Use the following questions to think about ways of increasing safety and security in your school. For more information, see Mitigating Hazards in School Facilities, http://www.ncef.org/safeschools/index.cfm.

Location __________________________________________ Date __________
(Make as many copies as needed)

1. System Protection

■ Does an uninterruptible power supply (UPS) provide emergency backup power? A UPS should be located at all computerized points, from the main distribution facility to individual data closets and at critical personal computers/terminals. Critical local area network (LAN) sections also should have uninterruptible power.

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ In high risk, earthquake-prone, and wind hazard areas, are interior and exterior communication system components adequately braced and supported? Post-event communications are vital for issuing instructions to school administrators, students, faculty, and staff. Some components, such as satellite disc antennas, are easily damaged if not adequately supported.

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ In high risk areas, is communications system wiring distributed in secure chases and risers, or otherwise secure areas, to prevent tampering?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

2. Radio/Wireless Communication Systems

■ Does the school have the necessary transmitters, receivers, and repeaters to ensure radio communication by EMS personnel everywhere in the building? Radio frequency (RF) communication may not be possible within parts of larger schools, particularly if their construction incorporates many steel components such as structural steel framing, steel bar joists, steel studs, and metal roof and floor decking.

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are a sufficient number of hand-held two-way radios or cellular phones available to school staff? The principal, vice principal, front office staff, playground supervisors, bus drivers, custodians, lunch duty staff, crossing guards, and school resource officers should have these devices.

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

3. Telephone Systems

■ Is the main telephone distribution room secure?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

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1090 Vermont Avenue, NW, Suite 700, Washington, DC 20005 888-552-0624 www.ncef.org
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4. Emergency Power

- Is the telephone distribution room protected against extreme temperature and humidity, exceeding normal operation limits?
  - Yes □ No □ Not applicable □ Further study

- Does the telephone system have an uninterruptible power supply (UPS)? Many telephone systems are computerized and need a UPS to ensure reliability during power fluctuations. The UPS is also needed while waiting for emergency power to come on line or to allow an orderly shutdown.
  - Yes □ No □ Not applicable □ Further study

5. Exterior Utility Lifelines Protection

- In high risk, wind hazard, and flood prone areas, are water supply lines and storage adequately protected? Although bottled water can satisfy requirements for drinking water and minimal sanitation, domestic water meets many other needs, such as flushing toilets, building heating and cooling system operations, cooling of emergency generators, humidification, etc.
  - Yes □ No □ Not applicable □ Further study

- Are other utility lifelines (power, voice, data and internet communications, fuel, etc.) adequately protected from vandalism and natural disasters, preferably by concealing, burying, or encasing? Are they protected at points of entry into the building and braced as needed?
  - Yes □ No □ Not applicable □ Further study

- In high risk areas, are there multiple, redundant locations for the telephone and communications service entering the site and serving the building?
  - Yes □ No □ Not applicable □ Further study

- Do only authorized personnel have access to exterior utility lifelines and their controls?
  - Yes □ No □ Not applicable □ Further study

Additional notes and comments:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________