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 .

Room No _____ **Location** _____ **Date** _____

■ Does faculty have direct surveillance over work and entry areas, with no visual obstructions?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Do labs, shops, and computer room entries have alarm systems to deter breaking and entering?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Do rooms for storing equipment, supplies, chemicals, tools, or other items that could be used for dangerous purposes have adequate, locking doors? Do hazard placards on the door conform to fire code requirements?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are chemical storage areas labeled with appropriate NFPA hazard diagrams?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are windows in rooms with costly equipment or hazardous materials highly burglar resistant, or are they alarmed, or both?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are fire extinguishers located in all laboratory and shop areas?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are circuits for hazardous machines controlled via "kill switches"?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are laboratories and vocational shops equipped with eyewash stations? Are they in good working condition?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ In chemistry labs, are logs maintained for all chemicals and dangerous substances?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are battery-powered emergency lights installed in chemical storerooms that do not have windows?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

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■ In vocational shops, is there adequate dust removal equipment and is the equipment in good working order?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are paint booths, auto shops, welding booths, and fume hoods well ventilated and do they exhaust directly to the exterior?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are sawdust, used oil, and other debris stored in fire- and vandal-proof containers?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Is an electric solenoid key-operated shut-off switch installed on each gas line in instructional areas?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are electrical outlets protected by ground fault circuit interrupters (GFCIs) to prevent accidental electrical shock?

☐ Yes ☐ No ☐ Not applicable ☐ Further study

Note:

■ Are shelving, equipment, and wall- or ceiling-mounted 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 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:

Additional notes and comments:

_____

_____

_____

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