DATE_____ SITE_____

HAZARD MITIGATION/SAFETY CHECKLIST

DIRECTIONS: Use the following checklist to review the site's strengths and areas to target for improvement related to hazard mitigation and safety procedures and policies. If an element is:

In place, check **YES**
In place, but at a minimal level check **IMPROVE**
Missing, check **NO**
Missing, but there exists a plan to implement check **IMPLEMENT**
Not Applicable to your type of program/center/facility check **NA**

Session Number and Lead Teacher: _____
Number of adults _____ Number of children _____
Indoor staff to child ratios (# adults: # children) _____

EXTERIOR AND CHILD AREAS

Exterior and Child Areas	YES	IMPROVE	NO	IMPLEMENT	NA
Grounds are fenced. If yes, approximate height:					
Gates are secured by good padlock and chain after hours.					
Drug-free zone signs are posted.					
Signs are posted for visitors to report to main office through a designated entrance.					
Shrubs and foliage are trimmed to allow for good line of sight.					
Bus loading and drop-off zones are clearly defined.					
Access to bus loading area is restricted to other vehicles during loading/unloading.					
Parent drop-off and pick-up area is clearly defined.					
There is adequate lighting around the building.					
Lighting is provided at entrances and other points of possible intrusion.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

EXTERIOR AND CHILD AREAS

Exterior and Child Areas	YES	IMPROVE	NO	IMPLEMENT	NA
The site is free of graffiti.					
Play areas are fenced or student boundaries are clearly marked and enforced.					
Good visual surveillance of play equipment or student congregation area is possible.					
Vehicular access to student play or congregation area is restricted.					
Playground equipment has tamper-proof fasteners.					
All areas of buildings and grounds are accessible to patrolling security vehicles.					
Ground floor windows: -No broken panes -Locking hardware in working order					
Room doors are locked when vacant.					
There is a central alarm system specific in the site.					
High-risk areas are protected by high security locks and alarm system.					
There is two-way communication between rooms and main office					
Staff members wear I.D. badges					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

EXTERIOR AND SECURITY

Exterior and Security	YES	IMPROVE	NO	IMPLEMENT	NA
Law enforcement monitors grounds after hours					
All equipment is marked with an identification number.					
There is a policy for handling cash received.					
There is regular maintenance and/or testing of the entire security alarm system at least once every six months.					
There is a schedule for maintenance checks on lights, locks and lock hardware, and storage sheds and outbuildings.					
There is a control system in place to monitor keys and duplicates.					
Exterior light fixtures are securely mounted.					
Mechanical rooms and hazardous storage areas are locked.					
Evacuation and other emergency drills are conducted on a consistent and ongoing basis.					
A record of health permits is maintained.					
A record of fire inspection by the official Fire Marshal is maintained.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

PREVENTION

Prevention	YES	IMPROVE	NO	IMPLEMENT	NA
Emergency telephone numbers are posted next to the phone for emergency services (e.g., 911, poison control, fire department, police and children's protective services).					
Emergency procedures are posted for fire and earthquakes, and other relevant regional natural disasters (tornados, floods, hurricanes) in each room.					
A 48-hour supply of food and water is kept in stock for each child and staff member.					
An evacuation map is posted in each room.					
There is a smoke detector system or alarm, or sprinklers in working order in each room or place where children spend time.					
There are no heavy objects on open shelves and/or cabinets over 3 ft. (i.e., where they could fall in an earthquake).					
Each piece of tall furniture over 4 ft. (cubbies, shelves) is bolted to the wall or floor.					
Program has at least one fully equipped, readily available first aid kit.					
A medical emergency plan, including health care providers is created for each child with a medical condition such as epilepsy, asthma and food allergies.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

PREVENTION

Prevention	YES	IMPROVE	NO	IMPLEMENT	NA
A plan should be created to address general medical emergency procedures in the facility.					
Directions to the facility from all directions (North, South, East and West) as well as facility address should be posted next to emergency phone numbers.					
Fire drills are practiced and documented once every month.					
Earthquake drills are practiced and documented once every month.					
Parents are provided with copies of each natural disaster plan.					

