

### K-12 Site Assessment Resources

The following resources may be used by your site assessment team and/or school planning team to improve the safety and security of your school in the short term and long term.

#### Education Facilities in General

##### SITE ASSESS, REMS TA Center (2018)

This secure mobile application allows school and school district personnel to walk around a school building and grounds and examine their safety, security, accessibility, and emergency preparedness. It is compatible with iOS and Android operating systems. Users may upload images directly into SITE ASSESS, export data into Word or Excel for recordkeeping and data aggregation/analysis, and learn about Crime Prevention Through Environmental Design (CPTED) and universal design/accessibility. <https://rems.ed.gov/SITEASSESS.aspx>

##### Designing Safe Schools: Planning and Retrofitting for Safety in Education Facilities Webinar, REMS TA Center and Education Facilities Clearinghouse (2015)

This Webinar provides insight on safety and security design and cost-effective features to consider for new construction of or retrofitting existing school buildings and grounds. <https://rems.ed.gov/DesignSafeSchoolPlanning.aspx>

##### Education Facilities Clearinghouse, U.S. Department of Education (n.d.)

This clearinghouse provides a Website of best practices and offers technical assistance and training to school divisions on a range of facility topics—including planning for natural hazards; biological hazards; and adversarial, incidental, and human-caused threats. <https://efc.gwu.edu/>

##### Center for Universal Design, North Carolina State University (n.d.)

This clearinghouse offers publications and programs that evaluate, develop, and promote universal design in facilities. <https://www.ncsu.edu/ncsu/design/cud/>

##### Healthy School Buildings, U.S. Environmental Protection Agency (2018)

This Website provides information and resources on the design and construction, renovation, routine cleaning, and maintenance of school buildings that will improve facility performance, as well as the health and productivity of students and staff. Such resources consider environmental factors and the special vulnerabilities of children to hazardous substances or pollution exposures. <https://www.epa.gov/schools-healthy-buildings>

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### **The Model Aquatic Health Code: An All-Inclusive Model Public Swimming Pool and Spa Code, Centers for Disease Control and Prevention (2018)**

This guidance may be used by schools with pools to create or update existing pool codes to reduce risk for infectious disease outbreaks, drowning, and pool-chemical injuries and make swimming and other water activities healthier and safer.

<https://www.cdc.gov/mahc/index.html>

### **School Emergency Supplies List, REMS TA Center (2017)**

This one-page document provides suggestions for what should be included in school emergency supplies, including resources for administration, classrooms, and students and staff.

<https://rems.ed.gov/docs/SchoolEmergencySuppliesList.pdf>

### **Building Codes Toolkit, Federal Emergency Management Agency (2017)**

This Web page contains guidance and tools on building codes for engineers, design professionals, and the general public that are based on local best practices; input from local, regional, and Federal subject matter experts; industry partners; and existing FEMA standards and guidance. <https://www.fema.gov/building-codes-toolkit>

### **Sensible Guide for Healthier School Renovations: Key Environmental Health Considerations When Renovating Schools, U.S. Environmental Protection Agency (2016)**

This document provides school administrators, facility managers, staff, and the school community with an overview of how to avoid key environmental health hazards and ways to minimize children's exposures as they prepare for and the school undergoes renovations.

<https://nepis.epa.gov/Exe/ZyPDF.cgi/P100NTT3.PDF?Dockey=P100NTT3.PDF>

### **Indoor Air Quality Design Tools for Schools, U.S. Environmental Protection Agency (2016)**

This guidance provides strategies for key school construction and renovation issues such as preliminary design phases; control of pollutants and sources; heating, ventilation, and air-conditioning systems; moisture control; construction; commissioning; renovation and repair of existing schools; operations and maintenance; and portable classrooms.

<https://www.epa.gov/iaq-schools/indoor-air-quality-design-tools-schools>

### **Public Playground Safety Handbook, U.S. Consumer Product Safety Commission (2015)**

This guide provides information on creating a safer playground environment for children and reducing playground-related deaths and injuries.

<https://www.cpsc.gov/PageFiles/122149/325.pdf>



If you have questions or need additional assistance, please contact the REMS TA Center at (855) 781-REMS (7367) or [info@remstacenter.org](mailto:info@remstacenter.org).

