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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **THE EMERGENCY PLAN** | | | | | | |
| 1. Multi-hazard in nature within the emergency management model of *Prevention, Preparedness, Response and*  *Recovery.* |  |  |  |  |  |  |
| 2. District articulates a strategic vision, mission  and methodology for response agencies. |  |  |  |  |  |  |
| 3. District’s plan is then developed in collaboration with community stakeholders  and response agencies. |  |  |  |  |  |  |
| 4. Plan identifies designees (ideally three)  who will direct emergency response in the absence of the administrator. |  |  |  |  |  |  |
| 5. Plan is reviewed and updated on a regular  basis. |  |  |  |  |  |  |
| 6. Plan includes specific procedures and accommodations for students with special  needs and/or English Language Learners (ELLs). |  |  |  |  |  |  |
| 7. Plan uses common vocabulary for all school stakeholders and emergency  responders. |  |  |  |  |  |  |
| 8. Plan includes after-school activities. |  |  |  |  |  |  |
| 9. Plan includes an Incident Command System (ICS) and describes school  emergency response teams. |  |  |  |  |  |  |
| 10. Plan includes a threat assessment process. |  |  |  |  |  |  |
| 11. Plan includes the following ***required***  universal procedures: |  |  |  |  |  |  |
| a. lockdown |  |  |  |  |  |  |
| b. evacuation |  |  |  |  |  |  |
| c. severe weather shelter |  |  |  |  |  |  |
| 12. Plan includes the following ***suggested***  universal procedures: |  |  |  |  |  |  |
| a. shelter-in-place |  |  |  |  |  |  |
| b. reunification |  |  |  |  |  |  |
| 13. Plan includes emergency procedures specific to a variety of potential incidents,  e.g. bomb threats, fights, intruders, hazardous materials. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **THE EMERGENCY PLAN con’t** | | | | | | |
| 14. The school/district has communicated their crisis plan to community response agencies  and included them in planning/training. |  |  |  |  |  |  |
| 15. Drills and exercises make use of: |  |  |  |  |  |  |
| a. emergency go kits |  |  |  |  |  |  |
| b. accountability systems (e.g. attendance) |  |  |  |  |  |  |
| c. after action reports |  |  |  |  |  |  |
| 16. Maps of facilities are updated and  communicated to all community stakeholders and emergency responders. |  |  |  |  |  |  |
| 17. Plan includes a recovery module for post-  crisis response, e.g. access to mental health services. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **POLICY** | | | | | | |
| 1. Required policies are in place: |  |  |  |  |  |  |
| a. bullying |  |  |  |  |  |  |
| b. harassment and violence |  |  |  |  |  |  |
| c. crisis management |  |  |  |  |  |  |
| d. hazing |  |  |  |  |  |  |
| e. student discipline |  |  |  |  |  |  |
| 2. The school has a student assistance team  for assessing students who are demonstrating at risk behaviors. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **DRILLS** | | | | | | |
| 1. Required drills take place in each school  building throughout each school year: |  |  |  |  |  |  |
| a. 5 lockdown |  |  |  |  |  |  |
| b. 5 fire (First fire drill of each school year must be within first ten days of beginning  of classes). |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **DRILLS con’t** | | | | | | |
| c. 1 severe weather |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **BUILDING ACCESS** | | | | | | |
| 1. There is a policy, system, and practice for  ensuring secure entry/exit. |  |  |  |  |  |  |
| 2. There is a single point of public entry/exit  to each building. |  |  |  |  |  |  |
| 3. Designated points of entry are monitored to  control building access. |  |  |  |  |  |  |
| 4. School staff monitors all entrances and exits during *arrival* and *departure* of  students. |  |  |  |  |  |  |
| 5. Main entrance is observable from main  office. |  |  |  |  |  |  |
| 6. Students have written permission to leave  school grounds. |  |  |  |  |  |  |
| 7. Signs are visibly posted listing items not  allowed in the school e.g. weapons, drugs. |  |  |  |  |  |  |
| 8. Staff have written procedures to guide access to the building before and after school hours. |  |  |  |  |  |  |
| 9. Staff members present in the building after school hours are required to sign in and out. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **KEYS AND IDENTIFICATION** | | | | | | |