INTERIOR

Interior	YES	IMPROVE	NO	IMPLEMENT	NA
Multiple entries to the building are controlled and supervised.					
Visitors are required to sign in.					
Visitors are required to wear visitor badge.					
The hallways are properly lighted for safety.					
Bathrooms are properly lighted.					
Bathrooms are supervised by staff.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

INTERIOR

Interior	YES	IMPROVE	NO	IMPLEMENT	NA
The bathroom walls are free of graffiti.					
Exit signs are clearly visible and pointing in the correct direction.					
Access to electrical panels is restricted.					
Mechanical rooms and other hazardous storage areas are kept locked.					
Confidential files and records are maintained in locked, vandal proof, fireproof areas.					
If a room is vacant, children are restricted from entering the room alone.					
Staff are required to lock rooms upon leaving.					
Friends, relatives, or non-custodial parents are required to have written permission to pick up a child.					
There are written regulations regarding personnel using building facilities after hours.					
There are regulations regarding access and control of outside groups using the building after hours.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

DEVELOPMENT AND ENFORCEMENT OF POLICIES

Development and Enforcement of Policies	YES	IMPROVE	NO	IMPLEMENT	NA
A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification.					
The site has an effective Emergency Management Plan that is reviewed and updated annually.					
The Emergency Management Plan includes a specific set of procedures for children/staff with special needs.					
A chain-of-command has been established for the site when the director or other administrators are away from the building					
Disciplinary consequences for infractions to the Behavior Code are fairly and consistently enforced.					
Parents are an integral part of student discipline procedures and actions.					
Alternatives to suspensions and expulsions are built into the discipline policy and care consistently used. (Positive Behavior Supports)					
Accident reports are filed when a student is injured on school property or during school-related activities.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

INTERVENTION AND PREVENTION PLANS

Intervention and Prevention Plans	YES	IMPROVE	NO	IMPLEMENT	NA
Children are assisted in developing conflict resolution skills.					
Diversity awareness is taught and emphasized.					
Children and parents have access to community resources.					

STAFF DEVELOPMENT

Staff Development	YES	IMPROVE	NO	IMPLEMENT	NA
The director maintains a highly visible profile.					
The Director (including security and law enforcement) is trained in the implementation of site Emergency Management Plan.					
The entire staff participates in emergency training which is progressive and aimed at continually increasing the level of emergency readiness on site.					
Staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.					
Safety and violence prevention information is regularly provided as part of a system-wide staff development plan.					
Staff development opportunities extend to support staff including cooks, custodians, secretaries, and bus drivers, as necessary.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

PARENT AND COMMUNITY INVOLVEMENT

Parent and Community Involvement	YES	IMPROVE	NO	IMPLEMENT	NA
Parents and community members are an integral part of the site's safety planning and policymaking.					
Parents are aware of behavioral expectations and are informed of changes in a timely manner.					
Parents and community members have easy access to clear and explicit information regarding emergency procedures on site.					
Parents and community members receive training regarding issues in emergency response at site via after-hours seminars and/or workshops.					
The site's communication plan includes an efficient method of informing parents when an emergency situation arises.					
The site's Emergency Management Plan includes a Memorandum of Understanding with at least one community partner regarding provision of a safe and reasonable off-site evacuation location.					

DATE_____ SITE_____

HAZARD MITIGATION/SCHOOL SAFETY CHECKLIST

THE ROLE OF LAW ENFORCEMENT

The Role of Law Enforcement	YES	IMPROVE	NO	IMPLEMENT	NA
Incidents of crime that occur on the property or at any related events are reported to law enforcement.					
Law enforcement personnel are an integral part of the site's safety process.					
The site and its law enforcement partners have a Memorandum of Understanding, defining the roles and responsibilities of both parties.					
Security officials and local law enforcement provide a visible presence on campus during regular hours and at program-related events.					
There is a communication tool in place to keep law enforcement informed regarding the schedule of non-traditional hours.					
Administrators have the opportunity to meet with law enforcement commanders at least once a year.					