



PASS[®]
Partner Alliance
for Safer Schools

SCHOOL SAFETY AND SECURITY CHECKLIST

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

STATUS

YEAR

NOTES

• POLICIES AND PROCEDURES

» Dedicated Security Director/Department	✓	✓	✓	✓
» Establishment of Safety Policies and Procedures	✓	✓	✓	✓
» District-Wide Physical Security Standards	✓	✓	✓	✓
» Annual Physical Security Assessments Based on District-Wide Standards	✓	✓	✓	✓
» Ensure Maintenance of Security Technology Implementations	✓	✓	✓	✓
» Pre-Approval of Applications for School-Issued Electronic Devices	✓	✓	✓	✓
» Conduct Lockdown Drills	✓	✓	✓	✓
» Independent Security Assessment on 3-Year Cycle				✓

VISITOR MANAGEMENT SYSTEM

» Visitor Badging System	✓	✓	✓	✓
» Electronic Visitor Management System		✓	✓	✓
» VMS-Assisted Background Checks				✓

STUDENT AND STAFF IDENTIFICATION

» Volunteer Background Checks	✓	✓	✓	✓
» Smart Card Identification Badges			✓	✓

• ARCHITECTURAL

» Facility and Vicinity Mapping	✓	✓	✓	✓
» Entrances Marked With First Responder Numbering System	✓	✓	✓	✓
» Printed or Electronic "Tactical Floor Plans"		✓	✓	✓
» Zone Emergency Response System			✓	✓
» Virtual Response Plans and Implementation				✓

• COMMUNICATION

» Wide-Area Two-Way Radio System	✓	✓	✓	✓
» Bi-Directional Amplifier (BDA) or Distributed Antenna Systems	✓	✓	✓	✓
» Trunked Radio System		✓	✓	✓
» Mass Notification Unified With Emergency Communications System			✓	✓

WEATHER MONITORING

» Monitor NOAA Local Weather Information	✓	✓	✓	✓
» Weather Monitoring Service		✓	✓	✓
» Weather Monitoring Station at Central School Facility			✓	✓

TIER 1	TIER 2	TIER 3	TIER 4
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DISTRICT-WIDE LAYER (cont.)

STATUS

YEAR

NOTES

• ACCESS CONTROL

» Emergency Site Building Access System for First Responders	✓	✓	✓	✓			
» Access Control System Equipped with Remote Door Release and Lockdown Capability			✓	✓			
» Electronic Access Control for IDF & MDF Rooms w/Key Override				✓			

TRANSPORTATION

» Interoperable Radio System for All Buses and School Vehicles	✓	✓	✓	✓			
» Bus Video Surveillance/GPS System		✓	✓	✓			
» Bus Video Surveillance System		✓	✓	✓			
» Card-Based Check-In				✓			

• VIDEO SURVEILLANCE

» Incorporation of Video Surveillance Into Emergency Response Plans	✓	✓	✓	✓			
» Camera Standardization		✓	✓	✓			
» Recording System Standardization			✓	✓			
» Video Verification of Intrusion Alarms to Monitoring Service, Administrators and/or SOC				✓			
» Video Verification of Duress Alarms to a Monitoring Service, Administrators and/or SOC				✓			

• DETECTION AND ALARMS

» Centrally Monitored Intrusion and Duress Alarms	✓	✓	✓	✓			
» Duress Alarms Sent to Law Enforcement		✓	✓	✓			
» Graphical User Interface for Operators			✓	✓			
» Intrusion and Duress Alarms Monitored by a District-Wide SOC				✓			

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PROPERTY PERIMETER LAYER

STATUS

YEAR

NOTES

• POLICIES AND PROCEDURES

» Implement NCS4 Best Practices for Outdoor Activities and Events	✓	✓	✓	✓			
» Annual Assessment of Safety of Ground (including Lighting)	✓	✓	✓	✓			
» Create Grounds and Facility Use Policies for Outside and Public Groups	✓	✓	✓	✓			
» Security Patrols		✓	✓	✓			
» Annual Assessment for Lighting			✓	✓			

• ARCHITECTURAL

» Signage Directing Visitors to a Designated Entrance	✓	✓	✓	✓			
» Apply CPTED Principles to Promote Territorial Reinforcement	✓	✓	✓	✓			
» Trespassing, Video Surveillance and Access Notification Signage	✓	✓	✓	✓			
» Properly Positioned Exterior Lights	✓	✓	✓	✓			
» Debris Clearance	✓	✓	✓	✓			
» Gates at Entrances		✓	✓	✓			
» Landscaping to Control Vehicle Access		✓	✓	✓			
» Lighting to Enhance Video Surveillance			✓	✓			

• COMMUNICATION

» Audible Mass Notification for Students and Staff	✓	✓	✓	✓			
» Local Area Two-Way Radio System Between Office and Staff		✓	✓	✓			
» Visual Indicators Specific to Hazard			✓	✓			
» Digital Low-Band Radio System Connected to District-Wide System			✓	✓			
» Install Audio/Video Call Boxes at Key Locations				✓			
» Audible and Visual Mass Notification Tied to District-Wide System				✓			

• ACCESS CONTROL

» Manual Access Gates		✓	✓	✓			
» Electronic Access Gates				✓			

• VIDEO SURVEILLANCE

» Fixed Camera, Wide Area Coverage	✓	✓	✓	✓			
» Infrared (IR) Cameras or Lighting		✓	✓	✓			
» Wireless Video Data Transmission		✓	✓	✓			
» PTZ Camera Coverage		✓	✓	✓			
» Perimeter Video Analytics				✓			



PARKING LOT PERIMETER LAYER

TIER 1	TIER 2	TIER 3	TIER 4
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STATUS

