

School Safety Checklist

A campus safety checklist covering drills, security, hazards and emergency plans.

Emergency preparedness

- ☐ Confirm written plans for fire, lockdown and evacuation.
- ☐ Schedule and run required drills on time.
Vary conditions so responses become automatic.
- ☐ Post evacuation maps and assembly points clearly.
- ☐ Test fire alarms, smoke detectors and sprinklers.
- ☐ Inspect extinguishers for charge and access.
- ☐ Check first-aid kits and AED units are stocked and current.

Access and security

- ☐ Verify all exterior doors lock and latch properly.
- ☐ Confirm no entry doors are propped open.
- ☐ Test the intercom, buzzer or entry system.
- ☐ Check that security cameras are working and recording.
- ☐ Review who holds keys and access credentials.
- ☐ Secure perimeter fencing and gates.

Hazard prevention

- ☐ Walk hallways and stairs for trip and slip hazards.
- ☐ Confirm exits and walkways are clear and unblocked.
- ☐ Store cleaning chemicals locked and labeled.
- ☐ Check playground equipment for damage and wear.
- ☐ Inspect electrical outlets, cords and lighting.
- ☐ Verify proper signage for wet floors and hazards.

Visitor and supervision policy

- ☐ Route visitors through one monitored entrance.
- ☐ Require visitor sign-in and photo identification.
- ☐ Issue and collect visible visitor badges.
- ☐ Confirm staff supervision coverage at key times.
- ☐ Verify authorized-pickup procedures are followed.
- ☐ Keep a current record of who is on campus.

Communication

- ☐ Confirm the mass notification system works.
- ☐ Update emergency contact lists for staff and families.
- ☐ Post emergency numbers in every classroom.
- ☐ Confirm two-way radios are charged and working.
- ☐ Review the plan for communicating with parents.
- ☐ Brief all staff on their emergency roles.