

Jordan Safety & Security Assessment

No task is more important than creating a safe learning environment for our students. A safe school is in place where students can learn and teachers can teach in a warm and welcoming environment free of threats, intimidation, violence and fear.

A school safety & security assessment is a strategic evaluation and facilities audit used to identify emerging and potential school safety concerns. These activities identify the practices and places that are overlooked due to a lack of understanding or an assumption that they are safe trouble free.

Some of the items they will be looking at are, card access, check in and out procedures, visitors in the building, incident command procedures, locking of doors, life safety equipment and all other safety and security items found at a school building.

Our goal is to evaluate each school several times per year. During an audit an evaluator will examine the schools practices and over all campus security and procedures. The schools will be given a score and Risk Management will work with the schools to raise awareness and address areas of concern, to create a safe learning environment for our students, faculty and patrons.

The assessment tool will continue to change as policies and procedures continue to change. Evaluations will be sent out to the Principal and to the appropriate Administrators.



Inspection Template: Jordan Safety and Security Assessment (JSSA)

Group: _____
Resource: _____
Inspected By: _____
Date Inspected: _____

General Campus Safety and Security

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Card Access on Exterior Doors

Card Access on Exterior Doors

Elementary: Only the front entrance remains unlocked during school hours. Yes 1-2 3-4 5-6 7-8 N/A

Secondary: Only necessary exterior doors remain scheduled and unlocked during school hours. Yes 1-5 6-10 11-15 16-20 21-25 26-30 N/A

All card readers have been tested and are in working order. Yes No N/A

Work orders have been submitted for non-working card readers or exterior doors that are not latching correctly. Yes No N/A

Student Check-in / Check-out Process

Student Check-in / Check-out Process

Parents are observed reporting to the main/attendance office to check students in or out of school. Yes. No.

Parents are required to show some form of identification in order to check their student out of school. Yes No

Employee I.D. Badges**Employee I.D. Badges**

All employees are wearing District-issued ID/Access badges. Yes 1-5 6-10 11-15 16-20

All employee ID access badges are current and active. Yes 1-5 6-10 11-15 16-20 21-25 26-30

Patron Check-in / Check-out Process**Patron Check-in / Check-out Process**

All substitutes, visitors and volunteers check in at the main office to sign in and receive appropriate identification as required by State Code. Yes No

All substitutes, visitors, volunteers are wearing some type of identification issued by the school. Yes No N/A

All employees are required to stop and direct individuals who are not wearing a school- or District-issued identification to the office. Yes No

Main Office Lock-Down Card**Main Office Lock-Down Card**

The school's lock-down card is within immediate reach of the lock-down sensor. Yes No

At least three individuals are aware of the location of the main office lock-down sensor and how to appropriately initiate a lock-down. Yes No

Evidence of a lock-down testing log. Yes No

Staff Presence & Supervision**Staff Presence & Supervision**

Staff observed participating in bus, lunch, playground duty. Yes No N/A

Staff are wearing a school-issued safety vest while conducting bus or playground duty. Yes No

Appropriate adult supervision is observed in halls during student passing times. Yes No N/A

Interior Classroom/Portable Classroom Doors**Interior Classroom/Portable Classroom Doors**

Interior classroom and portable classroom doors remain locked in preparation of the lock-down.

Yes No

Teachers demonstrate that they can lock doors within 15 seconds during a lock-down drill.

Yes 1-2 3-4 5-6 7-8 9-10

Surveillance Camera Systems**Surveillance Camera Systems**

All cameras are in working order and are tested on a regular basis.

Yes No

Communication Devices**Communication Devices**

All school communication devices including handheld radios, call buttons and intercom systems are in working order and tested on a regular basis.

Yes No

Observed evidence of school emergency cards and phone tree assignments.

Yes No

Inspection Responsibilities**Inspection Responsibilities**

Routine safety/security inspections are conducted and logged by assigned personnel. Appropriate work orders have been submitted for non-working equipment or systems.

Yes No

All staff are given specific safety/security assignments within the school.

Yes No

Security Audit**Security Audit****School Exterior and Play Area****School Exterior and Play Area**

Adequate outside lighting.

Yes. No.

Exterior building lights working from dusk to dawn.

Yes No

Signs posted on doors for visitors to report to the main office.

Yes No

Jordan School District rules posted on building. Yes. No.

Incident Command Process

Incident Command Process

Faculty and Staff Training

Faculty and Staff Training

Evidence that all staff have been trained in the school's Incident Command process. Yes No

Evidence that all staff participate in the Incident Command process and have been given a specific safety/security assignment. Yes No

Evidence that the school maintains a current incident command flowchart. Yes No

Evidence that all new staff, substitutes and volunteers are aware of their Incident Command responsibilities. Yes No

Evidence that key personnel have been trained in CPR, First Aid and AED. Yes No

Evidence that emergency evacuation maps are posted in key locations throughout the school. Yes No

Drills and Reporting

Drills and Reporting

Elementary: School shows evidence of Fire/Evacuation drills every other month as mandated by State Law. Yes No N/A

Elementary: School shows evidence of other safety drill, every other month as mandated by State Law. Yes No N/A

Secondary: School shows evidence of Fire/Evacuation drills quarterly as mandated by State Law. Yes No N/A

Secondary: School shows evidence of Emergency Evacuation drills during passing time or lunch period once per school year. Yes No N/A

Evidence that the school conducts and reports "Shelter in Place" drills at Yes No

least once per school year.

Evidence that the school conducts and reports an Earthquake drill at least once per year. Yes No

Evidence that the school conducts and reports a Lock-Down/Intruder Alert drill at least once per school year. Yes No

Evidence that the school has identified a secondary evacuation site off campus. Yes No

Evidence that the school has coordinated with local safety officials concerning community hazards in close proximity to campus. Yes No

All drills are reported to the Risk Management Department. Yes No

Collaboration with Local Fire and Police Departments

Collaboration with Local Fire and Police Departments

Evidence that all local fire and police professionals have immediate access to jump drives with maps and other key information regarding the facility. All relevant emergency information is current and up to date. Yes. No.

Evidence that all local fire and police professionals participate in or observe school safety drills at least once per school year. Yes. No.

Evidence that the school administration participates in annual joint inspections with District and State Fire Marshals. Yes. No.

Evidence that the school participates with local fire and police professionals in annual joint safety/security inspections to address areas of concern. Yes. No.

Local Safe Schools Committee

Local Safe Schools Committee

Committee Responsibilities

Committee Responsibilities

Evidence of an organized Safe Schools Committee consisting of members from the administration, certified and classified staff. Yes No

Evidence that the Safe Schools Committee meets at least quarterly and reports minutes of the meetings to the Risk Management Department. Yes No

Intervention and Prevention Programs

Intervention and Prevention Programs

The school has adopted and implemented risk intervention programs specific to the school's needs, i.e. bullying, gangs and crisis management. Yes No

Parent and Community Involvement

Parent and Community Involvement

Evidence that the school has clearly communicated their safe schools plan to parents. Yes No

Evidence that the School Community Council, PTA and other parent groups have participated in the development of or adopted safe school plans individualized to the school. Yes No

Comments:

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