

# CLASSROOM/FACILITY QUICK SECURITY CHECKLIST

Following this quick checklist will help you ensure your classroom, office, or facility is well equipped in the event of an emergency. We recommend keeping this checklist on hand and reviewing it regularly, ideally once every three months.

## DOORS

- Does your classroom or office doors open in/out?
- Can they be locked? If so, how? If not, can they be secured by other means? (e.g. latch, sliding bolt, door blocking device)
- Are they made of substantial material or can they be easily degraded? (e.g. particle board)
- Do they have vulnerable glass panels? If so, can they be covered efficiently?
- Are your doors numbered? If so, are you familiar with the number?

## WINDOWS

- Do their classroom or office have interior or exterior windows? If so, can they be covered efficiently?
- Can any of the windows be used for egress?
- Do they have access to window breaking devices?
- Is their material accessible to be used for efficient window covering?

## FURNITURE/MATERIALS

- Is there furniture positioned to be efficiently used as a door barricade?
- Is there furniture positioned to enhance your ability to cover or conceal?
- Is there material accessible that can be used to tether an outward opening door? (e.g. belts, electric cords, jump ropes, leashes, etc.)
- Is their material accessible that can be used for defense purposes?
- Is there a system to communicate or alert others/first responders of an emergency? Can you send facility-wide notifications from their classrooms, offices or shared spaces? If so, do you know how to utilize all-call features?
- Do you have panic alarms? If so, do you know where they are and how to use them?
- Are there accessible devices that can assist in alerting? (e.g. air horns, coast guard whistles, megaphones, etc.)

## EMERGENCY PROTOCOLS

- Do you know your primary and secondary evacuation egress routs?
- Do you know your on-site gathering location?
- Do you know the location and route to primary and secondary relocation sites?
- Do you know how to respond to in Shelter in Place/Weather and Shelter in Place/Hazardous Air scenarios?
- Do you know the areas that provide the greatest cover/concealment in your classrooms, offices, and common spaces?
- Do you know all the lockable/securable spaces in your facility?
- Do you know the location and contents of facility emergency supplies?
- Do you know how to function your utilities? (e.g. power, water, HVAC, etc.)