

Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool

Name of Assessor: _____
 School Site Name: _____
 Date: _____

Please check one:

Elementary	<input checked="" type="checkbox"/>
Middle	<input type="checkbox"/>
High	<input type="checkbox"/>
Alternative	<input type="checkbox"/>
Charter	<input type="checkbox"/>

I. Buildings/Facilities & Grounds:

Respond to the following questions and statements.

Building Exterior		Yes	No	N/A	Implement	Improve	Comments
1	School grounds are fenced.	M					
2	Fence gates are in good repair and capable of being locked.	M					
3	Fencing is in good repair with no holes or gaps.	M					
4	Fencing surrounds the entire campus.	M					
5	There is one clearly marked designated entrance for visitors.	M					
6	The name of the school building clearly marks the front entrance.	M					
7	Signs are posted outside to direct visitors to register at the front office.	S					
8	There is lighting that surrounds the perimeter of the building.	M					
9	There is lighting in the staff/student and visitor parking lots.	M					
10	Signs posted on the outside of the building regarding the prohibition of weapons.	M					
11	Signs posted on the building exterior regarding the prohibition of drugs including tobacco.	M					
12	Trees and shrubs are trimmed. (No shrubbery above 2'/ No branches below 8')	M					
13	Classrooms and offices have their room numbers posted on the exterior of the building.	M					
14	All entrances into the main building are numbered above the doorways, with the main entrance as #1, progressing in a clockwise fashion with #2.... Etc.	M					
15	The campus has portable classrooms and they are sequentially numbered/lettered.	M					
16	Restricted areas are clearly marked	M					
17	Bus loading and drop-off areas are clearly defined.	M					

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

I. Building, Facilities and Grounds:

Building Exterior	Yes		Yes	No	N/A	Implement	Improve	Comments/Notes
18	Access to bus loading areas are restricted to other traffic during loading/unloading	S						
19	Staffs are assigned to supervise bus loading/unloading, they wear bright colored vest and carry communication device.	S						
20	Staff/student & visitor parking are clearly marked.	M						
21	Has an after dark campus walk around been conducted to detect potential problem areas	M						
22	Staff & student parking areas are separate.	M						
23	All exterior windows are in good repair and can be locked/secured.	M						
24	There is an access control system and/or procedure for the main buildings.	S						
25	Exterior walls and other campus fixtures are free from graffiti.	M						
26	There are adequate trash receptacles around the campus.	S						
27	Roof access ladders are located and designed to prevent unauthorized access to the roof.	M						
28	Roofs are designed to prevent unauthorized access.	M						
29	Exterior walls are designed to prevent unauthorized access to the roof.	M						
30	Mechanical, electrical and other equipment on the ground is surrounded by a protective enclosure.	M						
31	The play areas have clearly defined boundaries and are protected with fencing.	M						
32	Playground equipment is in good repair.	M						
33	All playground equipment complies with state and all consumer guidelines & practices.	M						
34	Emergency vehicles can access the playgrounds and athletic fields during all seasons and weather conditions.	M						
35	Non authorized vehicular access is restricted to play areas and athletic fields.	M						
36	Out buildings for athletic equipment can be secured.	S						
37	There is clear visual surveillance of playgrounds and equipment from key points around the campus.	S						
38	There are an adequate number of playground supervisors with I.D. vests and communication devices during recess.	S						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

I. Building, Facilities and Grounds:

Building Exterior		Yes	No	N/A	Implement	Improve	Comments/Notes
39	Risk managers/loss control specialists inspect the playgrounds and equipment annually.	M					

I. Buildings, Facilities & Grounds

Building Interior		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Interior doors are in good repair.	M					
2	There are removable ceiling tiles in the bathrooms.	M					
3	Stairways are well lit & free from clutter. M	M					
4	Elevator use is restricted and monitored.	S					
5	Hallways are monitored by staff.	S					
6	Courtyards and commons area are supervised & doors are locked during non-use times.	S					
7	Fire extinguishers are strategically placed throughout the building.	M					
8	Emergency Lighting is located as required by code.	M					
9	Windows are in good repair and capable of being locked from the inside.	M					
10	The security alarm panel is locked and in a secure location.	M					
11	The fire alarm panel is locked and in a secure location.	M					
12	The main office is centrally located and has a clear view of the following:	S					
	A. Main hallway(s)	S					
	B. Main entrance	S					
	C. Parking lot	S					
13	Signs showing visitors the direction to the front office to register are clearly visible inside each entrance to the main building.	S					
14	Mechanical and storage areas are locked and off limits to unauthorized personnel.	M					
15	Blind spots in hallways & stairwells are equipped with parabolic mirrors or other surveillance device.	S					
16	All classrooms, offices, conference rooms are numbered and visible from hallways and/or entrances.	M					
17	Classroom doors have windows that allow visual surveillance to avoid striking people upon opening.	M					
18	All hazardous materials has been identified and inventoried.	M		X			

