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.