



## LCSD SAFETY & SECURITY ASSESSMENT

### NAME OF SCHOOL \_\_\_\_\_

Date of Assessment \_\_\_\_\_ Assessed By: \_\_\_\_\_

Directions: Evaluate your school with respect to each question by placing an X in the columns labeled YES or NO. Yes responses are indicators of safe school conditions.

NEIGHBORHOOD & SURROUNDING AREA	YES	NO	COMMENTS
1. Adequate school zone & speed signage in surrounding area.			
2. Neighborhood watch or partnership has been established.			
3. Vehicles drive appropriately in school zone.			
4. Sidewalks & crosswalks are available for student walkers.			
5. Other:			
BUILDING EXTERIOR	YES	NO	COMMENTS
1. Roofs are accessible only by a ladder.			
2. "Drug-Free School Zone" & "Weapon-Free School Zone" signs are posted.			
3. "Visitors Must Report To Office" signs are posted at all exterior entrances.			
4. Visitor entrance is clearly identified.			
5. "Supervision Hours" signs are posted in prominent locations.			
6. Adequate lighting at all exterior entrances.			
7. Adequate lighting around building.			
8. School grounds are free of graffiti & trash.			
9. Shrubs/foilage trimmed - good line of vision.			
10. Exterior doors & locks are in good condition.			
11. Exterior doors & windows are locked before & after school.			
12. Exterior windows & locks are in good condition.			
13. Basement windows are protected - grills, etc.			
14. Blinds/curtains closed in rooms containing computers & valuable equipment.			
15. Outside entrances are numbered to direct emergency vehicles.			
16. School grounds are fenced to prevent unauthorized vehicles & public access.			
17. Dangerous equipment & utilities are protected & secured.			
18. Exterior door to kitchen is kept locked, has peephole & adequate doorbell.			
19. Exterior entrance to kitchen has adequate lighting.			
20. Good visibility of bike racks from building.			
21. Intercom Notification System works adequately in exterior gathering areas.			
22. Other:			

ARRIVAL & DISMISSAL	YES	NO	COMMENTS
1. Supervision is in place before students arrive. (note time of first student arrivals)			
2. Bus zones & parent drop-off/pick-up zones are separate.			
3. Bus loading zones have restricted access & are clearly marked.			
4. Bus area is supervised when students are present. (note time of first supervisor)			
5. Parent drop-off/pick-up area is clearly marked.			
6. Parent drop-off/pick-up area is supervised when students are present.			
7. Sidewalks are provided for student walkers.			
8. Crossing guards are provided to assist elementary children.			
9. Vehicles drive within appropriate speed limit.			
10. Adequate lighting in parking lots.			
11. Adequate number of parking spaces for staff & visitors.			
12. Student access to parking lots is restricted to arrival/dismissal for high school.			
13. Student parking is available by permit only.			
14. Parking lot is supervised during arrival & dismissal.			
15. Other:			
HALLS & COMMON AREAS	YES	NO	COMMENTS
1. School rules are posted and clearly visible throughout school.			
2. Students interviewed know school rules.			
3. Students wear visible hall passes when not in class (during class-time).			
4. Halls are supervised during passing time.			
5. Common areas are supervised when students are present.			
6. Unused entrances are locked during school day.			
7. Halls & common areas are free of graffiti & trash.			
8. Students adhere to school dress code.			
9. Students adhere to hands-off policy.			
10. Students interviewed know emergency procedures.			
11. Fire extinguishers are checked annually by fire-inspection company.			
12. Fire extinguishers are checked monthly by school staff: (pin in place, gauge in green zone, properly labeled.)			
13. Fire extinguishers that are not visible have visible signage.			
14. Combustible decorations/student work is within safety limits: (does not exceed 20% of wall or door surfaces.)			
15. Fire exits, doors, corridors & stairways are free of obstructions & at least 22 inches wide.			
16. Exit doors open & close easily & exit signs are well lit.			
17. Doors with panic hardware are free of locks/latches/chains.			
18. Other:			