[@remstacenter](https://www.twitter.com/remstacenter) [https://rems.ed.gov](https://www.globe.com)



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**Keep It Flowing: A Practical Guide to School Drinking Water Planning, Maintenance & Repair, Prevention Research Centers and Centers for Disease Control and Prevention (2014)**

This publication contains information for state and Tribal agencies and organizations; school districts, school boards, and local educational agencies; and schools regarding planning, maintaining, and repairing school drinking water infrastructure.

[https://rem.ed.gov/docs/Mobile\\_docs/CDC\\_School-Drinking-Water.pdf](https://rem.ed.gov/docs/Mobile_docs/CDC_School-Drinking-Water.pdf)

**IS-156: Building Design for Homeland Security for Continuity of Operations, Emergency Management Institute (2014)**

This online course provides guidance on and tools for assessing the vulnerabilities and performance of buildings against terrorist threats and technological accidents. Furthermore, participants are equipped with the ability to identify and prioritize applicable mitigation measures and understand how vulnerabilities impact selection of that site as a continuity-of-operations facility. <https://training.fema.gov/is/courseoverview.aspx?code=IS-156>

**Local Mitigation Planning Handbook, Federal Emergency Management Agency (2013)**

This publication provides information on hazard mitigation, including developing a mitigation strategy and mitigation action plan. [https://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema\\_local\\_mitigation\\_handbook.pdf](https://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf)

**School Siting Guidelines, U.S. Environmental Protection Agency (2011)**

This guidance encourages, informs, and improves consideration of environmental factors in local school siting decision-making processes in order to help protect the health of students and staff. It is intended to be used prior to deciding on whether to renovate the existing school, build a new school on the current site, or build a new school on a new site.

<https://www.epa.gov/schools/view-download-or-print-school-siting-guidelines>

**Ground Fault Circuit Interrupter Fact Sheet, U.S. Consumer Product Safety Commission (2010)**

This publication contains information on ground fault circuit interrupters, an inexpensive electrical device that reduces electrical shocks, and how to install and test them.

[https://www.cpsc.gov/s3fs-public/099\\_0.pdf](https://www.cpsc.gov/s3fs-public/099_0.pdf)

**Effective Emergency Management: Making Improvements for Communities and People with Disabilities, National Council on Disability (2009)**

In this report, the National Council on Disability describes evidence-based policies, programs, and practices that assist people with disabilities. Considerations are given to specific hazards that may have implications for people with specific disabilities. The document describes specific considerations for planning during the phases of mitigation, preparedness, response, and recovery (which are now categorized into the five preparedness mission areas of prevention,

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protection, mitigation, response, and recovery).

[https://www.ncd.gov/rawmedia\\_repository/50b76caf\\_054c\\_491d\\_ae88\\_587c096d8b3a.pdf](https://www.ncd.gov/rawmedia_repository/50b76caf_054c_491d_ae88_587c096d8b3a.pdf)

### **Guide to Americans With Disabilities Act (ADA) Standards, U.S. Access Board (2004)**

This publication explains the requirements of the ADA standards; it was developed in cooperation with the U.S. Department of Justice and U.S. Department of Transportation.

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards>

### **Guide to Architectural Barriers Act Standards, U.S. Access Board (2004)**

This guide contains standards to apply to facilities designed, built, altered, or leased with Federal funds as well as technical specifications for building elements specifically designed for use by children 12 and younger.

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/guide-to-the-aba-standards>

### **Guidelines for Retrofitting Bleachers, U.S. Consumer Product Safety Commission (2000)**

This guide provides information on retrofitting bleachers used for sporting events, graduations, and other large events, in order to eliminate features that present a fall hazard.

<https://www.cpsc.gov/s3fs-public/330.pdf>

### **Guidelines for Movable Soccer Goals, U.S. Consumer Product Safety Commission (1995)**

This Web page provides information on installing, using, and storing full-size or nearly full-size movable soccer goals, in order to help prevent deaths and serious injuries resulting from soccer goal tip-overs.