| 1. There is a master key control system to monitor keys, entry cards, and their  duplicates. |  |  |  |  |  |  |
| 2. Keys and entry cards are audited annually. |  |  |  |  |  |  |
| 3. The school has a Knox box or other system to provide quick access to keys by law  enforcement and fire department. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **KEYS AND IDENTIFICATION con’t** | | | | | | |
| 4. All staff members are required to wear  photo ID. |  |  |  |  |  |  |
| 5. Staff members are required to turn in photo IDs, keys, and entry cards upon termination  of employment. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **VISITOR PROCEDURES** | | | | | | |
| 1. Policy/Procedures signs are posted at all  entrances. |  |  |  |  |  |  |
| 2. Visitors are required to: |  |  |  |  |  |  |
| a. show picture ID and wear visible identification |  |  |  |  |  |  |
| b. sign in AND out |  |  |  |  |  |  |
| 3. Sign-in stations/desks are identified, staffed and properly equipped (e.g. phone, radio,  etc.) |  |  |  |  |  |  |
| 4. Supply of visitor IDs are out of reach of  visitors |  |  |  |  |  |  |
| 5. Visitors are escorted, when deemed  necessary, within the school |  |  |  |  |  |  |
| 6. Contractors and vendors are required to check in AND out and display visible identification |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **STAFF TRAINING** | | | | | | |
| 1. Staff receive training in: |  |  |  |  |  |  |
| a. threat assessment |  |  |  |  |  |  |
| b. all required drills/evacuation routes |  |  |  |  |  |  |
| c. awareness of any suspicious or unusual  activity |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **STAFF TRAINING con’t** | | | | | | |
| d. awareness of irregularities in the surroundings (e.g. suspicious vehicles  containers, broken air vents, etc.) |  |  |  |  |  |  |
| e. proper procedures for checking suspicious  packages and deliveries |  |  |  |  |  |  |
| f. proper response to bomb threats or other  threatening/suspicious phone calls |  |  |  |  |  |  |
| 2. Emergency medical response team members have been trained and certified in  CPR and First Aid. |  |  |  |  |  |  |
| 3. If AEDs exist, building emergency response team members have been trained  and drilled in their use and know their location. |  |  |  |  |  |  |
| 4. School emergency response teams practice regularly scheduled and unscheduled drills  and exercises to ensure competency. |  |  |  |  |  |  |
| **COMMENTS:** | | | | | | |
| **PHYSICAL CLIMATE** | | | | | | |
| 1. School demonstrates a welcoming  environment. |  |  |  |  |  |  |
| 2. Student work is displayed to show pride  and ownership by students (needs to be less than 20% of corridor wall). |  |  |  |  |  |  |
| 3. Environment displays student activities and  opportunities for involvement. |  |  |  |  |  |  |
| 4. Posters are displayed encouraging positive  behavior choices and well being. |  |  |  |  |  |  |
| 5. Staff members are visible in hallways,  supervising/interacting with students. |  |  |  |  |  |  |
| 6. Things work and/or get fixed immediately. |  |  |  |  |  |  |
| 7. There is a school discipline plan that is communicated to staff, students and  parents. |  |  |  |  |  |  |
| 8. Teachers are required to submit a classroom management plan to their  administrator. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **PHYSICAL CLIMATE con’t** | | | | | | |
| 9. The school provides conflict resolution  training for staff and/or students. |  |  |  |  |  |  |
| 10. There is an anti-bullying program. |  |  |  |  |  |  |
| 11. Mentoring programs are in place. |  |  |  |  |  |  |
| 12. The school student services team includes a  mental health specialist (e.g. social worker, counselor, psychologist). |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **COMMUNICATIONS** | | | | | | |
| ***School communications systems:*** | | | | | | |
| 1. There is a 2-way communication modality  between the main office and the: |  |  |  |  |  |  |
| a. classrooms |  |  |  |  |  |  |
| b. school-based security staff |  |  |  |  |  |  |
| c. playground staff |  |  |  |  |  |  |
| d. portable classrooms/buildings |  |  |  |  |  |  |
| e. ball fields |  |  |  |  |  |  |
| f. health services |  |  |  |  |  |  |