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

I. Buildings, Facilities & Grounds

Building Interior		Yes	No	N/A	Implement	Improve	Comments/Notes
19	The school uses the Material Safety Data Sheets (MSDS) process for identifying HAZ MAT in science labs, shops & custodial supplies.	M		X			
20	All chemicals used in science classes are identified/inventoried and stored in appropriate containers/lockers.	M		X			
21	All chemicals used in wood, metal & auto body shops are stored properly.	M		X			
22	The fire department has a list of all HAZ MAT stored on site.	M		X			
23	Each classroom is equipped with First Aid kits and/or other emergency medical supplies.	S					
24	Each portable classroom has a fire extinguisher.	M					
25	Exit signs are strategically placed and in working order.	M					
26	Emergency phone numbers are strategically placed in offices and/or classrooms.	S					
27	Evacuation routes are placed in each classrooms, library, offices and hallways.	S					
28	Classroom doors can be secured from inside the room without having to step outside to insert a key.	M					

II. School Security Programs and Practices

Campus Security Assistants/Monitors		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Security staff and building administration have conducted a climate survey of students, staff and parents.	S		X			
2	High risk areas of the campus have been identified and are routinely patrolled.	S		X			
3	Campus Security Assistants/Campus Security Monitors have been trained to use equipment deemed appropriate and approved by the school board.	S		X			
4	Each CSA/CSM has developed a professional development & training plan.	S		X			
5	CSA/CSMs understand the governance & structure of the school system.	S		X			

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Campus Security Assistants/Monitors		Yes	No	N/A	Implement	Improve	Comments/Notes
6	CSA/CSMs have read and understand all of the school policies that pertain to their job.	S		X			
7	CSA/CSMs are familiar with all emergency response plans.	S		X			
8	CSA/CSMs are part of the building safety and or crisis response team.	S		X			
9	CSA/CSMs know the response time for fire and law enforcement.	S		X			Fire___ Law Enforcement___
10	CSA/CSMs work in concert with school administration to conduct searches of students & their property.	S		X			

II. School Security Programs and Practices

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has a security alarm and it covers the following:	M					
	A. All entrances into the main building	M					
	C. Portable Classrooms	M					
	D. Gymnasium	M					
	E. Athletic complexes and other outbuildings.	M					
2	The fire alarm covers all areas of the main building.	M					
3	The fire alarm covers all portable classrooms.	M					
4	Evacuation Procedures:	S					
	A. The school building practices evacuation drills	S					
	B. The building has a plan to evacuate disabled students and staff and drills this plan yearly	S					
	C. Staff and students are oriented yearly regarding evacuation procedures.	S					
	D. There is an accounting procedure for students & staffs.	S					
5	The school has a key control policy & procedure; it covers the following:	S					
	A. Entrance keys are issued to all staff.	S					
	B. Master keys are restricted in distribution.	S					
	C. Keys are issued to outside user groups for non-school activities.	S					
	D. The building can account for all keys.	S					
6	The building has video surveillance cameras	S					
	A. Cameras cover the parking lot	S					

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
	B. Cameras cover the inside hallways	S					
	C. Cameras are strategically placed around the perimeter of the campus and building.	S					
	D. The camera monitors are in secure locations with limited access.	S					
	E. The cameras can be recorded in either a VHS or digital format.	S					
	F. Someone is assigned to observe the monitors.	S					
7	Staffs are assigned to monitor the following. S	S					
	A. The hallways during passing periods	S					
	B. The main entrances	S					
	C. Lunchroom	S					
	D. Periodic bathroom sweeps	S					
	E. Locker rooms	S					
8	Visitors are required to register at the front office.	S					
9	Visitors are required to display a pass/badge. The pass changes/expires daily.	S					
10	Students are required to wear an identification badge. (High School).	S					
11	Staffs are required to wear an identification badge.	S					
13	Front office personnel ask for identification from people/strangers requesting contact with students.	S					
14	Front office staff, administrators and other staffs with a need to know are knowledgeable of current custody orders between students and parents.	S					
15	There is a procedure for releasing students to parents and other adult visitors.	S					
16	Front office staff and administration check the ID of vendors.	S					
17	Staffs are encouraged to greet visitors and direct them to the front office.	S					
18	Staffs have been trained in verbal de-escalation skills.	S					
19	There are cash handling procedures in place to deal with receipts from games, dances and other activities.	S					