YEAR

NOTES

• POLICIES AND PROCEDURES

» Parking Tags	✓	✓	✓	✓
» Assign Staff to Periodically Check Parking Lot		✓	✓	✓
» Persistent Staff Patrol			✓	✓
» RFID Parking Tags			✓	✓
» Staff Capability to Initiate Emergency Protocols From Exterior				✓

• ARCHITECTURAL

» Signage (Directing to Appropriate Areas)	✓	✓	✓	✓
» Signage Directing to Emergency Communication Device	✓	✓	✓	✓

• COMMUNICATION

» Wide Area Mass Notification System (MNS)			✓	✓
» Two-Way Emergency Phones			✓	✓
» Install Audio/Video Call Boxes at Key Locations				✓
» Audible and Visual Mass Notification Tied to District-Wide System				✓

• VIDEO SURVEILLANCE

» Fixed Camera, Wide Area Coverage	✓	✓	✓	✓
» People Identification Field of View at Pickup/Drop-off Area		✓	✓	✓
» PTZ Camera Coverage			✓	✓



BUILDING PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	STATUS	YEAR	NOTES
• POLICIES AND PROCEDURES							
» Categorization of All Exterior Openings	✓	✓	✓	✓			
» Policy Established for Control of Exterior Openings	✓	✓	✓	✓			
» Key Control Procedures	✓	✓	✓	✓			
» Complete BDA/DAS Site Survey	✓	✓	✓	✓			
• PEOPLE (ROLES AND TRAINING)							
» Staff Trained to Lock/Unlock Doors per Policy	✓	✓	✓	✓			
» Visitor Management Policy/Process Training	✓	✓	✓	✓			
• ARCHITECTURAL							
» Signage (Directing to Appropriate Areas)	✓	✓	✓	✓			
» Secured Vestibule	✓	✓	✓	✓			
» BDA/DAS System (New Construction/Renovation)	✓	✓	✓	✓			
» One-Way Film on Exterior Windows to Prevent Visual Access	✓	✓	✓	✓			
» Security Film on Exterior Door Vision Panels and Sidelites	✓	✓	✓	✓			
» Ballistic Security Glass for Exterior Door Vision Panels and Sidelites			✓	✓			
• COMMUNICATION							
» Public Address System	✓	✓	✓	✓			
» Main Entry Door Intercom with Two-Way Communications	✓	✓	✓	✓			
» Audible and Visual Mass Notification Tied to District-Wide System				✓			
» Unify Communication Systems With Video Surveillance and Access Control				✓			
• ACCESS CONTROL							
» All Exterior Doors Secured With Lock or Exit Device	✓	✓	✓	✓			
» Patented/Restricted Key System	✓	✓	✓	✓			
» Cylinder Dogging with Indicator	✓	✓	✓	✓			
» Door Status Monitoring (Door Position and Latchbolt Position)	✓	✓	✓	✓			
» Electronic Access Control of Primary Entrances	✓	✓	✓	✓			
• VIDEO SURVEILLANCE							
» Video Intercom at Visitor Entrance Points	✓	✓	✓	✓			
» Interior, Fixed Camera Coverage for All Entrance Points	✓	✓	✓	✓			
» Exterior, Fixed Camera Coverage at All Entry Points		✓	✓	✓			
• DETECTION AND ALARMS							
» Intrusion Detection System on all Exterior Access Points	✓	✓	✓	✓			
» Intrusion Detection System Monitored 24/7	✓	✓	✓	✓			
» Partitioned Intrusion Detection			✓	✓			

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CLASSROOM/INTERIOR PERIMETER 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 and Substitutes Trained on Emergency Protocols

• ARCHITECTURAL

- » Security Film on Door Vision Panels and Sidelites
- » "Narrow-Lite" Style Classroom Doors with Blinds
- » Compartmentalize Building with Cross-Corridor Doors
- » Reinforced Walls at Shelter in Place Areas (New Construction)
- » Safety/Security Optimization of Classroom Door Installation (New Construction)

• COMMUNICATION

- » Public Address System
- » E-911 Added to Phone System (No Codes)
- » Local Area Two-Way Radio System for Select Staff
- » Two-way Intercom System With Call Buttons
- » Duress Button System - Office and Classroom
- » Local Area Two-Way Radio System for All Staff, Including Teachers
- » In-Building Emergency Communication System
- » BDA/DAS System
- » Mass Notification Tied to District-Wide System
- » Building-Wide Communication via Outside Calls (with record call option)
- » Use of Mobile Applications and Social Media

• ACCESS CONTROL

- » Classroom and Shelter in Place Doors Equipped with Office/Entry, or Classroom Security Function Locks
- » Locks with Visual Indicator
- » Stand-Alone Electronic Locks With Fob
- » Networked Electronic Locks

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CLASSROOM/INTERIOR PERIMETER LAYER (cont.)

STATUS

YEAR

NOTES

• VIDEO SURVEILLANCE

» Fixed Camera Coverage of All Common Areas	✓	✓	✓	✓			
» Fixed Camera Coverage of Vestibule and/or Lobby Area	✓	✓	✓	✓			
» Fixed Camera Coverage of Stairwells, Hallways and Restroom Entrances		✓	✓	✓			
» Fixed Camera Coverage of Restricted Areas		✓	✓	✓			

• DETECTION AND ALARMS

» Intrusion Detection System Covering All Hallways and Public Areas		✓	✓	✓			
» Intrusion and Duress (Panic) System Unified		✓	✓	✓			
» Intrusion Detection System Covering All Classrooms			✓	✓			
» Unified Communication and Detection System Monitored 24/7				✓			
» Unified Communication and Detection System Monitored by District-Wide SOC				✓			
» Alarms, Communications, Video Surveillance and Access Control Unified				✓			



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