



SCHOOL SAFETY AND SECURITY CHECKLIST

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	TIER 1	TIER 2	TIER 3	TIER 4	
RICT-WIDE LAYER					

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DISTRICT-WIDE LAYER					STATUS	YEAR	NOTES
POLICIES AND PROCEDURES							
» Dedicated Security Director/Department	~	~	~	V			
» Establishment of Safety Policies and Procedures	~	~	V	V			
» District-Wide Physical Security Standards	~	~	~	V			
» Annual Physical Security Assessments Based on District-Wide Standards	~	~	~	V			
» Ensure Maintenance of Security Technology Implementations	~	~	~	V			
» Incident Reporting Documentation System	~	~	~	V			
» Conduct Lockdown Drills	~	>	٧	٧			
» Independent Security Assessment on 3-Year Cycle				٧			
VISITOR MANAGEMENT SYSTEM							
» Visitor Badging System	~	~	~	V			
» Electronic Visitor Management System		~	~	V			
» ID Scanning Technology		~	V	V			
» VMS-Assisted Background Checks				V			
STUDENT AND STAFF IDENTIFICATION							
» Volunteer Background Checks	~	~	~	V			
» Smart Card Identification Badges		V	V	V			
PEOPLE (ROLES AND TRAINING)							
» Panic Alarm Activation	~	~	V	V			
ARCHITECTURAL							
» Facility and Vicinity Mapping	~	~	V	V			
» Entrances Marked With First Responder Numbering System	~	~	~	~			
» Printed or Electronic Tactical Floor Plans		~	~	V			
» Zone Emergency Response System			~	V			
» Virtual Response Plans and Implementation				~			
COMMUNICATION							
» Wide-Area Two-Way Radio System	~	V	V	V			
» Bi-Directional Amplifier (BDA) or Distributed Antenna Systems (DAS)	~	>	V	V			
» Trunked Radio System		>	V	V			
» Mass Notification Unified With Public Address/Audio-Visual PA		V	V	V			
» Unified of Access Control and Communication Systems		V	V	V			
» Unification of Detection and Alarm with Communication Systems		V	V	V			
» Unification of Video Surveillance with Communication Systems		V	V	V			
» Unification of Building Architecture		V	V	V			



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DISTRICT-WIDE LAYER (cont.)					STATUS	YEAR	NOTES
WEATHER MONITORING							
» Monitor NOAA Local Weather Information	~	V	~	~			
» Weather Monitoring Service		~	~	~			
» Weather Monitoring Station at Central School Facility			~	~			
ACCESS CONTROL							
» Emergency Site Building Access System for First Responders	~	~	~	~			
» Access Control System Equipped with Remote Door Release and Lockdown Capability		V	~	~			
» Electronic Access Control for IDF & MDF Rooms w/Key Override				~			
TRANSPORTATION							
» Interoperable Radio System for All Buses and School Vehicles	~	V	~	V			
» Bus Video Surveillance/GPS System		V	~	~			
» Card-Based Check-In		V	~	~			
VIDEO SURVEILLANCE						<u> </u>	
» Incorporation of Video Surveillance Into Emergency Response Plans	~	~	~	~			
» Camera Standardization		~	~	~			
» Recording System Standardization		V	~	~			
» Recording System use of Video Analytics		V	~	~			
» Unification of Panic Systems with Video Surveillance System		V	~	~			
» Unification of Access Control with Video Surveillance System		~	~	~			
» Unification of Communication with Video Surveillance System		V	~	~			
» Video Verification of Panic Alarms to a Monitoring Service, Administrators and/or SOC			~	~			
» Preventative use of Video Analytics				V			
» Brandished Weapons Analytics				~			
DETECTION AND ALARMS							
» Panic Alarm System in Each Building	*	*	*	*			
» Panic Alarms Sent To Law Enforcement		*	*	*			
» Centrally Monitored Intrusion Systems			*	*			
» Fire Alarm Systems				*			
» Carbon Monoxide Detection							
» Panic Alarms Systems Unified w/ Access Control, Video Surveillance and Comm. Systems							
» Two Way Emergency Phones							
» Graphical User Interface for Operators							
» Intrusion and Duress Alarms Monitored by a District-Wide SOC							