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
20	School staffs request the presence of police, the SRO, or school security when large amounts of cash have to be transported to the school safe or bank.	S					
21	There is a formal incident reporting system for students & staff.	S					
22	There is a formal threat assessment process.	S					
23	All classrooms; other rooms are locked when not in use.	S					
24	The school building has given fire & law enforcement floor plans showing the following:	M					
	A. Gas shutoffs	M					
	B. Heat plants/boilers	M					
	C. Haz Mat storage, including science labs	M		X			
	D. Alarm Pulls	M					
	E. Fire Extinguishers	M					
	F. Electrical shutoffs, panels	M					
25	Does law enforcement respond to security alarms after school hours.	M					
26	Do any staff members respond to security alarms after school hours.	M/S					

III All Hazards Crisis Management/Response

Crisis Planning		Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has included parents in crisis management in the following way:	S					
	A. Planning	S					
	B. How to respond to the school and their student during an actual crisis.	S					
	C. How to communicate with the school during a crisis.	S					
2	The building/district has developed a flood evacuation plan.	M					
3	Each crisis is evaluated by school administration & the crisis team no later than two weeks after it occurs.	S					
4	The building has maps & floor plans that have been given to fire/police & EMS.	S					

III All Hazards Crisis Management/Response

Crisis Planning		Yes	No	N/A	Implement	Improve	Comments/Notes
-----------------	--	-----	----	-----	-----------	---------	----------------

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

5	The school building has been "Geo-Mapped".	M						
6	Sites have been identified on & off campus that can be used as incident command centers.	M						
7	There is a first aid response team.	M						
8	The crisis plan is reviewed yearly.	M/S						

III. All Hazards Crisis Management/Response

Emergency Equipment & Supplies			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school is equipped with enough supplies and food to house students & staff up to 48 hours in case of a natural disaster.	S						
2	The school is working in coordination with other agencies like county emergency management/Red Cross for emergency supplies.	M						
3	There are adequate First Aid supplies to care for students and staff.	S						
4	There is enough additional medication that has been prescribed, for students & staff to maintain them for up to 48 hrs.	S						

III. All Hazards Crisis Management/Response

Emergency Equipment & Supplies			Yes	No	N/A	Implement	Improve	Comments/Notes
5	The school has a supply of flashlights and batteries in case of power failure.	M						
6	The school has an emergency weather alert radio receiver.	M						
7	The school has a supply of 2 way radios to use in emergency situations.	M						
8	There is an emergency kit assembled that will aid the accounting of staff and students in case of an evacuation, including a bull horn.	S						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The main building and all portables have an intercom system.	M						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

2	Key personnel have 2 way radio communication.	M						
3	A. 2 way radios have reliable coverage on campus.	M						Yes ____ No ____
	B. Throughout the district.	M						Yes ____ No ____
4	Cell telephones are used for emergency communication.	M						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
5	Back-up communication is in place in case of power outage.	S						
6	The district has developed an emergency communication plan with the following.	M						
	A. Law enforcement	M						
	B. Fire Department	M						
	C. County Emergency Management	M						
	D. Local media (print, voice & video)	M						
	E. Between all buildings in the district.	M						
	F. Communicating with parents at home & work.	M						
7	Phone trees have been developed for the building & district.	M						
8	School buses have reliable communications with district/building personnel. & emergency services.	M						What type?
9	The front office phone has caller I.D. or some other method of tracking incoming calls.	S						
10	The front office has at least one unlisted phone number/line that is less likely to be inoperable during a crisis/emergency.	S						
11	Front office personnel have at least one 2 way radio that is linked to other key staff in the building/district.	S						
12	The front office has an emergency communication link with the school nurse.	S						
13	The front office has key emergency numbers programmed into the phone system.	S						
14	The school has a procedure for notifying the central office about a crisis/emergency.	S						
15	Two-way radios share a frequency with law enforcement.	M						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
16	The building has emergency numbers for all of the following utilities.	M						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

	A. Natural gas/propane	M						
	B. Electric	M						
	C. Water	M						
	D. Irrigation	M						
	E. Telephone	M						

V. Policies and Procedures

Development and Enforcement			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has developed policies & procedures for the following:	S						
	A. Alcohol & other drugs	S						
	B. Weapons & weapon reporting to law enforcement.	S						
	C. Harassment, Intimidation & Bullying	S						
	D. Tobacco prohibition/use on campus	S						
	E. Threat notification	S						
	F. Comprehensive Safe Schools Planning	S						
	G. Student search and seizure; to include lockers & autos in the parking lot, there is a working understanding with law enforcement.	S						
	H. The school has a working agreement with law enforcement for serving warrants and other court orders.	S						
	I. Gang Activity	S						
	J. Evacuation/fire drill	S						
	K. Lockdown	S						
	L. Earthquake	S						
	M. Bomb threat response	S						
	N. The school has developed a policy & procedure for visitor registration.	S						
2	Students are notified/trained yearly in regards to the following policies:	S						
	A. Weapons	S						
	C. Harassment, intimidation & bullying	S						
	D. Search & seizure, including lockers & auto	S						
3	Middle & high school students are required to sign a statement acknowledging they have read and understand the policies.	S						

