



POSSafetyNetSM: ASSESSMENT WORKSHEET & CERTIFICATION PROGRAM

An Assessment Worksheet for Best-practice Safety Programs to Standardize, Unify and Certify Gun Safety and Security Policies in Our K-12 Schools.

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PossafetynetSM Assessment Overview

4 Pillars of the PossafetynetSM Assessment

There is no magic solution that will deliver the safety and security we all want for our children. But there is a clear path forward. Ultimately, the schools that have assessed, planned, trained, and prepared will be those best positioned to protect our most valuable national assets: our students.

1. School safety is the responsibility of everyone; staff, students, parents, and the community.
2. Evaluation is one tool that, if used effectively, can provide a snapshot of the school's level of safety and identify those areas that need improvement.
3. Our proactive process helps to ensure that students can maximize their learning potential within a safe and secure environment.
4. School safety encompasses multiple domains within the school environment that must be reviewed altogether when assessing the level of safety for students.

10 Essential Components of the PossafetynetSM Assessment

How often should a safety assessment be conducted? A complete safety evaluation should be conducted every two years. A review of the identified implementation and improvements noted in the complete assessment should be conducted on an annual basis.

1. Development and Enforcement of Standardized Policies
2. Procedures for Data Collection
3. Development of Intervention and Prevention Plans
4. Level of Staff Development
5. Opportunities for Student involvement
6. Level of Parent and Community Involvement
7. Role of Law Enforcement
8. Standards for Safety and Security Personnel
9. Safety and Security of Buildings and Grounds
10. Development of Emergency Response Plans

Know Before You Go: PossafetynetSM Assessment Preparation

It is recommended that a team be established to conduct the school safety evaluation. Assessments may also be conducted by qualified, private organizations outside the school system.

Basic School Information

Please check the box indicating which best describes the school being assessed:

- | | | | |
|------------------|--------------------------------------------|----------------------------------------|--------------------------------------|
| School Level: | <input type="checkbox"/> Elementary School | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School |
| Geographic Area: | <input type="checkbox"/> Urban | <input type="checkbox"/> Suburban | <input type="checkbox"/> Rural |
| Budget: | <input type="checkbox"/> Limited | <input type="checkbox"/> Adequate | <input type="checkbox"/> Ample |

School District

School Name

School Address

Primary Contact Name

Primary Contact Phone & Email

Additional Resources for Assessment

Assessment Team members should review the following documents and materials, preferably in advance of the on-site visit:

- Student / Staff Code of Conduct
- Data on Student Discipline Referrals
- Criminal Data (Reported by the School and by the Surrounding Community)
- Blueprint of the School
- Crisis Management Plan
- [State Department of Education - Homeland Security System for Schools](#)

PossafetynetSM Assessment Checklist

School Exterior Security Assessment	YES	NO	IMPLEMENT	IMPROVE
School grounds are fenced:				
→ If yes, approximate height: ____ ' ____ "				
Shrubs and foliage are trimmed to allow for a good line of sight (3'-0"/8'- 0" rule):				
All poisonous shrubs, trees, and foliage have been removed:				
Shrubs near the building have been trimmed "up" to allow for a view of the bottom of the building:				
Basement windows are protected with grill or well cover				
All areas of school buildings and grounds are accessible to patrolling security vehicles				
There is adequate lighting around the building:				
Lighting is provided at entrances and other points of possible intrusion:				
Directional lights are aimed at the building:				
Exterior light fixtures are securely mounted				
Play areas are fenced:				
Playground equipment has tamper-proof fasteners:				
Doors accessing internal courtyards are securely locked from the inside				
The school ground is free from trash or debris:				
The school is free of graffiti:				

School Exterior Security Assessment Cont.	YES	NO	IMPLEMENT	IMPROVE
Ground floor windows have:				
→ No broken panes				
→ Locking hardware in working order				
There is a schedule for maintenance of:				
→ Outside Lights				
→ Locks/Hardware				
→ Storage Sheds				
→ Windows				
→ Other Exterior Buildings				

Parking Lot & Student Loading Zones	YES	NO	IMPLEMENT	IMPROVE
The parking lot is lit properly and all lights are functioning:				
Parent drop-off and pick-up area are clearly defined:				
Bus loading and drop-off zones are clearly designated:				
Access to bus loading area is restricted to other vehicles during loading/unloading:				
Staff is assigned to bus loading/drop off areas:				
Students/Staff are issued parking stickers for assigned parking areas:				
Student access to the parking area is restricted to arrival and dismissal times:				
Staff and visitor parking has been designated:				
Driver education vehicles are secured:				

