

**Tipton Community School Corporation
Building Checklist – Safety Review**

School _____ Completed By _____ Date _____

Complete once per semester. Submit to Assistant Superintendent by second Monday in September and second Monday in January.

Section 1 ACTION ITEMS TO BE COMPLETED IN AUGUST AND JANUARY

- ☐ 1. School emergency procedures were reviewed with staff in August and January.
- ☐ 2. School facilities (including play grounds, athletic facilities, etc.) were reviewed by walking the exterior of the building in August and January. Door numbers were in good repair and easy to read. Other apparent safety concerns were addressed.
- ☐ 3. NOAA weather radio back-up batteries were replaced in August. The radio was tested in August and January. The radio is located where a person will be able to hear them at all times.

Section 2 ACTION ITEMS TO BE COMPLETED ANNUALLY OR EACH SEMESTER

- ☐ 1. A lockdown drill has been scheduled with staff and students each semester.
Dates: _____.
- ☐ 2. Crisis team meets at least once a year. Dates scheduled: _____.
- ☐ 3. An evacuation drill of the entire building is reviewed annually with an off-site full drill, a partial drill, or a discussion.
- ☐ 4. A hazardous weather drill has been scheduled with the staff and students each semester.
Dates: _____.

Section 3 TRAINING TO BE COMPLETED AT THE START OF EACH YEAR

- ☐ 1. Staff members are trained to greet, challenge and/or report unauthorized people in the building.
- ☐ 2. Students are trained to not open doors for strangers and report strangers they see to school personnel.
- ☐ 3. A staff member has been assigned to check daily to make sure that doors that are supposed to be locked are locked.
- ☐ 4. Staff members have been trained to know when and how to call 911 and “All Calls” from their classroom phone.
- ☐ 5. All staff members have been informed of the location of the AED, fire extinguisher and fire alarm pull stations.
- ☐ 6. At least one school safety related in-service session/staff meeting is scheduled for staff members during the each semester.
- ☐ 7. Backup plans are in place in the event a key person is absent during a crisis.

OVER

Tipton Community School Corporation
Building Checklist – Safety Review

Section 4 ON-GOING ACTION ITEMS

- ☐ 1. The school has established drug, alcohol and violence prevention and intervention programs.
- ☐ 2. The school has established and implemented a bullying prevention program for students and staff.
- ☐ 3. Adult supervision is evident when students are in the hallway, cafeteria (commons), bus pick up zone, or any other area where students gather. (in the building)
- ☐ 4. The school has established and maintains communication equipment and procedures between the school office and classrooms. Two-way radios are provided for communication with the school office to staff who supervises students outdoors during the school day (PE classes, recesses, etc.).
- ☐ 5. Emergency response kits, including classroom kits, are maintained. One school kit should be kept in the office area and another should be kept in a secure location in a separate area of the building in case one of the areas is not accessible during an emergency situation.
- ☐ 6. Emergency responders have been invited into the building at every opportunity to familiarize them with the facility as well as staff members.
- ☐ 7. Background checks performed.
- ☐ 8. The number of unlocked interior doors during the school day is limited to the minimum necessary. Exterior doors are locked.
- ☐ 9. A procedure for visitor sign-in and identification badges including signs directing visitors to the school office has been implemented and maintained.
- ☐ 10. A school crisis team has been organized, trained, and maintained.
- ☐ 11. An alert list of students at risk for being abducted is maintained and communicated to staff members who need to be aware of the information.
- ☐ 12. Safety concern unique to this school and plans to address the concern(s) are listed on the reverse side of this checklist.

Section 5 OPTIONAL MEASURES (ADDITIONAL RECOMMENDATIONS)

- 1. Principals should keep a file documenting compliance with the items on the list.
- 2. A supervisor or school safety specialist should hold a conference (in person or via telephone) with the principal (or designee) to conduct a verbal review of each item on the list.
- 3. The safety plan was reviewed by emergency responders.
- 4. A classroom safety checklist has been completed by each teacher for the room in which they teach.
- 5. Additional lockdown drills are suggested. Consider drills out of the normal routine (lunch time, recess, passing period, etc.)
- 6. Security features are planned in building and remodeling projects.