V. Policies and Procedures

Development and Enforcement			Yes	No	N/A	Implement	Improve	Comments/Notes
-----------------------------	--	--	-----	----	-----	-----------	---------	----------------

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

4	Parents are given copies of policies annually.	S						Notification is required for drug policies.
5	Parents sign and return a sheet acknowledging they have read & understand policies.	S						
6	The school has an open campus policy for students.	S						

VII. Student Involvement & Training

Opportunities for Involvement		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Students are represented on the safety/crisis management team and/or a safe schools advisory council.	S					
2	The school provides opportunities for student involvement related to safety, violence prevention & intervention.	S					
3	The school allows students to become involved in community service projects during school hours.	S					
4	The school has peer mediation/conflict resolution programs that engage students to solve problems.	S					
5	The school has student leadership opportunities for students.	S					
6	Students are formally recognized for their efforts.	S					

VII. Prevention & Intervention Services for Students.

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Students have access to peer mediation/conflict resolution training.	S					
2	Alcohol, tobacco and other drug prevention training is available to students.	S					If yes; how is instruction delivered? _____ In what grades? _____
3	Students are trained in harassment, intimidation and bullying prevention.	S					
4	Students are trained in regards to sexual harassment.	S					
5	Students have access to conflict resolution training and services.	S					
6	Students have access to peer mediation services.	S					

VII. Prevention & Intervention Services for Students.

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
7	Substance abuse prevention instruction/activities are available to students.						In what grades?
8	Substance abuse counseling services are available for students from an intervention specialist.	S					
9	Students have access to school counseling services.	S					
10	Students have been trained in evacuation procedures.	S					
11	Students have been trained on lockdown procedure.	S					
12	There is a suicide prevention policy/procedure/plan in place.	S					

VII. Prevention & Intervention Services for Students.

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
13	School Counseling & Intervention Staff have been trained in suicide intervention.	S					

VIII. Traffic and Pupil Transportation

School Building Parking Lots		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Parking areas for visitors is clearly marked.	M					
2	Parking areas for staff, visitors and students are separated.	M					
3	Student drop-off areas are free from miscellaneous traffic and main roadways.	M					
4	School bus drop-off areas are free from miscellaneous traffic and student/parent drop-off areas.	M/S					
5	Crossing guards are strategically placed in all cross walks adjacent & contiguous to the campus. (Elementary)	S					
8	School buildings have the capability to communicate with school busses during pick-up and drop-off of students.	S					2 way radios____ Cell Phones____ Other____
9	Buses are staged in a way that avoids exhaust from entering building air intakes.	M/S					

IX. Staff Development

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Training		Yes	No	N/A	Implement	Improve	Comments/Notes
1	All staff, including volunteers, security and campus school resource officers has been trained in conflict resolution skills.	M					
2	Staffs have been trained to implement the emergency response crisis management plan.	S					
3	Staff have been trained how to respond to a bomb threat.	S					
4	School volunteers have been trained to respond to emergencies.	S					
5	Substitutes have been trained to respond to emergencies.	S					
6	Staff development opportunities are extended to support staffs.	S					
7	All building employees and volunteers have been trained in harassment, intimidation & bullying.	S					

IX. Staff Development

Training		Yes	No	N/A	Implement	Improve	Comments/Notes
8	Staffs have been trained to recognize early warning signs of violent student behavior.	S					
9	Staffs have been trained in early recognition of substance abuse.	S					
10	Staffs have been trained to recognize the early warning signs of suicide.	S					
11	Staffs have been trained in the appropriate response to student fighting.	S					
	A. Involving weapons	S					
	B. Not involving weapons	S					
12	Staffs have been trained in the following:	S					
	A. Evacuation	S					
	B. Lockdown	S					
	C. Earthquake	S					
	D. Shelter in Place	S					
13	Staffs have been trained in all building discipline policies.	S					

Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool

Name of Assessor: _____
 School Site Name: _____
 Date: _____

Please check one:

Elementary	<input type="checkbox"/>
Middle	<input type="checkbox"/>
High	<input type="checkbox"/>
Alternative	<input type="checkbox"/>
Charter	<input type="checkbox"/>

I. Buildings/Facilities & Grounds:

Respond to the following questions and statements.