| g. custodial staff |  |  |  |  |  |  |
| h. transportation dispatcher |  |  |  |  |  |  |
| i. other student services personnel (counselors, social workers, assistance  principals, etc) |  |  |  |  |  |  |
| 2. All classrooms are equipped with a system to communicate in an emergency that is clearly marked with the appropriate “911”  designation to get an outside line. |  |  |  |  |  |  |
| 3. A process is in place to communicate  security instructions to staff in a timely and understandable manner. |  |  |  |  |  |  |
| 4. Filters or other such mechanisms are in place to routinely monitor suspicious  internet activity on school computers. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **COMMUNICATIONS con’t** | | | | | | |
| 5. A reporting system is in place in the event  of discovering suspicious internet activity. |  |  |  |  |  |  |
| 6. An anonymous tip line is in place and is used for incident or suspicious activity  reporting. |  |  |  |  |  |  |
| 7. All safety related parent or media inquiries  are directed to a designated spokesperson. |  |  |  |  |  |  |
| ***District/Media Emergency Communications:*** | | | | | | |
| 8. The school/district communicates with parents throughout the year about  emergency procedures via newsletters, emails, website, etc. |  |  |  |  |  |  |
| 9. The district has a protocol for working with  the media in the event of any emergency. |  |  |  |  |  |  |
| 10. In the event of an emergency during school  hours, a system is in place to contact parents with alerts and/or instructions. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **GENERAL EXTERIOR** | | | | | | |
| 1. School has marquee, visible from road. |  |  |  |  |  |  |
| 2. School reflects use of school  colors/symbols. |  |  |  |  |  |  |
| 3. Grounds are fenced in appropriate areas. |  |  |  |  |  |  |
| 4. Gates if present are secured when not in use  (if allowed by the fire code). |  |  |  |  |  |  |
| 5. Perimeter of school building is clear of  safety hazards, debris and obstructions. |  |  |  |  |  |  |
| 6. Mechanical, electrical and other such equipment on ground level is surrounded  by a protective enclosure. |  |  |  |  |  |  |
| 7. Shrubs and foliage are trimmed low to  allow for good sightlines. |  |  |  |  |  |  |
| 8. Building(s) are free of graffiti. |  |  |  |  |  |  |
| 9. Posted signs indicate restricted areas. |  |  |  |  |  |  |
| 10. Ground floor windows have functional  locks and unbroken panes. |  |  |  |  |  |  |
| 11. Roof access is restricted. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **GENERAL EXTERIOR con’t** | | | | | | |
| 12. All trailers/outbuildings are secured to their  location and labeled. |  |  |  |  |  |  |
| 13. Areas around buildings are adequately lit. |  |  |  |  |  |  |
| 14. Exterior doors: |  |  |  |  |  |  |
| a. have a sturdy center mullion and/or are  equipped with appropriate security. |  |  |  |  |  |  |
| b. have non-removable hinge pins |  |  |  |  |  |  |
| c. unless designated for entry, lack exterior  hardware |  |  |  |  |  |  |
| d. allow for keyed re-entry |  |  |  |  |  |  |
| e. are coded on the outside and clearly visible |  |  |  |  |  |  |
| f. are coded on the inside matching exterior  numbers |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **BUSES AND PARKING** | | | | | | |
| 1. Bus loading zone is visible from main  office or monitored by staff. |  |  |  |  |  |  |
| 2. Buses are prevented from creating a visual  obstacle where crime may occur. |  |  |  |  |  |  |
| 3. Bus loading and drop off zones are clearly  marked. |  |  |  |  |  |  |
| 4. Parking areas are lit. |  |  |  |  |  |  |
| 5. Parent drop off and pick up areas are  clearly marked. |  |  |  |  |  |  |
| 6. Fire zones are maintained free of cars and  buses at all times. |  |  |  |  |  |  |
| 7. Parking lot has signs to direct staff, students and visitors to designated parking  areas. |  |  |  |  |  |  |
| 8. Staff cars are properly marked through the  use of some form of identification. |  |  |  |  |  |  |
| 9. Student cars are properly marked through  the use of identification. |  |  |  |  |  |  |
| 10. Campus supervision/security includes  regular parking lot monitoring. |  |  |  |  |  |  |
| 11. Bicycle or motorcycle parking is in view of  the building or monitored by security. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **BUSES AND PARKING con’t** | | | | | | |