Visitation Process & Building Access Signage	YES	NO	IMPLEMENT	IMPROVE
There is one clearly designated entrance for visitors:				
Signs are posted instructing visitors to report to the main office near the designated entrance:				
The main entrance is visible from the main office:				
Administrative staff maintains a highly visible profile:				
Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school:				
Students are required to have written permission to leave school during school hours:				
All staff (Full and part-time) are issued ID cards that are worn in a manner that is visible:				
Areas restricted to students are properly identified:				
Proper identification is required of vendors and repairmen:				
Restricted areas are clearly marked:				
Additional entries to the building are controlled and supervised:				
All exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D.:				
Outside hardware has been removed from all doors except at points of entry:				

School Interior Security	YES	NO	IMPLEMENT	IMPROVE
The P.A. system works properly:				
→ Can it be accessed from several areas in the school?				
→ Can it be heard, and understood, outside?				
Doors are locked when classrooms are vacant:				
Faculty members are required to lock classrooms upon leaving:				
Unused areas of the school can be closed off during after school activities:				
Students are restricted from loitering in corridors, hallways, and restrooms:				
Areas restricted to students are properly identified:				
Classrooms are numbered with reflective material:				
→ Over Doors				
→ On Bottom of Doors				
→ On Exterior Windows				
Exit signs are clearly visible and pointing in the correct direction:				
The following areas are properly lighted:				
→ Hallways				
→ Bathrooms				
→ Stairwells				

School Interior Security Cont.	YES	NO	IMPLEMENT	IMPROVE
Bathroom walls are free of graffiti:				
Mechanical rooms and hazardous storage areas are locked:				

Visual Surveillance, Communication & Security Systems	YES	NO	IMPLEMENT	IMPROVE
There is a control system in place to monitor keys and duplicates				
Visual surveillance of bicycle racks is possible				
Visual surveillance of parking lots from the main office is possible				
There is two-way communication between the main office and:				
→ Classroom				
→ Duty Stations				
→ Re-locatable Classrooms				
→ Staff and Faculty Outside Buildings				
→ Buses				
Accessible lenses are protected by some unbreakable material:				
Convex mirrors used to see around corners in hallways:				
Convex mirrors are used to see up and down stairwells:				
There is a central alarm system in the school. (If YES, briefly describe)				

Visual Surveillance, Communication & Security Systems Cont.	YES	NO	IMPLEMENT	IMPROVE
High-risk areas are protected by high-security locks and an alarm system:				
→ Main Office				
→ Computer Labs				
→ Industrial Arts Rooms				
→ Science Labs				
→ Nurse's Office				
→ Boiler Room				
→ Electrical Rooms				
→ Phone Line Access Closet				
→ Cafeteria				
A chain-of-command has been established for the school when the principal and/ or other administrators are away from the building:				
The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e. school buses):				
The Student Conduct Policy is reviewed and updated annually:				
Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced:				
Parents are an integral part of student discipline procedures and actions:				
There is regular maintenance and/or testing of the entire security alarm system at least every six months:				
Switches and controls are properly located and protected				
Access to electrical panels is restricted				

Measures to Protect School Property	YES	NO	IMPLEMENT	IMPROVE
There is a policy for handling cash received at the school:				
School files and records are maintained in locked, vandal-proof, fireproof containers or vaults:				
All school equipment is permanently marked with an Identification Number:				
An up-to-date inventory is maintained for all expendable school supplies:				
Secure storage is available for valuable items during school hours and after school:				
The telephone numbers of the principal or other designated contact person are provided to the police department so the police can make contact in the event of a suspicious or emergency situation:				
Law enforcement personnel and/or community residents monitor school grounds after school hours:				

DEVELOPMENT & ENFORCEMENT OF POLICIES	YES	NO	IMPLEMENT	IMPROVE
Staff members who remain after school hours are required to sign out:				
The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school:				
There are written regulations regarding access and control of school personnel using the building after school hours:				
One person is designated to perform the following security checks at the end of the day:				
→ That all classrooms and offices are locked				
→ All restrooms are empty				
→ All locker rooms are empty				
→ Check all exterior entrances are locked				
→ Check all night lights are working				
→ Check the alarm system				
Visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification:				
Fire drills are conducted as required by State Education Law:				
A record of Fire Inspection by the local or State Fire Officer is maintained				
The school has a Crisis Management Plan in effect that is reviewed and updated annually:				
The Incident Command System is an integral part of the Safety Plan:				