Building Exterior		Yes	No	N/A	Implement	Improve	Comments
1	School grounds are fenced.	M					
2	Fence gates are in good repair and capable of being locked.	M					
3	Fencing is in good repair with no holes or gaps.	M					
4	Fencing surrounds the entire campus.	M					
5	There is one clearly marked designated entrance for visitors.	M					
6	The name of the school building clearly marks the front entrance.	M					
7	Signs are posted outside to direct visitors to register at the front office.	S					
8	There is lighting that surrounds the perimeter of the building.	M					
9	There is lighting in the staff/student and visitor parking lots.	M					
10	Signs posted on the outside of the building regarding the prohibition of weapons.	M					
11	Signs posted on the building exterior regarding the prohibition of drugs including tobacco.	M					
12	Trees and shrubs are trimmed. (No shrubbery above 2'/ No branches below 8')	M					
13	Classrooms and offices have their room numbers posted on the exterior of the building.	M					
14	All entrances into the main building are numbered above the doorways, with the main entrance as #1, progressing in a clockwise fashion with #2.... Etc.	M					
15	The campus has portable classrooms and they are sequentially numbered/lettered.	M					
16	Restricted areas are clearly marked	M					
17	Bus loading and drop-off areas are clearly defined.	M					

Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool

I. Building, Facilities and Grounds:

Building Exterior	Yes		Yes	No	N/A	Implement	Improve	Comments/Notes
18	Access to bus loading areas are restricted to other traffic during loading/unloading	S						
19	Staffs are assigned to supervise bus loading/unloading, they wear bright colored vest and carry communication device.	S						
20	Staff/student & visitor parking are clearly marked.	M						
21	Has an after dark campus walk around been conducted to detect potential problem areas	M						
22	Staff & student parking areas are separate.	M						
23	All exterior windows are in good repair and can be locked/secured.	M						
24	There is an access control system and/or procedure for the main buildings.	S						
25	Exterior walls and other campus fixtures are free from graffiti.	M						
26	There are adequate trash receptacles around the campus.	S						
27	Roof access ladders are located and designed to prevent unauthorized access to the roof.	M						
28	Roofs are designed to prevent unauthorized access.	M						
29	Exterior walls are designed to prevent unauthorized access to the roof.	M						
30	Mechanical, electrical and other equipment on the ground is surrounded by a protective enclosure.	M						
31	The play areas have clearly defined boundaries and are protected with fencing.	M						
32	Playground equipment is in good repair.	M						
33	All playground equipment complies with state and all consumer guidelines & practices.	M						
34	Emergency vehicles can access the playgrounds and athletic fields during all seasons and weather conditions.	M						
35	Non authorized vehicular access is restricted to play areas and athletic fields.	M						
36	Out buildings for athletic equipment can be secured.	S						
37	There is clear visual surveillance of playgrounds and equipment from key points around the campus.	S						
38	There are an adequate number of playground supervisors with I.D. vests and communication devices during recess.	S						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

I. Building, Facilities and Grounds:

Building Exterior		Yes	No	N/A	Implement	Improve	Comments/Notes
39	Risk managers/loss control specialists inspect the playgrounds and equipment annually.	M					

I. Buildings, Facilities & Grounds

Building Interior		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Interior doors are in good repair.	M					
2	There are removable ceiling tiles in the bathrooms.	M					
3	Stairways are well lit & free from clutter. M	M					
4	Elevator use is restricted and monitored.	S					
5	Hallways are monitored by staff.	S					
6	Courtyards and commons area are supervised & doors are locked during non-use times.	S					
7	Fire extinguishers are strategically placed throughout the building.	M					
8	Emergency Lighting is located as required by code.	M					
9	Windows are in good repair and capable of being locked from the inside.	M					
10	The security alarm panel is locked and in a secure location.	M					
11	The fire alarm panel is locked and in a secure location.	M					
12	The main office is centrally located and has a clear view of the following:	S					
	A. Main hallway(s)	S					
	B. Main entrance	S					
	C. Parking lot	S					
13	Signs showing visitors the direction to the front office to register are clearly visible inside each entrance to the main building.	S					
14	Mechanical and storage areas are locked and off limits to unauthorized personnel.	M					
15	Blind spots in hallways & stairwells are equipped with parabolic mirrors or other surveillance device.	S					
16	All classrooms, offices, conference rooms are numbered and visible from hallways and/or entrances.	M					
17	Classroom doors have windows that allow visual surveillance to avoid striking people upon opening.	M					
18	All hazardous materials has been identified and inventoried.	M					