TIER 2 TIER 3 TIER 4 DIGITAL INFRASTRUCTURE LAYER **STATUS YEAR NOTES POLICIES AND PROCEDURES** » Develop and Maintain a Data Privacy Plan » Vendor Assessment for All New Products » Supply Chain Risk Management Plan 1 » Develop and Maintain a System Security Plan » Hardware and Software Provenance » Supplier Assessments and Reviews PII PROCESSING AND TRANSPARENCY » Develop a Personally Identifiable Information (PII) Plan » Identify All PII Stored on the Network » Do Not Store PII That Is Not Absolutely Necessary » Privacy Notice Should Be Available To All Personnel at the Time and Location of Collection IDENTIFICATION AND AUTHENTICATION » Access to Physical and Logical Systems » Removal of Accounts Policy » Review of Data Before Public Release » Have a Portable Media Policy V 1 » Wi-Fi Hotspot Policy » Bring Your Own Device (BYOD) Policy » Password Requirements 1 » Ensure That System and Security Logs Are Enabled on All Devices V » Maintain Plan of Actions and Milestones (PO&M) for All Security Controls That Cannot Be Met V 1 » Vendor and Third-Party Services Policy » Avoid Using Shared Accounts So All Activity Can Be Tied to a Specific User » Ensure System and Security Logs Are Retained in Accordance With Local, State and Federal Guidance » Ensure Records Are Stored in a Secure and Encrypted Environment 1 » Conduct Continuous Monitoring and Audits of Security Controls » Hire Security Auditors to Verify Security Controls » Change Control Board and Review Changes to Connections, Systems, Architecture and Settings » Ensure System and Security Logs are Audited for Malicious or Anomalous Behavior V » Hire Penetration Testers to Verify Environment Security » Impact Analysis Performed for CBB » Utilize Data Classification and Tracking Tools to Identify and Stop the Transmission of Sensitive Data V » Conduct Routine Risk Assessments INCIDENT RESPONSE » Develop an Incident Response Plan » Develop Incident Reporting Procedures and Plan

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» Business Continuity Plan

» Disaster Recovery Plan



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DIGITAL INFRASTRUCTURE LAYER (cont.)	,	2	3	4	STATUS	YEAR	NOTES
POLICIES AND PROCEDURES							
» Maintain a List of Personnel With Access to the Facility	~	V	V	V			
» Security Screenings for All Employees and Visitors	~	V	v	~			
» Access Agreements for Visitors	~	V	v	V			
» Ensure All Visitors Sign in on the Visitor Request Log	~	~	v	V			
» Personnel Transfer Process	V	~	V	V			
» Personnel Termination Process	~	~	V	V			
» Have All Employees Wear Identification Badges		V	V	V			
» Set up a Visitor Management System		~	V	V			
» Escort Visitors as Required		~	V	V			
AWARENESS AND TRAINING						•	
» Conduct Annual Cybersecurity Training	~	~	V	V			
» Maintain Records of Cybersecurity Training and Exercises	~	~	V	V			
» Ensure That Privileged Users Receive Additional Cybersecurity Training	~	~	V	V			
» Conduct Phishing Simulation Training	~	~	V	V			
» Conduct Remedial Training After Security Incidents	~	~	~	V			
» Conduct Annual Tabletop Exercises	~	~	V	V			
» Conduct Business Continuity Plan (BCP) Training		~	V	V			
» Conduct Disaster Recovery Plan (DRP) Training		~	V	V			
PII PROCESSING AND TRANSPARENCY							
» User consent to PII Collection and Storage	~	V	V	~			
INCIDENT RESPONSE							
» Ensure Staff Are Trained on Incident Response	V	V	v	~			
» Conduct Incident Response Simulations	~	V	V	~			
» Conduct BCP and DRP Testing and Exercises	V	V	v	~			
SYSTEM AND SERVICES ACQUISITION							
» Developer Required and Optional Training	~	~	v	V			
» Developer Support for Vulnerabilities	~	~	V	~			
» Developer Security Design and Architecture Review	~	V	V	V			
IDENTIFICATION AND SERVICES AUTHENTICATION	,						
» Identify and Authenticate All Users	~	~	V	~			
» Require Multi-factor Authentication for Users	~	~	V	~			
» Require Multi-factor Authentication for Single Sign-On (SSO)	~	~	V	~			
» Use a Centralized Identification and Authentication Service	~	~	~	~			
» Require Re-authentication After Periods of Inactivity	~	V	~	~			
» Verify Geographic Location of Authentication Request			V	V			
CONTINGENCY PLANNING AND MAINTENANCE							
» Ensure Maintenance Personnel Are Properly Screened and Vetted	V	V	~	~			