| **Comments:** | | | | | | |
| **PLAYGROUND / RECREATION AREAS** | | | | | | |
| 1. Play and recreation areas are protected by  fencing. |  |  |  |  |  |  |
| 2. Vehicular access is restricted around play  areas. |  |  |  |  |  |  |
| 3. Emergency vehicles can access play and  recreation areas easily. |  |  |  |  |  |  |
| 4. Bleachers are well maintained. |  |  |  |  |  |  |
| 5. Risers between bleacher seats are protected  to prevent entrapment. |  |  |  |  |  |  |
| 6. An adequate number of recess monitors are appropriately positioned around the play  area perimeter. |  |  |  |  |  |  |
| 7. Recess monitors have equipment to warn  children in case of emergency. |  |  |  |  |  |  |
| 8. Play areas and equipment comply with Consumer Product Safety Commission  guidelines (CPSC): |  |  |  |  |  |  |
| a. surfaces are free from holes and other  blemishes that could cause injury |  |  |  |  |  |  |
| b. surfacing extends at least 6’ in all directions  from play equipment |  |  |  |  |  |  |
| c. play structures more than 30” high are  spaced at least 9’ apart |  |  |  |  |  |  |
| d. posts are secure and free from sharp points or  edges |  |  |  |  |  |  |
| e. hardware is secure (e.g. no open “S” hooks) |  |  |  |  |  |  |
| f. elevated areas have guardrails |  |  |  |  |  |  |
| g. spaces (e.g. openings in guardrails or  between ladder rungs) are appropriate in size and free from risk of entrapment |  |  |  |  |  |  |
| **Comments:** | | | | | | |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **DELIVERIES** | | | | | | |
| 1. Deliveries are accepted only at designated  receiving areas. |  |  |  |  |  |  |
| 2. Deliveries are documented using delivery  logs. |  |  |  |  |  |  |
| 3. There is a system for inspecting and  approving items delivered to the building. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **GENERAL INTERIOR** | | | | | | |
| 1. Stairwells are uniformly and adequately lit. |  |  |  |  |  |  |
| 2. Hallways are: |  |  |  |  |  |  |
| a. uniformly and adequately lit |  |  |  |  |  |  |
| b. free of graffiti |  |  |  |  |  |  |
| 3. Restrooms: |  |  |  |  |  |  |
| a. are uniformly and adequately lit |  |  |  |  |  |  |
| b. are free of graffiti |  |  |  |  |  |  |
| c. have hardware that prevents the main  entrance from locking from the inside |  |  |  |  |  |  |
| d. have no inlay ceilings |  |  |  |  |  |  |
| 4. Doors and locks are in good condition. |  |  |  |  |  |  |
| 5. Classroom doors can be locked from inside. |  |  |  |  |  |  |
| 6. Classrooms with windows have curtains  and/or window shades. |  |  |  |  |  |  |
| 7. All rooms are locked when not in use. |  |  |  |  |  |  |
| 8. Controlled access by specialized staff is  required for: |  |  |  |  |  |  |
| a. electrical panel access doors |  |  |  |  |  |  |
| b. boiler and mechanical rooms |  |  |  |  |  |  |
| c. custodial closets |  |  |  |  |  |  |
| 9. Doors opening into interior areas like courtyards are kept locked with limited  access. |  |  |  |  |  |  |
| 10. Unused areas are closed off when not in use after school hours if allowed by the fire code. Gates are not allowed to create dead-  end corridors. |  |  |  |  |  |  |
| 11. Locker bays are well lit. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **GENERAL INTERIOR con’t** | | | | | | |
| 12. Locker height allows for clear sightlines. |  |  |  |  |  |  |
| 13. Emergency lighting is properly installed  and functioning. |  |  |  |  |  |  |
| 14. All interior glass doors are properly  installed and repaired. |  |  |  |  |  |  |
| 15. Floor coverings are properly installed and  in good repair. |  |  |  |  |  |  |
| 16. There is unobstructed access to AEDs and  first aid supplies. |  |  |  |  |  |  |
| 17. Emergency response team staff members are identified by lanyards or some other  clear form of designation on a daily basis. |  |  |  |  |  |  |
| 18. All rooms have emergency procedures  posted. |  |  |  |  |  |  |
| 19. All rooms have evacuation routes and severe weather safe areas posted. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **CAFETERIA** | | | | | | |
| 1. Is uniformly and adequately lit. |  |  |  |  |  |  |
| 2. The freezer door can be opened from the  inside. |  |  |  |  |  |  |
| 3. Cafeteria is supervised adequately by staff. |  |  |  |  |  |  |