CUSTODIAL ROOMS & PROCEDURES		YES	NO	COMMENTS
1.	Mechanical rooms & custodial rooms are secured at all times.			
2.	Custodians carry two-way radio for communication with office & administration.			
3.	Custodians have been trained on building emergency procedures & participate in all drills.			
4.	Damage caused by graffiti, broken glass, and other vandalism are immediately repaired (before school opens).			
5.	Combustible waste materials are stored in non-combustible containers and emptied regularly.			
6.	Fire protection equipment is free of obstructions (alarm panels, fire extinguishers, sprinkler control valves.)			
7.	There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)			
8.	Attic scuttle openings are closed.			
9.	Breakers in electrical panels are labeled; spares are in off position.			
10.	Electrical panels have 36 inches of clearance.			
11.	All containers including spray bottles are properly labeled.			
12.	MSDS notebook location is known & notebook is easily accessible.			
13.	Procedures are in place for unlocking/locking doors before, during & after school.			
14.	High-risk areas (main office, cafeteria, store, computers, etc) are secured after hours.			
15.	Unused portions of building are secured after hours.			
16.	Other:			
PLAY GROUNDS & SOCIAL AREAS		YES	NO	COMMENTS
1.	Play areas are fenced for the safety of students. (vehicular access restricted)			
2.	Play equipment is in good condition.			
3.	Surface of play area is in good condition.			
4.	Play areas are free of hazards.			
5.	Good visibility in play areas (look for barriers to line of sight)			
6.	Interaction between students is generally positive.			
7.	Play/Social areas are adequately supervised when students are present. (supervisor – student ratios, size of areas, barriers, etc)			
8.	Active Supervision principles are applied consistently: (movement, scanning, positive interactions with students, pre-corrections, consequence rule infractions.)			
9.	Other:			
10.	Other:			

<b>KITCHEN &amp; EATING AREAS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Access to kitchen by students is restricted and/or with adult supervision only.			
2. Eating areas are supervised when students are present.			
3. Adequate seating in eating areas.			
4. Eating areas are clean and free of trash.			
5. Traffic flow of students is organized and time waiting in line is minimal.			
6. Cleaning supplies are properly marked and stored away from food.			
7. Interior entrance to kitchen is locked when staff is not present.			
8. Knives & dangerous objects are stored in a secured place.			
9. Kitchen hood serviced every 6 months/fusible links replaced yearly.			
10.All kitchen staff have been trained in emergency procedures & participate in drills.			
11.Walk in refrigeration units have easy escape doors.			
12. Other:			
13.Other:			
<b>RESTROOMS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Restroom stalls are equipped with doors or fire resistant curtains.			
2. Restrooms/locker rooms have adequate lighting.			
3. Restrooms are clean, odor free, and free of trash.			
4. Restroom walls, mirrors, & interior stall doors are free of graffiti.			
5. Other:			
<b>CLASSROOMS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Classroom doors are locked & lights are turned off when room is vacant.			
2. Emergency Plan is posted in all rooms.			
3. Evacuation route map posted in all rooms.			
4. Intercom system and phone work in all rooms.			
5. Cover plates are on all electrical junction boxes (outlets/switches).			
6. Electrical outlets within 6 feet of water are GFCI protected.			
7. Power strips are used in place of extension cords.			
8. Cords are properly secured to avoid tripping.			
9. A system is in place to track student exit & return. Hall passes are used consistently.			
10.Staff wears visible ID.			
11.Classroom rules are posted and consistent with school-wide rules.			
12.New staff has been trained on building emergency procedures during current school year.			
13.Other:			
14.Other:			

OFFICE & ADMINISTRATION	YES	NO	COMMENTS
1. Lobby entrance is visible from front office, (or cameras are used to accomplish this.)			
2. Visitors, parents & volunteers are required to sign in at office & wear visible ID.			
3. Student sign-out log is required.			
4. Adults not listed on student registration form are required to have written permission to pick up students.			
5. Local fire & police departments have current school maps, contact lists and keys to school buildings.			
6. Two-way radios are assigned to & carried by staff (administrators, custodians, front office, outside classes)			
7. Portables have front office communication & receive fire alarm notification.			
8. Intercom/two-way notification system works, and can be heard in all areas of campus.			
9. A key-control system is in place.			
10. Supervision Schedule is current. (Attach copy to this form.)			
11. Safety committee meets monthly & minutes are posted in a prominent location for staff to view.			
12. OR-OSHA poster <i>Job Safety &amp; Health</i> is displayed in prominent area.			
13. Medications for students are properly stored & secured. (Review log to verify.)			
14. A system is in place for staff, students & parents to anonymously report problems (hotline, designated staff, tip box, etc)			
15. District drill schedule is followed. Drill Evaluation Forms are utilized & given to District Safety Officer.			
16. A SAFE Team has been established & trained. (Attach copy of roles & responsibilities.)			
17. All classified staff has been trained on emergency procedures during current school year.			
18. A system is in place to train substitute staff on emergency procedures.			
19. First aid kits are properly stocked and readily accessible.			
20. Crisis Response Team Kit fully stocked?			Location:
21. Additional Comments:			

<b>Areas of Recognition</b>	<b>Who Needs Recognition</b>
Record commendable areas of safe school conditions and staff members who are involved with these efforts.	