<https://www.cpsc.gov/safety-education/safety-guides/sports-fitness-and-recreation/guidelines-movable-soccer-goals/>

### **Evacuation Plans and Procedure eTool: Emergency Standards, Occupational Safety and Health Administration (n.d.)**

This Website provides recommendations for exit routes within buildings. Schools may use this resource to inform the design, construction, maintenance, and operation of exit routes within school buildings and on school grounds, as well as the development of evacuation annexes.

<https://www.osha.gov/SLTC/etools/evacuation/evaluate.html>

### **Universal Design, Office of Disability Employment Policy (n.d.)**

This Web page provides information on universal design, as well as resources on the topic.

<https://www.dol.gov/odep/topics/UniversalDesign.htm>

### Mitigation of and Protection From Natural Hazards in Education Facilities

#### Managing Pests in Schools, U.S. Environmental Protection Agency (2017)

This Website contains information and resources, such as a Webinar series, on establishing integrated pest management programs and preventing, managing, and mitigating infestations of termites, ants, vertebrate turf pests, bed bugs, head lice, birds, insects, ticks, and rodents in schools. <https://www.epa.gov/managing-pests-schools>

#### Catalog of FEMA Building Science Branch: Publications and Training Courses, Federal Emergency Management Agency (2016)

This publication contains publications, training courses, and workshops that are available regarding natural hazards, including earthquakes, floods, high winds, snow, and wildfires. Examples include identifying the best available refuge areas in existing buildings for protection from tornados and recommendations for mitigating wildfires during the rebuilding of public facilities. [https://www.fema.gov/media-library-data/1476460097383-a315a523cd7a30a1c737b7dd6388400d/FEMA\\_P787\\_2016-508.pdf](https://www.fema.gov/media-library-data/1476460097383-a315a523cd7a30a1c737b7dd6388400d/FEMA_P787_2016-508.pdf)

#### Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms, Federal Emergency Management Agency (2015)

This publication provides recommendations for the design and construction of safe rooms utilized during natural hazards, specifically tornadoes and hurricanes.

[https://www.fema.gov/media-library-data/1467990808182-0272256cba8a35a4e8c35eeff53dd547/fema\\_p361\\_July2016\\_508.pdf](https://www.fema.gov/media-library-data/1467990808182-0272256cba8a35a4e8c35eeff53dd547/fema_p361_July2016_508.pdf)

#### Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards, Federal Emergency Management Agency (2013)

This publication offers information on ways to reduce risk to a multitude of natural hazards such as drought, earthquake, erosion, extreme temperatures, flood, hail, landslide, lightning, sea level rise, severe wind, severe winter weather, storm surge, subsidence, tornado, tsunami, and wildfire. [https://www.fema.gov/media-library-data/20130726-1904-25045-0186/fema\\_mitigation\\_ideas\\_final508.pdf](https://www.fema.gov/media-library-data/20130726-1904-25045-0186/fema_mitigation_ideas_final508.pdf)

#### Snow Load Safety Guide, Federal Emergency Management Agency (2013)

This publication provides building stakeholders with information on the risks a snow event poses to their buildings; preventative measures to take before the snow season; and actions that can be taken before, during, and after a snow event. [https://www.fema.gov/media-library-data/7d8c55d1c4f815edf3d7e7d1c120383f/FEMA957\\_Snowload\\_508.pdf](https://www.fema.gov/media-library-data/7d8c55d1c4f815edf3d7e7d1c120383f/FEMA957_Snowload_508.pdf)

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### **Critical Facilities Located in Tornado-Prone Regions: Recommendations for Facility Owners, Federal Emergency Management Agency (2011)**

This document informs critical facility owners, which include schools, of enhancements that can be made to both existing facilities and those to be developed in order to protect building occupants from and mitigate tornado damage.

[https://rem.ed.gov/docs/Critical\\_Facilities\\_TornadoProneAreas.pdf](https://rem.ed.gov/docs/Critical_Facilities_TornadoProneAreas.pdf)

### **Design Guide for Improving School Safety in Earthquakes, Floods, and High Winds, Federal Emergency Management Agency (2010)**

This guide offers details and recommendations for the protection of K-12 school buildings from natural disasters, specifically earthquakes, floods, and high winds. Its intended audience is design professionals and school officials involved in the technical and financial decisions of school construction, repair, and renovations.