DEVELOPMENT & ENFORCEMENT OF POLICIES Cont.	YES	NO	IMPLEMENT	IMPROVE
A chain-of-command has been established for the school when the principal and/ or other administrators are away from the building:				
The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e. school buses):				
The Student Conduct Policy is reviewed and updated annually:				
Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced:				
Parents are an integral part of student discipline procedures and actions:				
Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used:				
Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts:				
Parents are an integral part of the school’s safety planning and policymaking:				
Parents are an integral part of students discipline procedures and actions:				
The policy provides a system(s) whereby staff and students may report problems or incidents anonymously:				
Specific policies and /or procedures are in place that detail staff members’ responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeterias, restrooms, etc.:				
The school has implemented a proactive policy regarding parental actions during sporting events:				

PROCEDURES FOR DATA COLLECTION	YES	NO	IMPLEMENT	IMPROVE
All Violations of state and federal law are reported to law enforcement:				
An incident reporting procedure for disruptive and violent students has been established in accordance with the State Legislation requirements:				
Records or data have been established and are analyzed to identify recurring problems:				
Accident reports are filed when a student is injured on school property or during school-related activities:				
The incident reporting system is reviewed and updated annually:				

INTERVENTION AND PREVENTION PLANS	YES	NO	IMPLEMENT	IMPROVE
Students have access to conflict resolution programs				
Students are assisted in developing anger management skills				
Diversity awareness is emphasized				
Programs are available for students who are academically at-risk				
Students may seek help without the loss of confidentiality				
Students and parents are aware of community resources				
Character education is taught as part of the curriculum in accordance with the State Legislation requirements.				

STAFF DEVELOPMENT	YES	NO	IMPLEMENT	IMPROVE
Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods.	[Green]	[Red]		
Administrators and staff (including security and law enforcement personnel) are trained in the implementation of the Crisis Management Plan	[Green]	[Red]		
Administrators and staff are trained in personal safety	[Green]	[Red]		
School security officers (NOT law enforcement) receive in-service training for their responsibilities	[Green]	[Red]		
School Resource Officers (law enforcement) receive in-service training for their responsibilities	[Green]	[Red]		
School volunteers receive training to perform their duties	[Green]	[Red]		
Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws	[Green]	[Red]		
School safety and violence prevention information is regularly provided as part of the staff development plan in accordance with the State Legislation requirements	[Green]	[Red]		
Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers	[Green]	[Red]		

OPPORTUNITIES FOR STUDENT INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
Students are represented on the School Safety Team				
The school provides opportunities for student leadership related to violence prevention and safety issues				
The school provides adequate recognition opportunities for all students				
Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.)				

LEVEL OF PARENT AND COMMUNITY INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
The community supports the school's programs and activities that teach safety and non-violence				
School activities, services, and curricula reflect the characteristics of the students and the community				
School safety planning reflects the neighborhood, including crime and hazardous conditions				
Parents are an integral part of the school's safety planning and policymaking				
Parents are aware of behavioral expectations and are informed of changes in a timely manner				
Local businesses and other community groups are involved in the school's safety planning				

ROLE OF LAW ENFORCEMENT	YES	NO	IMPLEMENT	IMPROVE
Incidents of crime that occur on school property or at school-related events are reported to law enforcement				
Law Enforcement is consulted on matters that may fall below the threshold of criminal activity				
Law enforcement personnel are an integral part of the school's safety planning process				
The school has developed an effective partnership with local law enforcement				
The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both				
Law enforcement personnel provide a visible presence on campus during school hours and at school-related events				
Local law enforcement provides after-hours patrols of the school site				

DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	YES	NO	IMPLEMENT	IMPROVE
The school has a Crisis Management Plan:				
Reviewed on an annual basis				
Developed by the building safety team				
Team membership is in accordance with the minimum requirements of the State Legislation				
Meets minimum requirements of the State Legislation				
The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies				
Categories listed in the plan should include, but may not be limited to, the following:				
→ Natural Disasters				
→ Accidents				
→ Acts of Violence				
→ Death				
→ Loss of power				
→ Fire				
The following components of the Crisis Management Plan are practice on a quarterly basis:				
→ Lockdown				
→ Lockout				
→ Shelter in place				
Evacuation of Building (can be done on a semi-annual basis)				

STANDARDS FOR SECURITY PERSONNEL	YES	NO	IMPLEMENT	IMPROVE
This school does employ security personnel				
Pre-employment background checks are conducted for security personnel				
School security personnel meet a standard for training and qualifications as mandated by each State				
Security personnel have clearly defined roles and responsibilities				
Security personnel are involved in the school’s safe school planning process				
Security personnel are knowledgeable about youth service providers, both in and out of the school				

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