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](http://www.ncef.org/safeschools/index.cfm).

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- Are entry doors to food services and student commons areas large enough to prevent bottle-necking and student conflict?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Do food services and student commons areas have separate entrances and exits into adjacent corridors or walkways to reduce conflict?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Are food services and student commons areas well lit, with no shadowy or dark or hidden areas?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Are food services and student commons areas’ acoustics designed to keep noise levels low? Low noise levels reduce occupant stress and the incidence of misbehavior.
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Is there a clear view of the entire dining area and serving line from a controlled entry point?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Is there sufficient circulation space between and around table areas and serving lines?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Can the kitchen and serving areas be secured during and after school hours?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Are food services or students commons areas that are used after school designed to prevent unauthorized access further into the building?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Are kitchen evacuation plans posted and readily visible, along with “Helping a Choking Victim” and hand-washing instructions?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:

- Are walk-in coolers, if accessible to students, able to be secured when not directly supervised? Is there a door release inside the cooler and a distress button that allows an occupant to call for help, and is the door release fully operational?
  - Yes
  - No
  - Not applicable
  - Further study

  Note:
● Does fixed kitchen equipment block emergency exit paths?
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

● Are wall- or ceiling-mounted televisions, projectors, screens, and other heavy objects secured from falling due to student misbehavior or natural disasters?
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

● In earthquake-prone areas, are partitions that terminate at hung ceilings properly braced to the structure above? Heavy partitions are particularly vulnerable to strong earthquake or explosive forces because of their stiffness and mass and are prone to damage.
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

● In earthquake-prone areas, are plaster and gypsum board ceilings adequately supported and secured to structural framing?
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

● In earthquake-prone areas, are suspended lighting fixtures, suspended ceiling systems braced and provided with safety wires?
  – Lighting fixtures, ceiling systems, and other overhead components or objects should be mounted to minimize the likelihood that they will fall and injure building occupants.
  – Lay-in fluorescent lights should be supported independent of the ceiling grid. Spot lights and track lights should be securely attached to the structure.
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

● In high risk areas, are windows and their framing and anchoring systems designed and located to resist the effects of explosive blasts, gunfire, and forced entry? Windows overlooking or directly exposed to public streets or dangerous areas should be either minimized or protected.
  – The greatest risk to occupants from an explosive blast originating near the school or even blocks away is injury from flying glass shards, so window glazing should be laminated or protected with an anti-shatter film. Glass-clad polycarbonate and laminated polycarbonate are two types of alternative glazing material.
  – Bullet resistant glazing should meet the requirements of UL 752.
  – Security glazing should meet the requirements of ASTM F1233 or UL 972.
  – Window assemblies containing forced-entry-resistant glazing should meet the requirements of ASTM F588.
  □ Yes  □ No  □ Not applicable  □ Further study

Note:

Additional notes and comments:

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