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

I. Buildings, Facilities & Grounds

Building Interior		Yes	No	N/A	Implement	Improve	Comments/Notes
19	The school uses the Material Safety Data Sheets (MSDS) process for identifying HAZ MAT in science labs, shops & custodial supplies.	M					
20	All chemicals used in science classes are identified/inventoried and stored in appropriate containers/lockers.	M					
21	All chemicals used in wood, metal & auto body shops are stored properly.	M					
22	The fire department has a list of all HAZ MAT stored on site.	M					
23	Each classroom is equipped with First Aid kits and/or other emergency medical supplies.	S					
24	Each portable classroom has a fire extinguisher.	M					
25	Exit signs are strategically placed and in working order.	M					
26	Emergency phone numbers are strategically placed in offices and/or classrooms.	S					
27	Evacuation routes are placed in each classrooms, library, offices and hallways.	S					
28	Classroom doors can be secured from inside the room without having to step outside to insert a key.	M					

II. School Security Programs and Practices

Campus Security Assistants/Monitors		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Security staff and building administration have conducted a climate survey of students, staff and parents.	S					
2	High risk areas of the campus have been identified and are routinely patrolled.	S					
3	Campus Security Assistants/Campus Security Monitors have been trained to use equipment deemed appropriate and approved by the school board.	S					
4	Each CSA/CSM has developed a professional development & training plan.	S					
5	CSA/CSMs understand the governance & structure of the school system.	S					

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Campus Security Assistants/Monitors		Yes	No	N/A	Implement	Improve	Comments/Notes
6	CSA/CSMs have read and understand all of the school policies that pertain to their job.	S					
7	CSA/CSMs are familiar with all emergency response plans.	S					
8	CSA/CSMs are part of the building safety and or crisis response team.	S					
9	CSA/CSMs know the response time for fire and law enforcement.	S					Fire___ Law Enforcement___
10	CSA/CSMs work in concert with school administration to conduct searches of students & their property.	S					

II. School Security Programs and Practices

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has a security alarm and it covers the following:	M					
	A. All entrances into the main building	M					
	C. Portable Classrooms	M					
	D. Gymnasium	M					
	E. Athletic complexes and other outbuildings.	M					
2	The fire alarm covers all areas of the main building.	M					
3	The fire alarm covers all portable classrooms.	M					
4	Evacuation Procedures:	S					
	A. The school building practices evacuation drills	S					
	B. The building has a plan to evacuate disabled students and staff and drills this plan yearly	S					
	C. Staff and students are oriented yearly regarding evacuation procedures.	S					
	D. There is an accounting procedure for students & staffs.	S					
5	The school has a key control policy & procedure; it covers the following:	S					
	A. Entrance keys are issued to all staff.	S					
	B. Master keys are restricted in distribution.	S					
	C. Keys are issued to outside user groups for non-school activities.	S					
	D. The building can account for all keys.	S					
6	The building has video surveillance cameras	S					
	A. Cameras cover the parking lot	S					

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
	B. Cameras cover the inside hallways	S					
	C. Cameras are strategically placed around the perimeter of the campus and building.	S					
	D. The camera monitors are in secure locations with limited access.	S					
	E. The cameras can be recorded in either a VHS or digital format.	S					
	F. Someone is assigned to observe the monitors.	S					
7	Staffs are assigned to monitor the following. S	S					
	A. The hallways during passing periods	S					
	B. The main entrances	S					
	C. Lunchroom	S					
	D. Periodic bathroom sweeps	S					
	E. Locker rooms	S					
8	Visitors are required to register at the front office.	S					
9	Visitors are required to display a pass/badge. The pass changes/expires daily.	S					
10	Students are required to wear an identification badge. (High School).	S					
11	Staffs are required to wear an identification badge.	S					
13	Front office personnel ask for identification from people/strangers requesting contact with students.	S					
14	Front office staff, administrators and other staffs with a need to know are knowledgeable of current custody orders between students and parents.	S					
15	There is a procedure for releasing students to parents and other adult visitors.	S					
16	Front office staff and administration check the ID of vendors.	S					
17	Staffs are encouraged to greet visitors and direct them to the front office.	S					
18	Staffs have been trained in verbal de-escalation skills.	S					
19	There are cash handling procedures in place to deal with receipts from games, dances and other activities.	S					