» Ensure Maintenance Personnel Sign the Visitor Log and Are Escorted as Required

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DIGITAL INFRASTRUCTURE LAYER (cont.)		2		STATUS	YEAR	NOTES	
ARCHITECTURAL							
CONFIGURATION MANAGEMENT							
» Maintain Current System Architecture Drawings and Diagrams	V	V	V	V			
» Baseline Configuration for All Systems and Network Devices	~	~	V	V			
» Secure Storage of All Baselines and Configurations	~	~	V	V			
» Disable Any Ports, Services or Configurations Not Required for System Functionality	~	~	V	V			
» Software Evaluation and Restriction	~	~	V	V			
» Ensure Installed Software Is Signed and Verified.	V	~	V	V			
» Supply Chain Management – Component Verification	V	V	V	V			
» System, Software and Configuration Changes Require Privileged Access		V	~	V			
» Identify and Authenticate All Devices		~	V	V			
» Keep an Inventory of All Physical Assets			V	V			
» Track and Inventory All Physical Assets			V	V			
» Configuration Management Plan				V			
COMMUNICATIONS AND INFORMATION INTEGRITY PROTECTION							
» Denial of Service Protection	~	~	V	V			
» Boundary Protection (DMZ	~	~	V	V			
» Transmission Confidentiality and Protection	~	~	V	V			
» Malicious Code Protection - Signature-Based Code Analysis	~	~	V	V			
» System Monitoring – EDR	V	V	>	V			
» Spam Protection	V	>	٧	~			
» Phishing Protection	~	~	٧	V			
» Issue Public Key Certificates From Approved Service Provider		>	٧	V			
» Security Information and Event Management (SIEM) System		V	>	V			
» Secure Failover			>	V			
» Living off the Land Attack Detection - User Behavior Detection			V	~			
CONTINGENCY PLANNING AND MAINTENANCE							
» Schedule, Document and Maintain Equipment in Accordance With Manufacturer Recommendations	~	~	V	V			
» Product Maintenance Through Entire Lifecycle	~	~	V	V			
» Register All Risks in the Risk Register	~	~	V	V			
» System Backups Conducted on a Routine Basis		~	V	V			
» Test Backups Regularly to Make Sure They Work		~	V	V			
» Develop a Risk Categorization Program		~	V	V			
» Vulnerability Monitoring and Scanning		~	V	V			
» Maintain an Inventory of All System Hardware Components			V	V			
» Maintain an Inventory of All System Software Components			V	V			
» Alternate Storage Site for Backups			V	~			
» Alternate Processing Site (Cold, Warm, Hot)			V	V			
» Conduct Threat Hunting				V			