[https://rem.ed.gov/docs/FEMA\\_ImprovingSchoolSafety\\_EarthquakesFloodsWinds.pdf](https://rem.ed.gov/docs/FEMA_ImprovingSchoolSafety_EarthquakesFloodsWinds.pdf)

### **Wildfire Hazard Mitigation Handbook for Public Facilities, Federal Emergency Management Agency (2008)**

This publication provides recommendations for mitigating wildfires during the rebuilding of public facilities. The school, higher ed, and design communities may use this resource to inform the design, construction, and rehabilitation of education facilities.

[https://www.fema.gov/media-library-data/20130726-1715-25045-2934/fema\\_p\\_754.pdf](https://www.fema.gov/media-library-data/20130726-1715-25045-2934/fema_p_754.pdf)

## **Prevention of and Recovery From Technological Hazards in Education Facilities**

### **Lead Concerns During Renovations for a Healthy School Environment, U.S. Environmental Protection Agency (2018)**

This Web page describes common lead hazards in schools and why they are important; provides what you can do to prevent lead exposure; and lists resources from Federal partners, national organizations, and state and local entities.

<https://www.epa.gov/schools-healthy-buildings/lead-concerns-during-renovations-healthy-school-environment>

### **Reducing Lead in Drinking Water in Schools and Child Care Facilities Case Studies Webinar Series, U.S. Environmental Protection Agency (2017)**

This quarterly Webinar series highlights examples of efforts to reduce lead in drinking water in schools and child care facilities. Included are presentations from states, school districts, and/or water systems on best practices, lessons learned, challenges, funding, procedures, and available resources.

<https://www.epa.gov/dwreginfo/reducing-lead-drinking-water-schools-and-child-care-facilities-case-studies-webinar-series>

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**Lead Hotline—The National Lead Information Center, U.S. Environmental Protection Agency and U.S. Department of Housing and Urban Development (n.d.)**

This hotline offers information about lead, lead hazards, and their prevention, Monday through Friday between 8 a.m. and 6 p.m., Eastern Time, at 1-800-424-LEAD [5323].

<https://www.epa.gov/lead/forms/lead-hotline-national-lead-information-center>

**Safe Drinking Water Hotline, U.S. Environmental Protection Agency (n.d.)**

This hotline offers information about a range of drinking water-related topics, including public drinking water systems, Monday through Friday between 10 a.m. and 4 p.m., Eastern Time, at 1-800-426-4791. <https://www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-hotline>

**Lead in Drinking Water in Schools and Childcare Facilities, U.S. Environmental Protection Agency (2017)**

This Web page contains information about drinking water quality in schools, including information on sources of lead in drinking water, guidance materials to assist with testing for lead in drinking water, and information on the laws and regulations concerning lead in drinking water. <https://www.epa.gov/dwreginfo/lead-drinking-water-schools-and-child-care-facilities>

**Radon in Schools, U.S. Environmental Protection Agency (2017)**

This Web page contains information and resources on reducing, managing, measuring, preventing, and reducing radon in schools. <https://www.epa.gov/radon/radon-schools>

**Green Strides, U.S. Department of Education (2016)**

This Website provides resources on innovative practices for making school facilities healthier, safer, and more sustainable. The resources include a Webinar series that provides school communities the tools to reduce their schools' environmental impact and costs, improve health and wellness, and teach effective environmental education.

<https://www2.ed.gov/about/inits/ed/green-strides/index.html>

**Indoor Air Quality Tools for Schools Action Kit, U.S. Environmental Protection Agency (2016)**

This toolkit contains information and resources on carrying out a practical plan to improve indoor air problems at little or no cost using straightforward activities and in-house staff. This includes best practices, industry guidelines, sample policies, and a sample indoor air quality management plan. <https://www.epa.gov/iaq-schools/indoor-air-quality-tools-schools-action-kit>

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### Best Practices for Reducing Near-Road Pollution Exposure at Schools, U.S. Environmental Protection Agency (2015)

This publication provides information on reducing near-road pollution and exposure at schools, including building design and operation strategies, as well as site-related strategies.

