



"SECURITY SOLUTIONS FOR A CHANGING WORLD"

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Security – Fire – CCTV
Door Access Control

SCHOOL SAFETY AND SECURITY ASSESSMENT
QUESTIONNAIRE

All information contained herein is confidential and is for the exclusive use of PRO-TEC America, LLC and the Parties identified herein. If you are not a listed party on the front of this document, please immediately notify PRO-TEC at the number above.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

Principle/Director: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Assistant Principle/Director: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Secretary/Receptionist: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Site Manager/Custodian: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Chair of Board: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date Completed \_\_\_\_\_

## Audit of School Premises:

**Please enter the number of:**

Students	<input style="width: 90%;" type="text"/>	Main teaching blocks	<input style="width: 90%;" type="text"/>
Teaching Staff	<input style="width: 90%;" type="text"/>	Other ancillary buildings	<input style="width: 90%;" type="text"/>
Non-Teaching Staff	<input style="width: 90%;" type="text"/>	Rest Rooms	<input style="width: 90%;" type="text"/>
Classrooms	<input style="width: 90%;" type="text"/>	Halls	<input style="width: 90%;" type="text"/>
Grade Levels	<input style="width: 90%;" type="text"/>	Kitchens	<input style="width: 90%;" type="text"/>
Floors in building	<input style="width: 90%;" type="text"/>	Total Exterior Doors	<input style="width: 90%;" type="text"/>

**Please circle the appropriate answer:**

Is there an IT suite?	<b>Yes</b>	<b>No</b>
Is there a Pre-School unit	<b>Yes</b>	<b>No</b>
Is there a Day Care unit?	<b>Yes</b>	<b>No</b>

Number of hours community use - per week	<input style="width: 90%;" type="text"/>
Community use during weekends	<b>Yes</b> <b>No</b>
Community use during evenings	<b>Yes</b> <b>No</b>
Community use during school holiday	<b>Yes</b> <b>No</b>

**Crime and Disorder in last twelve months:**

*Please account for allegations and number of incidents if known (all occurrences):*

- Assaults on pupils or staff
- Incidences of "threatening abusive or insulting words or behavior used against members of staff by persons visiting school (parents or otherwise)."
- Vandalism (reckless or intentional damage to school property including fixtures and fittings).

- Theft
- Burglary
- Arson

**Incidents of anti-social behavior in the last 12 months:**

*Please account for allegations and number of incidents if known (all occurrences):*

- Youths using the school grounds for informal association
- Evidence of drug, alcohol or solvent abuse
- Focal point where youths gather: \_\_\_\_\_  
\_\_\_\_\_

**Site security - incorporating passive, natural or formal target hardening features:**

- Does the school benefit from natural surveillance from Residential properties backing onto or fronting the school site. **Yes** **No**

Please indicate the extent and nature of properties adjoining your school:

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- Height of front boundary fence.
- Height and main fence type used to protect rest of perimeter.

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- Is there a secondary fence line protecting Playground area. **Yes** **No**

- Height and fence type: \_\_\_\_\_

### Signage “Warning signs” etc:

- |  |            |           |
|--|------------|-----------|
| • Trespassing on school premises.              | <b>Yes</b> | <b>No</b> |
| • Electronic security Intruder alarm installed | <b>Yes</b> | <b>No</b> |
| • CCTV surveillance in operation.              | <b>Yes</b> | <b>No</b> |
| • School Watch Program in existence.           | <b>Yes</b> | <b>No</b> |
| • Random Security patrols.                     | <b>Yes</b> | <b>No</b> |

### Day Time Security

- |   |            |           |
|---|------------|-----------|
| • Does the school office overlook:  |            |           |
| ○ Pedestrian entrance   | <b>Yes</b> | <b>No</b> |
| ○ Vehicle entrance  | <b>Yes</b> | <b>No</b> |
| • Is the school office located adjacent to main entrance door to school building?   | <b>Yes</b> | <b>No</b> |
| • During the school day, is the main entrance the only door in use?   | <b>Yes</b> | <b>No</b> |
| • Is there some form of access control, allowing you to monitor and restrict visitors?  | <b>Yes</b> | <b>No</b> |
| • Do you have clear signage directing visitors to the School office / reception?  | <b>Yes</b> | <b>No</b> |
| • Are visitors asked for identification and requested to sign in?   | <b>Yes</b> | <b>No</b> |
| • Do you have a pass system in operation with badges issued to all visitors?  | <b>Yes</b> | <b>No</b> |
| • Are visitors escorted to their location?  | <b>Yes</b> | <b>No</b> |
| • Are measures taken to prevent unauthorized entry during school hours?   | <b>Yes</b> | <b>No</b> |
| • Is there any emergency means of communication: In the office / reception i.e. to summons help should a visitor to the school be exhibiting some form of criminal or disturbed behavior? | <b>Yes</b> | <b>No</b> |