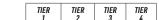
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	TIER 1	TIER 2	TIER 3	TIER 4			
DIGITAL INFRASTRUCTURE LAYER (cont.)					STATUS	YEAR	NOTES
COMMUNICATION							
» Communication Plan (Email, Phone, Contacts, etc.)	V	~	V	1			
» Communicate With Key Stakeholders When Performing Maintenance on Network Systems	V	~	V	V			
» Vulnerability Reporting Program			~	V			
INCIDENCE RESPONSE							
» Subscribe to Threat Warning Services	~	~	V	1			
» Track and Monitor Incidents	~	~	V	V			
» Conduct Post Incident Reviews and Update IRP as Needed	V	~	V	~			
» Draft Media, Customer and Partner Incident Notification Templates	V	~	V	~			
COMMUNICATION							
» Data Privacy Policy Login Banner	~	~	•	~			
» Session Termination After a Period of Inactivity	~	~	v	~			
» Locking a Device Upon 5 Unsuccessful Login Attempts	~	~	•	~			
» Enforce Least Privilege	V	~	V	~			
» Require Organization Approval for Privileged Accounts	~	V	V	~			
» Remove and/or Deactivate Access Accounts When No Longer Required	~	~	V	~			
» Audit Accounts for Anomalous Behavior	~	~	V	~			
» Require Multi-Factor Authentication (MFA)	~	~	V	~			
» Networking Equipment and Servers Are in Locked Cabinets or Rooms	~	~	•	~			
» Monitor Remote Access Sessions	~	~	•	~			
» Require Devices to Use a Cryptographic Module (TPM, Secure Element, etc.)	~	~	•	~			
MEDIA PROTECTION							
» Restrict Access to Digital and Physical Media	~	~	•	~			
» Encrypt All Sensitive Stored Digital Media	~	~	v	~			
» Secure Physical and Digital Media in Transport	~	~	•	~			
» Review All Media Prior to Release and Sanitize	~	~	•	~			
» Appropriately Mark and Classify Media		~	•	~			
PII PROCESSING AND TRANSPARENCY							
» Fixed Camera, Wide Area Coverage	V	~	V	~			
» Infrared (IR) Cameras or Lighting		~	•	~			
» Wireless Video Data Transmission		V	V	~			







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DIGITAL INFRASTRUCTURE LAYER (cont.)					STATUS	YEAR	NOTES
CONTINGENCY PLANNING AND MAINTENANCE							
» Ensure Old Media Is Properly Destroyed	V	~	~	V			
» Keep a Record of All Media That Is Destroyed»	V	~	~	V			
» Destruction of Old Equipment	~	~	V	V			
» Enforce Separation of Duties		~	~	V			
» Protect Wireless Access Points With Strong Passwords and Encryption		~	~	V			
» Monitor Privileged Accounts		~	~	V			
» Limit the Number of Devices That a Person Is Logged Into (User Sessions)		~	~	V			
» Data Classification and Tagging		~	~	V			
» Limit the Use of Removable Media		~	~	V			
» Segmentation of VLANS		~	~	~			
» Password Manager With MFA		~	~	V			
» Automate the Removal and/or Deactivation of Accounts When Access Is No Longer Required			~	~			
» Detect Rogue Hotspots			~	~			
» Record Remote Access Sessions				V			



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	TIER 1	TIER 2	TIER 3	TIER 4		
CAMPUS EXTERIOR PERIMETER LAYER					STATUS	YEAR NOTES
POLICIES AND PROCEDURES						
» Implement NCS4 Best Practices for Outdoor Activities and Events	~	~	V	~		
» Annual Assessment of Safety of Ground (including Lighting)	~	~	V	~		
» Create Grounds and Facility Use Policies for Outside and Public Groups	~	~	~	V		
» Parking Tags	~	~	V	V		
» Security Patrols		~	V	V		
» Assign Staff to Periodically Check Parking Lot		V	V	V		
» Persistent Staff Patrol			V	V		
» RFID Parking Tags			~	V		
» Annual Assessment for Lighting				V		
» Staff Capability to Initiate Emergency Protocols from Exterior				V		
ARCHITECTURAL						
» Signage Directing Visitors to the Appropriate Areas	~	~	V	~		
» Signage Directing to Emergency Communication Device	~	~	V	V		
» Apply CPTED Principles for Territorial Reinforcement. Access Control and Natural Surveillance	~	~	V	V		
» Trespassing, Video Surveillance and Access Notification Signage	~	~	V	~		
» Properly Positioned Exterior Lights	~	~	V	V		
» Debris Clearance	~	~	V	V		
» Gates at Entrances		~	V	V		
» Landscaping to Control Vehicle Access		~	V	V		
» Lighting to Enhance Video Surveillance				>		
COMMUNICATION						
» Public Address Systems	~	~	V	V		
» Local Area Two-Way Radio System Between Office and Staff		~	V	V		
» Visual Indicators Specific to Hazard			V	V		
» Digital Low-Band Radio System Connected to District-Wide System			/	V		
» Two-Way Emergency Phones in Parking Areas			V	V		
» Install Audio/Video Call Boxes at Key Locations				V		
» Audible and Visual Mass Notification Tied to District-Wide System				V		
VIDEO SURVEILLANCE						
» Fixed Camera, Wide Area Coverage	~	~	V	V		
» Infrared (IR) Cameras or Lighting		~	V	V		
» People Identification Field of View at Pickup/Drop-Off Area		~	V	V		
» Perimeter Video Analytics		~	~	~		
» Wireless Video Data Transmission		~	V	~		
» Fixed Camera, Wide Area-Coverage Campus Wide				~		
» PTZ Camera Coverage				V		
ACCESS CONTROL						
» Panic Alarm System Within Greenspace Areas		~	~	V		