[https://rem.s.ed.gov/docs/Mobile\\_docs/EPA\\_Reducing-Near-Road-Pollution-Schools.pdf](https://rem.s.ed.gov/docs/Mobile_docs/EPA_Reducing-Near-Road-Pollution-Schools.pdf)

### Mold Remediation in Schools and Commercial Buildings, U.S. Environmental Protection Agency (2008)

This publication provides recommendations on preventing, investigating, evaluating, and remediating moisture and mold problems in school buildings.

[https://rem.s.ed.gov/docs/Mobile\\_docs/EPA\\_Mold-Remediation-Schools.pdf](https://rem.s.ed.gov/docs/Mobile_docs/EPA_Mold-Remediation-Schools.pdf)

### Mitigation and Prevention of Biological Hazards in Education Facilities

#### *Legionella*: Prevention With Water Management Programs (2018)

This Website contains information and a toolkit for building owners and managers to maintain building water systems in order to reduce the risk of *Legionella* growth and spread.

<https://www.cdc.gov/legionella/wmp/index.html>

### Toolkit for Safe Chemical Management in K-12 Schools, U.S. Environmental Protection Agency (2017)

This Web-based tool kit contains resources on creating chemical management programs and improving chemical management practices in schools, include a safety guide for high school science and chemistry laboratories. <https://www.epa.gov/schools-chemicals/toolkit-safe-chemical-management-k-12-schools>

### Don't Mess With Mercury—A Mercury Spill Prevention Initiative for Schools, Agency for Toxic Substances and Disease Registry (2016)

This Web page contains information and resources on mercury spill prevention in schools, including mercury policies, safe alternatives for products that contain mercury, and safe disposal of mercury. [https://www.atsdr.cdc.gov/dontmesswithmercury/mercury\\_school.html](https://www.atsdr.cdc.gov/dontmesswithmercury/mercury_school.html)

### Environmental Cleaning & Disinfecting for Methicillin-Resistant *Staphylococcus aureus* (MRSA), Centers for Disease Control and Prevention (2016)

This Web page contains information on which disinfectants to use against MRSA, laundry, facility cleaning after a MRSA incident, and specific areas to consider such as surfaces, shared equipment, keyboards, and athletic facilities.

<https://www.cdc.gov/mrsa/community/environment/index.html>



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### Food-Safe Schools Action Guide: Creating a Culture of Food Safety, Food and Nutrition Service (2014)

This guide may be used by school nutrition directors to enhance food safety and effectively communicate food safety messages and efforts to the whole school community.

<https://www.fns.usda.gov/sites/default/files/Food-Safe-Schools-Action-Guide.pdf>

### How to Clean and Disinfect Schools to Help Slow the Spread of Flu, Centers for Disease Control and Prevention (2010)

This publication provides information on cleaning and disinfecting strategies in order to prevent infectious disease and slow the spread of the influenza.

<https://rems.ed.gov/Docs/How to Clean and Disinfect Schools to help Slow the Spread of the Flu.pdf>

### Food Safety and Food Defense for Schools, REMS TA Center (2005)

This *REMSExpress* publication, written with assistance from the Food and Nutrition Service and the National Food Service Management Institute, provides information on food safety and food defense, assessing food service operation hazards, implementing measures to enhance food safety and food defense, and incorporating food safety and food defense into school emergency operations plans. <https://rems.ed.gov/docs/LatestFoodSafetyJune23rd.pdf>

### Prevention of and Protection From Adversarial, Incidental, and Human-Caused Threats in Education Facilities

#### K-12 School Security Guide and School Security Survey, U.S. Department of Homeland Security (2018)

This guidance provides preventive and protective measures to address the threat of gun violence in schools. It features two parts: a document with best practices and a school security survey. <https://www.dhs.gov/publication/k-12-school-security-guide>

#### Cybersecurity Considerations for K-12 Schools and School Districts, REMS TA Center (2017)

In this fact sheet, a brief introduction to common cyber threats facing school and school district networks and systems is presented, including data breaches and malware/scareware. Specific steps to take before, during, and after a cybersecurity incident are identified, including creating firewalls, monitoring networks, and developing and promoting policies on response use.