<b>Areas of Concern</b>		
<b>Record areas that need attention...</b>		
<b>Area of Concern</b>	<b>Recommendation</b>	<b>Completed</b>
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed

		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
<b>Area of Concern</b>	<b>Recommendation</b>	<b>Completed</b>
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No

		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
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		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
<b>Area of Concern</b>	<b>Recommendation</b>	<b>Completed</b>



		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____
		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
		Completed Date ____/____/____

NOTES:

Sincerely,

Sue Graves

Safety Coordinator, LCSD  
541-270-4367



## Safety Committee

**Quarterly Workplace Safety Inspection:**    Nov    Feb    May

Post with Safety Committee Minutes ~ Copy to Susan Graves, Safety Coordinator



**School:**

**Inspection Date:**

**Inspected By:**

GROUNDS & BUILDING ENTRANCE	OK or DATE COMPLETE	DESCRIPTION & LOCATION IF NOT OK	TIMELINE TO FIX	WHO WILL FOLLOW-UP?
Adequate lighting in parking lots and at all exterior entrances				
Grounds are free of unusual hazards such as holes, protrusions, and other obstacles				
Trees are free of loose branches or protruding roots				
Surface of sidewalks, walkways, play areas & other supervision areas are in good condition				
Windows are in good condition				
Trash storage area neat and kept clean				
Other				
EXITS AND CORRIDORS	OK or DATE COMPLETE	DESCRIPTION & LOCATION IF NOT OK	TIMELINE TO FIX	WHO WILL FOLLOW-UP?
Fire exits, doors, halls, & corridors are free of obstructions & are at least 22 inches wide.				
Stairwells are free of obstructions and other hazards				
All emergency exits properly marked "Exit"				
Exit lights working, inspected, and tested during quarterly inspection				

Exit doors open & close easily				
Doors with panic hardware are free of locks/latches/chains				
Handrails and stair treads are in good condition				
Carpets and mats are secure and there are no tripping hazards				
Other:				
<b>FIRST AID</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
Employees are trained in First Aid/CPR/AED (Ratio = 60 students to 1 staff)				
First aid kits are properly stocked and readily accessible. (Health Room, Field Trips)				
Location of AED is known:		Location:		
Other:				
<b>FIRE PREVENTION &amp; LIFE SAFETY</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
Fire extinguishers are checked annually by fire-inspection company.				
Fire extinguishers are checked monthly: (pin in place, gauge in green zone, properly labeled.)				
Fire extinguishers that are not visible have visible signage.				
Fire extinguishers are properly mounted on the wall.				

Breakers in electrical panels are labeled; spares are in off position.				
Electrical panels have 36 inches of clearance.				
Work areas are free of hazardous materials				
Boiler & mechanical rooms are free of obstructions. Do not use for storage.				
Fire protection equipment is free of obstructions (alarm panels, fire extinguishers, sprinkler control valves.)				
Walls and ceilings are fully intact (no holes or cracks visible)				
Other:				
<b>CLASSROOMS &amp; COMMON AREAS</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
Building fire escape maps & Emergency Plans are properly posted in all rooms				
Bookshelves are secured to the adjacent wall				
There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)				
Electrical outlets within 6 feet of water are GFCI protected.				
Power strips are used in place of extension cords. No doubling up or piggy-backing. No extension cords to power strips.				
Cords are properly secured to avoid tripping.				
Storage areas are clean and free from clutter				

Equipment is properly secured to any moveable carts (including TVs)				
Floors free of holes, slippery areas, and loose materials				
Trash containers are available				
Safety Committee Minutes & Inspections are posted in prominent location for all staff to see.		Location:		
<b>RESTROOMS</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
Restrooms are free of water hazards.				
Water and other liquid spills are cleaned up promptly, wet floor warning signs are used				
Toilets flush properly				
Other:				
<b>CUSTODIAL RMS/KITCHENS/SCIENCE RMS</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
All containers, including cleaning supplies are properly labeled and stored away from food.				
MSDS notebook location is known & notebook is easily accessible.		Location:		
Chemicals in Science rooms are properly labeled and stored				
Walk in refrigeration units have easy escape doors.				
Thermometers are installed in ALL refrigerators (including staff rooms)				
Cover plates are on all electrical junction boxes				

(outlets/switches).				
Ladders are in good condition and are secured properly to the wall				
Other:				
<b>EQUIPMENT</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
Machinery and equipment is properly maintained				
Belts, gears, chains, clutches and shafts are properly guarded				
Safety equipment is worn when required				
All wall outlets are in safe condition and are not overloaded				
All appliances and small equipment are properly grounded				
<b>EMPLOYEE CONCERNS/OTHER OBSERVATIONS</b>	<b>OK or DATE COMPLETE</b>	<b>DESCRIPTION &amp; LOCATION IF NOT OK</b>	<b>TIMELINE TO FIX</b>	<b>WHO WILL FOLLOW-UP?</b>