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	TIER 1	TIER 2	TIER 3	TIER 4			
CAMPUS EXTERIOR PERIMETER LAYER					STATUS	YEAR	NOTES
POLICIES AND PROCEDURES					1		
» Categorization of ALL Exterior Openings	~	V	V	V			
» Policy Established for Control of Exterior Openings	V	~	V	V			
» Key Control Procedures	~	~	V	V			
PEOPLE (ROLES AND TRAINING)						1	
» Staff Trained on Door Protocols		V	V	V			
» Visitor Management Process Training		~	~	V			
ARCHITECTURAL						,	
» Signage Directing Visitors			V	~			
» Security Key Box for First Responders				V			
» Door Construction (New Construction/Renovation)				V			
» Semi-Secure Visitor Entry Center - Shared Vestibule & Satellite Reception Office	~	~	V	V			
» First Responder Door Numbering System Door #1	~	~	V	V			
» Secured Vestibule	~	~	~	V			
» BDA/DAS System (New Construction/Renovation)	~	~	~	V			
» One-Way Film on Exterior Windows to Prevent Visual Access	~	~	~	V			
» Security Film for Exterior Door Vision Panels and SideLites	~	~	~	V			
» Semi-Secure Visitor Entry Center (Divided) - Divided Shared Vestibule & Satellite Offices		~	~	V			
» Security Film for Exterior Door Vision Panels and SideLites		~	V	V			
» Force Entry Glass for Exterior Door Vision Panels and SideLites				V			
» Secure Visitor Entry Center - Separate Visitor Entrance & Administration Suite	~	~	~	V			
» Door Construction (New Construction/Renovation)		~	٧	V			
» Ballistic Security Glass for Exterior Door Vision Panels and SideLites			>	V			
» Secure Visitor Entry Center with Visitor Area A Separate Enlarged Visitor			V	~			
Entrance and Secure Administration Zone SECURITY, BALLISTIC AND FORCE PROTECTION GLAZING							
» Primary Entrance Doors and SideLites	~	V	V	V			
» Secondary Entrance Doors and SideLites	V	~	V	V			
» Tertiary Doors	V	~	V	V			
» Egress-Only Doors	~	V	~	V			
» Semi-Secure Visitor Entry Center Glazing	~	~	~	V			
» Exterior Windows (Ground Level)	~	~	~	V			
COMMUNICATION							
» Public Address System	~	V	~	V			
» Main Entry Door Intercom With Two-Way Communications	~	V	~	V			
» Audio-Visual Public Address System (AVPA)		~	~	V			
» Unify Communication Systems with Video Surveillance and Access Control		~	V	V			
» Audible and Visual Mass Notification Tied to District-Wide System				~			



TIER 1 TIER 2 TIER TIER 3

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]	AMPUS EXTERIOR PERIMETER LAYER					STATUS	YEAR	NOTES
	ACCESS CONTROL							
	» All Exterior Doors Secured With Lock or Exit Device	~	~	~	V			
	» Patented/Restricted Key System	~	~	~	V			
	» Key Management System	~	~	V	V			
	» Cylinder Dogging with Indicator	~	~	~	V			
	» Door Status Monitoring	~	~	~	~			
	» All Visitor Entry Exterior, Interior and Office Doors Secured With Remote Release and Audio/Video Door Entry System	~	~	~	V			
	» Electronic Access Control of Primary Entrances		~	~	V			
	» Mobile Credentials for Emergency Responders			~	~			
	» Electronic Access Control of Tertiary Openings				V			
	VIDEO SURVEILLANCE							
	» Video Intercom at Visitor Entrance Points	~	~	~	V			
	» Exterior, Fixed Cameras for All Primary Openings		~	1	V			
	» Exterior, Fixed Cameras on Secondary, Tertiary & Service Openings		~	~	V			
	DETECTION AND ALARMS							
	» Intrusion Detection on All Exterior Access Points	~	~	V	V			
	» Intrusion Detection System Monitored 24/7	~	~	V	V			
	» Partitioned Intrusion Detection			V	V			



