious packages and envelopes..

## INTERIOR OF SCHOOL (continued)

- The school should keep an up-to-date CONFIDENTIAL list of students and staff with special needs that includes those with chronic health conditions and/or temporary disabilities (e.g. crutches, pregnancy, broken bones, etc.) Additional contingency plans should be established for persons with special needs including specialized health care. These contingencies include special Evacuation, Sheltering and Lockdown procedures. This list should also include students who are psychologically vulnerable who may be particularly sensitive to trauma.
- School Crisis Prevention and Response Plans MUST be reviewed and updated minimally on an annual basis. If no changes are needed, a memorandum acknowledging such must be filed with the county Board of Education.
- The school Crisis Response Team should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies shall have access to the school's Crisis Prevention and Response Plan and accurate floor plans of the school through the web-based database designated by the WVDHSEM.
- Proper Evacuation procedures should be implemented and students, faculty and staff should participate in drills each year.
- Primary and secondary evacuation assembly areas should be designated.
- Sheltering areas should be identified and marked. All students and faculty should know where they are located.
- Sheltering areas should be in areas that protect school occupants from glass and flying debris and provide the best possible structural protection.
- It is recommended that schools consult best practice resources and the county school board to determine the appropriate number of school safety drills for their school. "Approaches to address active shooter incidents at schools must be specific to each school's unique environment." <https://www2.ed.gov/documents/school-safety/school-safety-report.pdf>
- Schools with school nurse offices and SBHCs that dispense medications should have a written procedure in place as to how and who is responsible for the control, storage and dispensing of controlled medications.