- Is there a means for individual classrooms to communicate an emergency to the office? **Yes** **No**
- Have adequate measures been made for the personal safety of staff and pupils who work in isolated areas? **Yes** **No**
- Is there an established written security policy? **Yes** **No**
- Are staff and pupils made aware of the school security policy and objectives? **Yes** **No**
- Are rooms containing valuable property such as “IT” equipment or personal property etc. such as offices, staff rooms and storerooms locked when not in use? **Yes** **No**
- Are there locks on the individual classroom doors that can be locked from the inside of the classroom? **Yes** **No**
- Are these locks:
  - Push-button **Yes** **No**
  - Thumb-Wheel **Yes** **No**
  - Double Keyed Deadbolts **Yes** **No**
- Is there a “Lock-Down” procedure in place? **Yes** **No**
- Is there a reliable and functional means (PA System) to communicate throughout the whole building? **Yes** **No**
- Are there key controls in place to determine who has what keys to the facility? **Yes** **No**
- Are exterior doors propped open during school hours? **Yes** **No**

### **Security outside of the school day**

- Are special arrangements made for surveillance during vulnerable times i.e. evenings, weekends and holidays? **Yes** **No**
- Are the locking mechanism on all external doors checked to ensure that they engage securely and are suitable for purpose? **Yes** **No**
- Are all ground floor windows suitably protected and checked to ensure that they are locked shut at the end of each school day? **Yes** **No**

- Have all external lights been checked to ensure they are working properly? **Yes** **No**
- Do you have any natural surveillance from neighboring residential property? **Yes** **No**
- Does your site benefit from any passive surveillance i.e. passing traffic or persons walking past? **Yes** **No**
- Is there any form of formal surveillance from CCTV? **Yes** **No**
- Do you have any security patrols? **Yes** **No**
- Does the Caretaker / site manager live on site? **Yes** **No**
- *Does the perimeter fencing provide adequate protection to prevent:*
  - Trespass. **Yes** **No**
  - Casual intruder. **Yes** **No**
  - Determined Burglar. **Yes** **No**
- Do you have an intruder alarm fitted? **Yes** **No**
- Is it regularly maintained? **Yes** **No**
- Is it connected to a remote monitoring station? **Yes** **No**
- Does the alarm system cover all areas of main building **Yes** **No**

**Security of premises:**

- Are the premises kept in good repair? **Yes** **No**
- Are windows closed, catches and locks engaged? **Yes** **No**
- Is a regular check made of the building to ensure all damage is reported and repaired? **Yes** **No**
- Is graffiti removed immediately it appears? **Yes** **No**
- Is there an established routine for ensuring that all external doors are locked when the building is closed. **Yes** **No**
- Do you have a secure room for valuable equipment? **Yes** **No**
- Do you have a secure I.T suite? **Yes** **No**

- Are security devices used to secure computers? **Yes** **No**
- Does the "IT" suite main server benefit from additional protection i.e. total enclosure device? **Yes** **No**
- Are there additional security feature for the office? **Yes** **No**
- Are the school admin computers suitably protected? **Yes** **No**
- How often is the information backed up? **Daily**  
**Weekly**  
**Monthly**

**Community use:**

- Are members of the public restricted to the relevant part of the building? **Yes** **No**
- Are rooms such as toilets checked to make sure nobody is hiding in the building when it is closed? **Yes** **No**
- Are other users encouraged to report any criminal / suspicious behavior? **Yes** **No**

**Miscellaneous:**

- Is valuable equipment prominently and visibly marked? **Yes** **No**
- Are they notices prominently displayed about the school to this effect? **Yes** **No**
- Does the school have a Risk Management Team to oversee security issues? **Yes** **No**
- Do you seek the co-operation of parents and children in preventing crime within or around the school **Yes** **No**

**Fire Safety**

- Does the facility have an operable fire alarm system? **Yes** **No**
- Can audible devices be heard throughout the entire facility when activated? **Yes** **No**
- Does the system report to a central station to automatically notify the fire department? **Yes** **No**

- *Does the system contain the following devices:*
  - Pull stations **Yes** **No**
  - Smoke detectors **Yes** **No**
  - Heat detectors **Yes** **No**
  - Carbon Monoxide detectors **Yes** **No**
  - Gas detectors **Yes** **No**
- Is the fire alarm tested monthly? **Yes** **No**
- Are records kept which show the dates and times of the tests, who performed them and what devices were activated? **Yes** **No**
- Is the fire alarm tested and inspected annually by an authorized service company as required by law? **Yes** **No**
- Does the facility have a sprinkler system? **Yes** **No**
- Are the water flow switches tested monthly? **Yes** **No**
- Is the Sprinkler System tested and inspected annually by an authorized service company as required by law? **Yes** **No**
- Are there fire extinguishers present in the facility? **Yes** **No**
- Are they of sufficient number, size, type and location as required by law? **Yes** **No**
- Are they inspected monthly by in house staff? **Yes** **No**
- Are they inspected and/or tested annually by an authorized service company as required by law? **Yes** **No**
- Are written records of all tests and inspections kept on file? **Yes** **No**

**Life Safety**

- Are all exit doors free from obstructions? **Yes** **No**
- Are all exit doors properly marked? **Yes** **No**
- Are illuminated exit signs tested regularly to ensure bulbs are working and batteries are okay? **Yes** **No**

