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.

**1. Building Security Systems**

- Is basic security alarm system installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments? As needs and budgets allow, use room alarm, motion detection, and electronic surveillance systems at primary and secondary entry points, stairwells, courtyards, unsupervised or hidden areas inside the building and along the building perimeter, rooms containing valuable equipment or student records, and in rooms containing dangerous chemicals such as chemistry labs and maintenance supply areas. Have expert contractors install and maintain these systems?
  - □ Yes □ No □ Not applicable □ Further study

- Are card access systems installed throughout the campus for use by students and staff? Card access systems greatly simplify access control and eliminate problems associated with lost keys and massive re-keying.
  - □ Yes □ No □ Not applicable □ Further study

- Where keyed locks are used, is a master key control system in place to monitor keys and duplicates?
  - □ Yes □ No □ Not applicable □ Further study

- Are devices used for physical security integrated with computer security systems? For example, are they used in place of or in combination with user ID and system passwords?
  - □ Yes □ No □ Not applicable □ Further study

- In high risk areas, are magnetometers (metal detectors) and x-ray equipment installed? Where installed, are they used effectively?
  - □ Yes □ No □ Not applicable □ Further study

- Is access to information on building operations, schematics, procedures, detailed drawings, and specifications controlled and available only to authorized personnel?
  - □ Yes □ No □ Not applicable □ Further study

**2. Building Surveillance Systems**

- Do CCTV camera systems cover appropriate areas of the school and record to digital or tape devices? Are these devices set up to send images to printers or be downloaded onto disks? Do the pictures printed from this equipment provide clear enough images to identify suspects in a court of law?
  - □ Yes □ No □ Not applicable □ Further study
Do CCTV cameras use lenses that capture useful images under existing lighting conditions? Is infrared used if needed for dark areas or at night?

- Yes  - No  - Not applicable  - Further study

Note:

Are cameras triggered by motion or intrusion?

- Yes  - No  - Not applicable  - Further study

Note:

Are camera housings designed to protect against tampering, vandalism, and exposure to extreme temperature or moisture?

- Yes  - No  - Not applicable  - Further study

Note:

Do cameras have an uninterruptible power supply, and are they connected to the building's emergency power supply?

- Yes  - No  - Not applicable  - Further study

Note:

Are camera servers located in a secure location so they can't be tampered with?

- Yes  - No  - Not applicable  - Further study

Note:

Is the surveillance system protected with adequate firewalls so it can't be broken into?

- Yes  - No  - Not applicable  - Further study

Note:

Additional notes and comments:

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