II. School Security Programs and Practices

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

School Safety & Security Practices		Yes	No	N/A	Implement	Improve	Comments/Notes
20	School staffs request the presence of police, the SRO, or school security when large amounts of cash have to be transported to the school safe or bank.	S					
21	There is a formal incident reporting system for students & staff.	S					
22	There is a formal threat assessment process.	S					
23	All classrooms; other rooms are locked when not in use.	S					
24	The school building has given fire & law enforcement floor plans showing the following:	M					
	A. Gas shutoffs	M					
	B. Heat plants/boilers	M					
	C. Haz Mat storage, including science labs	M					
	D. Alarm Pulls	M					
	E. Fire Extinguishers	M					
	F. Electrical shutoffs, panels	M					
25	Does law enforcement respond to security alarms after school hours.	M					
26	Do any staff members respond to security alarms after school hours.	M/S					

III All Hazards Crisis Management/Response

Crisis Planning		Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has included parents in crisis management in the following way:	S					
	A. Planning	S					
	B. How to respond to the school and their student during an actual crisis.	S					
	C. How to communicate with the school during a crisis.	S					
2	The building/district has developed a flood evacuation plan.	M					
3	Each crisis is evaluated by school administration & the crisis team no later than two weeks after it occurs.	S					
4	The building has maps & floor plans that have been given to fire/police & EMS.	S					

III All Hazards Crisis Management/Response

Crisis Planning		Yes	No	N/A	Implement	Improve	Comments/Notes
-----------------	--	-----	----	-----	-----------	---------	----------------

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

5	The school building has been "Geo-Mapped".	M						
6	Sites have been identified on & off campus that can be used as incident command centers.	M						
7	There is a first aid response team.	M						
8	The crisis plan is reviewed yearly.	M/S						

III. All Hazards Crisis Management/Response

Emergency Equipment & Supplies			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school is equipped with enough supplies and food to house students & staff up to 48 hours in case of a natural disaster.	S						
2	The school is working in coordination with other agencies like county emergency management/Red Cross for emergency supplies.	M						
3	There are adequate First Aid supplies to care for students and staff.	S						
4	There is enough additional medication that has been prescribed, for students & staff to maintain them for up to 48 hrs.	S						

III. All Hazards Crisis Management/Response

Emergency Equipment & Supplies			Yes	No	N/A	Implement	Improve	Comments/Notes
5	The school has a supply of flashlights and batteries in case of power failure.	M						
6	The school has an emergency weather alert radio receiver.	M						
7	The school has a supply of 2 way radios to use in emergency situations.	M						
8	There is an emergency kit assembled that will aid the accounting of staff and students in case of an evacuation, including a bull horn.	S						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The main building and all portables have an intercom system.	M						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

2	Key personnel have 2 way radio communication.	M						
3	A. 2 way radios have reliable coverage on campus.	M						Yes ____ No ____
	B. Throughout the district.	M						Yes ____ No ____
4	Cell telephones are used for emergency communication.	M						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
5	Back-up communication is in place in case of power outage.	S						
6	The district has developed an emergency communication plan with the following.	M						
	A. Law enforcement	M						
	B. Fire Department	M						
	C. County Emergency Management	M						
	D. Local media (print, voice & video)	M						
	E. Between all buildings in the district.	M						
	F. Communicating with parents at home & work.	M						
7	Phone trees have been developed for the building & district.	M						
8	School buses have reliable communications with district/building personnel. & emergency services.	M						What type?
9	The front office phone has caller I.D. or some other method of tracking incoming calls.	S						
10	The front office has at least one unlisted phone number/line that is less likely to be inoperable during a crisis/emergency.	S						
11	Front office personnel have at least one 2 way radio that is linked to other key staff in the building/district.	S						
12	The front office has an emergency communication link with the school nurse.	S						
13	The front office has key emergency numbers programmed into the phone system.	S						
14	The school has a procedure for notifying the central office about a crisis/emergency.	S						
15	Two-way radios share a frequency with law enforcement.	M						

IV. Communications

Equipment & Planning			Yes	No	N/A	Implement	Improve	Comments/Notes
16	The building has emergency numbers for all of the following utilities.	M						

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

	A. Natural gas/propane	M						
	B. Electric	M						
	C. Water	M						
	D. Irrigation	M						
	E. Telephone	M						

V. Policies and Procedures

Development and Enforcement			Yes	No	N/A	Implement	Improve	Comments/Notes
1	The school has developed policies & procedures for the following:	S						
	A. Alcohol & other drugs	S						
	B. Weapons & weapon reporting to law enforcement.	S						
	C. Harassment, Intimidation & Bullying	S						
	D. Tobacco prohibition/use on campus	S						
	E. Threat notification	S						
	F. Comprehensive Safe Schools Planning	S						
	G. Student search and seizure; to include lockers & autos in the parking lot, there is a working understanding with law enforcement.	S						
	H. The school has a working agreement with law enforcement for serving warrants and other court orders.	S						
	I. Gang Activity	S						
	J. Evacuation/fire drill	S						
	K. Lockdown	S						
	L. Earthquake	S						
	M. Bomb threat response	S						
	N. The school has developed a policy & procedure for visitor registration.	S						
2	Students are notified/trained yearly in regards to the following policies:	S						
	A. Weapons	S						
	C. Harassment, intimidation & bullying	S						
	D. Search & seizure, including lockers & auto	S						
3	Middle & high school students are required to sign a statement acknowledging they have read and understand the policies.	S						