| 4. Physical layout of cafeteria allows for  quick, safe entry AND exit of students. |  |  |  |  |  |  |
| 5. Physical layout of cafeteria allows for good  sightlines. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **GYMNASIUM AREA(s)** | | | | | | |
| 1. Lighting fixtures and windows are  protected in gym areas. |  |  |  |  |  |  |
| 2. AEDs are present in physical education  wing. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **GYMNASIUM AREA(s) con’t** | | | | | | |
| 3. Safety mats and equipment are maintained. |  |  |  |  |  |  |
| 4. Equipment is properly stored and secured. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **SPECIALIZED AREAS** (reference fire code for other essential safety elements) | | | | | | |
| ***Science, Art, Theater, Shop:*** | | | | | | |
| 1. Phones are present in primary work spaces  (e.g. scene shop) and office areas. |  |  |  |  |  |  |
| 2. Emergency procedures are posted and readily available; students are trained in  procedures. |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **MONITORING AND SURVEILLANCE** | | | | | | |
| 1. Security cameras are stationed outside the  school. |  |  |  |  |  |  |
| 2. Security camera locations provide  maximum coverage possible of grounds. |  |  |  |  |  |  |
| 3. Security cameras are stationed inside the  school. |  |  |  |  |  |  |
| 4. Security cameras are monitored throughout  the day by trained staff. |  |  |  |  |  |  |
| 5. Remote and isolated hallways are  monitored by security cameras. |  |  |  |  |  |  |
| 6. There is a retention period for recorded  data*.* Retention period is days. |  |  |  |  |  |  |
| 7. There is a central security alarm system which is connected to a monitoring  company. |  |  |  |  |  |  |
| 8. School Resource Officers (SROs) are on  site. |  |  |  |  |  |  |
| 9. School security officers (non-law enforcement) are on site. |  |  |  |  |  |  |

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| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **MONITORING AND SURVEILLANCE con’t** | | | | | | |
| 1. Staff members monitor:    * hallways    * stairwells    * restrooms |  |  |  |  |  |  |
| 1. Bus loading area monitored by:    * camera    * direct line of sight    * patrols/staff presence |  |  |  |  |  |  |
| 1. Parent pick-up/drop-off area monitored by:    * camera    * direct line of sight    * patrols/staff presence |  |  |  |  |  |  |
| 1. Play/recreation areas are monitored by:    * camera    * direct line of sight    * patrols/staff presence |  |  |  |  |  |  |
| 1. Formal/informal gathering areas (patios, courtyards, etc.) are monitored by:    * camera    * direct line of sight    * patrols/staff presence |  |  |  |  |  |  |
| 1. Parking lots are monitored by:    * camera    * direct line of sight    * patrols/staff presence |  |  |  |  |  |  |
| 16. If the building is used after school or on  weekends, supervision is present. |  |  |  |  |  |  |
| a. Specific persons are designated to secure  buildings after activities. |  |  |  |  |  |  |
| b. School staff conducts daily visual inspections of the school for suspicious  packages and other items. |  |  |  |  |  |  |
| c. A designated staff member is assigned to  check the following: |  |  |  |  |  |  |
| 1) all classrooms are locked |  |  |  |  |  |  |
| 2) all bathrooms unoccupied and/or locked |  |  |  |  |  |  |
| 3) all exterior doors locked |  |  |  |  |  |  |
| 4) all security lights are on |  |  |  |  |  |  |
| 5) building alarm is activated |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERION** | **YES** | **NO** | **NOT**   | **N/A** | **FURTHER STUDY** | **COMMENTS** |
| **MONITORING AND SURVEILLANCE con’t** | | | | | | |
| 17. There are written job descriptions for  security personnel and/or monitors. |  |  |  |  |  |  |
| 18. School requires staff background checks. |  |  |  |  |  |  |
| 19. Classrooms are equipped with a system to  communicate in an emergency. |  |  |  |  |  |  |
| 20. The school has access to a weather radio,  which is monitored by a designated staff member. |  |  |  |  |  |  |
| **Comments:** | | | | | | |

|  |
| --- |
| **OBSERVED STRENGTHS: 1.)**  **2.)**  **3.)** |
| **AREAS REQUIRING ATTENTION: 1.)**  **2.)**  **3.)** |
| **OTHER RECOMMENDATIONS: 1.)**  **2.)**  **3.)** |

**ASSESSMENT CONDUCTED BY: TITLE/AFFILIATION: DATE**