<https://rems.ed.gov/docs/Cybersecurity K-12 Fact Sheet 508C.pdf>

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### **Cyber Safety Considerations for K-12 Schools and School Districts, REMS TA Center (2017)**

This fact sheet focuses on addressing cyber threats to students, including some of the most common such as cyberbullying and inappropriate content. It describes what schools can do before, during, and after an incident, including creating responsible use policies, filtering and blocking content, stressing digital citizenship, and providing training.

[https://rems.ed.gov/docs/Cyber\\_Safety\\_K-12\\_Fact\\_Sheet\\_508C.pdf](https://rems.ed.gov/docs/Cyber_Safety_K-12_Fact_Sheet_508C.pdf)

### **CPTED School Assessment, Centers for Disease Control and Prevention (2017)**

This document may be used to rate the physical parts of the school that may have an impact on youth fear and aggressive behavior.

[https://rems.ed.gov/docs/CDC\\_CPTEDSchoolAssessment.pdf](https://rems.ed.gov/docs/CDC_CPTEDSchoolAssessment.pdf)

### **Reimagining the Role of Technology in Education, Office of Educational Technology (2017)**

This publication contains technology infrastructure information in the context of the Every Student Succeeds Act and the rise of increased technology use in the education field. This includes considerations for ubiquitous connectivity, responsible use policies, protections for student data and privacy, and device and network management.

<https://tech.ed.gov/files/2017/01/NETP17.pdf>

### **Youth Violence: Using Environmental Design to Prevent School Violence, Centers for Disease Control and Prevention (2016)**

This Web page provides up-to-date information on how CPTED can be applied to school violence prevention. Specifically, it outlines the key principles of CPTED and how those principles can benefit schools.

<https://www.cdc.gov/violenceprevention/youthviolence/cpted.html>

### **Advancing Safe Walking and Bicycling for Youth, National Center for Safe Routes to School and Federal Highway Administration (2016)**

This publication contains approaches and countermeasures that enhance safety for student pedestrians and bicyclists. [https://rems.ed.gov/docs/Mobile\\_docs/FHA\\_Safe-Walking-Bicycling-Youth.pdf](https://rems.ed.gov/docs/Mobile_docs/FHA_Safe-Walking-Bicycling-Youth.pdf)

### **Baldrige Cybersecurity Excellence Builder: Key Questions for Improving Your Organization's Cybersecurity Performance, National Institute of Standards and Technology (2016)**

This self-assessment tool may be used by organizations to better understand the effectiveness of their cybersecurity risk management efforts.

<https://www.nist.gov/sites/default/files/documents/2016/09/15/baldrige-cybersecurity-excellence-builder-draft-09.2016.pdf>

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### How CPTED Can Be An Easy, Cost-Effective Way to Make Your School Safer, Education Facilities Clearinghouse (2015)

This blog post provides information on how schools can use CPTED principles to enhance safety. <https://efc.gwu.edu/2015/04/16/how-cpted-can-be-an-easy-cost-effective-way-to-make-your-school-safer/>

### Framework for Improving Critical Infrastructure Cybersecurity, National Institute of Standards and Technology (2014)

This publication provides a set of cybersecurity activities, outcomes, and informative references; detailed guidance for developing individual organizational profiles; and help in aligning an organization's cybersecurity activities with its resources and risk tolerances. Additionally, it provides a methodology to protect individual privacy and civil liberties, while conducting cybersecurity activities.

<https://www.nist.gov/sites/default/files/documents/cyberframework/cybersecurity-framework-021214.pdf>

### Primer to Design Safe School Projects in Case of Terrorist Attacks and School Shootings, Federal Emergency Management Agency (2012)

This guide provides recommendations for designing education facilities for adversarial, incidental, and human-caused threats. School administrators and the design community may use this resource to enhance school safety through the design, construction, or rehabilitation of school buildings and grounds. [https://www.dhs.gov/xlibrary/assets/st/bips07\\_428\\_schools.pdf](https://www.dhs.gov/xlibrary/assets/st/bips07_428_schools.pdf)

### CPTED Guidebook, National Crime Prevention Council (2003)

This guide provides information on CPTED and is intended for developers, architects, and planners to incorporate its principles in buildings.

[https://remstacenter.org/docs/Mobile\\_docs/CPTED-Guidebook.pdf](https://remstacenter.org/docs/Mobile_docs/CPTED-Guidebook.pdf)