V. Policies and Procedures

Development and Enforcement			Yes	No	N/A	Implement	Improve	Comments/Notes
-----------------------------	--	--	-----	----	-----	-----------	---------	----------------

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

4	Parents are given copies of policies annually.	S						Notification is required for drug policies.
5	Parents sign and return a sheet acknowledging they have read & understand policies.	S						
6	The school has an open campus policy for students.	S						

VII. Student Involvement & Training

Opportunities for Involvement		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Students are represented on the safety/crisis management team and/or a safe schools advisory council.	S					
2	The school provides opportunities for student involvement related to safety, violence prevention & intervention.	S					
3	The school allows students to become involved in community service projects during school hours.	S					
4	The school has peer mediation/conflict resolution programs that engage students to solve problems.	S					
5	The school has student leadership opportunities for students.	S					
6	Students are formally recognized for their efforts.	S					

VII. Prevention & Intervention Services for Students.

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Students have access to peer mediation/conflict resolution training.	S					
2	Alcohol, tobacco and other drug prevention training is available to students.	S					If yes; how is instruction delivered? _____ In what grades? _____
3	Students are trained in harassment, intimidation and bullying prevention.	S					
4	Students are trained in regards to sexual harassment.	S					
5	Students have access to conflict resolution training and services.	S					
6	Students have access to peer mediation services.	S					

VII. Prevention & Intervention Services for Students.

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
7	Substance abuse prevention instruction/activities are available to students.						In what grades?
8	Substance abuse counseling services are available for students from an intervention specialist.	S					
9	Students have access to school counseling services.	S					
10	Students have been trained in evacuation procedures.	S					
11	Students have been trained on lockdown procedure.	S					
12	There is a suicide prevention policy/procedure/plan in place.	S					

VII. Prevention & Intervention Services for Students.

Prevention Education & Training		Yes	No	N/A	Implement	Improve	Comments/Notes
13	School Counseling & Intervention Staff have been trained in suicide intervention.	S					

VIII. Traffic and Pupil Transportation

School Building Parking Lots		Yes	No	N/A	Implement	Improve	Comments/Notes
1	Parking areas for visitors is clearly marked.	M					
2	Parking areas for staff, visitors and students are separated.	M					
3	Student drop-off areas are free from miscellaneous traffic and main roadways.	M					
4	School bus drop-off areas are free from miscellaneous traffic and student/parent drop-off areas.	M/S					
5	Crossing guards are strategically placed in all cross walks adjacent & contiguous to the campus. (Elementary)	S					
8	School buildings have the capability to communicate with school busses during pick-up and drop-off of students.	S					2 way radios____ Cell Phones____ Other____
9	Buses are staged in a way that avoids exhaust from entering building air intakes.	M/S					

IX. Staff Development

**Lodi Unified School District
Readiness and Emergency Management for Schools (REMS)
School Safety/Security/Vulnerability - Assessment Tool**

Training		Yes	No	N/A	Implement	Improve	Comments/Notes
1	All staff, including volunteers, security and campus school resource officers has been trained in conflict resolution skills.	M					
2	Staffs have been trained to implement the emergency response crisis management plan.	S					
3	Staff have been trained how to respond to a bomb threat.	S					
4	School volunteers have been trained to respond to emergencies.	S					
5	Substitutes have been trained to respond to emergencies.	S					
6	Staff development opportunities are extended to support staffs.	S					
7	All building employees and volunteers have been trained in harassment, intimidation & bullying.	S					

IX. Staff Development

Training		Yes	No	N/A	Implement	Improve	Comments/Notes
8	Staffs have been trained to recognize early warning signs of violent student behavior.	S					
9	Staffs have been trained in early recognition of substance abuse.	S					
10	Staffs have been trained to recognize the early warning signs of suicide.	S					
11	Staffs have been trained in the appropriate response to student fighting.	S					
	A. Involving weapons	S					
	B. Not involving weapons	S					
12	Staffs have been trained in the following:	S					
	A. Evacuation	S					
	B. Lockdown	S					
	C. Earthquake	S					
	D. Shelter in Place	S					
13	Staffs have been trained in all building discipline policies.	S					