TIER 1 TIER 2 TIER 3 TIER **CLASSROOM INTERIOR LAYER STATUS** YEAR NOTES POLICIES AND PROCEDURES » Classroom Doors Closed and Locked When Occupied » Designate Shelter Areas Outside Corridor Line of Sight PEOPLE (ROLES AND TRAINING) » Teachers, Staff & Substitutes Trained on Emergency Protocols **ARCHITECTURAL** » Door Construction (New Construction/Renovation) » Security Film on Door Vision Panels and SideLites » Narrow-Lite Style Doors With Blinds 1 » Compartmentalized Building (Cross-Corridor Doors) » Safety/Security Optimization of Classroom Door Installation (New Construction) V » Door Construction (New Construction/Renovation) » Reinforced Walls at Shelter Areas V » Reduced Concentration of People in Cafeterias and Open Environment Collaboration Spaces » Reinforced Classroom/Corridor Walls (New Construction) SECURITY GLAZING » Interior Building Separation Doors/Windows » Interior Doors/Windows at Mass Congregate Areas » Classrooms Doors and SideLites » Administrative Office Doors and SideLites **COMMUNICATION** » Public Address System With 2-Way Intercom » E-911 Added to Phone System (No Codes) V V » Local Area Two-Way Radio System for Local Staff » E-911 Provides Specific Phone Location » Audio-Visual Public Address System » Communication of Emergency Announcements V V » Local Area Two-Way radio System for All Staff, Including Teachers V » BDA/DAS System » Mass Notification Tied to District-Wide System V » AVPA Communication via Outside Calls (With Record Call Options) » Use of Mobile Applications and Social Media **ACCESS CONTROL** » Classroom and Shelter-in-Place Doors Lockable From Inside » Classroom Doors Closed and Locked When Occupied V » Locks with Visual Indicator 1 » Stand-Alone Electronic Locks with Fob 1 » Networked Electronic Locks





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+	CLASSROOM INTERIOR LAYER						YEAR	NOTES
	VIDEO SURVEILLANCE							
	» Fixed Camera Coverage of Primary Openings	~	~	V	V			
	» Fixed Camera Coverage of All Common and Known Problem Areas	~	~	~	~			
	» Fixed Camera Coverage of Stairwells, Hallways and Restroom Entrances		~	~	~			
	» Fixed Camera Coverage of Restricted Areas		~	~	~			
	» Fixed Camera Coverage of Classrooms			~	~			
	» Classroom Cameras with Audio Recording				V			
	DETECTION AND ALARMS							
	» Panic Alarm System in Each Building	~	~	~	~			
	» Panic Alarm System in Each Classroom	~	~	V	V			
	» Panic Alarm System With Wearable Device		~	~	~			
	» Intrusion Detection System Covering All Hallways and Public Areas		~	~	~			
	» Unification of Fire Alarm and Panic Alarm Systems		~	~	~			
	» Unification of Panic Alarm Systems And Access Control System		~	~	~			
	» Unification of Panic Alarm Systems with Video Surveillance System		~	~	~			
	» Unification of Panic Alarm Systems and Communication Systems		~	~	~			
	» Unified Communication and Detection System Monitored 24/7		~	~	~			
	» Unified Communication and Detection System Monitored by District-Wide SOC		~	~	~			
	» Unification of Alarms, Communications, Video Surveillance and Access Control Systems		~	~	~			
	» Panic Alarm System with Wearable Devices to All Staff			V	V			
	» Intrusion Detection System Covering All Classrooms			V	V			



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