

# School Safety Survey

(Arch)Diocese: \_\_\_\_\_

Please Check one:      1<sup>st</sup> semester       2<sup>nd</sup> semester

School: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Please indicate school grades: \_\_\_\_\_ through \_\_\_\_\_

When answering questions, please answer "NA" if the question is not applicable to your school.

## FIRE SAFETY

	YES	NO	N/A
Are fire extinguishers inspected annually and properly charged?	_____	_____	_____
Have employees been trained on how to use a fire extinguisher?	_____	_____	_____
Is the fire alarm system inspected by a licensed fire alarm technician?	_____	_____	_____
Are fire drills conducted in accordance with local fire codes?	_____	_____	_____
Is the use of candles in classrooms and offices prohibited?	_____	_____	_____
Is the furnace/boiler room free of combustible materials and chemicals?	_____	_____	_____
Are furnaces and boilers serviced annually?	_____	_____	_____

## ELECTRICAL

Are circuit breaker panels and electrical wiring in good condition?	_____	_____	_____
Are there any electrical panels utilizing fuses rather than circuit breakers?	_____	_____	_____
Is there a three-foot clearance in front of electrical panels and around furnace and water heaters?	_____	_____	_____
Is the use of extension cords discouraged and minimized?	_____	_____	_____
Are there electrical outlet safety plug covers in rooms used by kindergarten and preschool children?	_____	_____	_____
Are Ground Fault Circuit Interrupter (GFCI) outlets located near water sources such as sinks?	_____	_____	_____

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## EXITS

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	YES	NO	N/A
Are exit hallways and stairways clear of storage?	_____	_____	_____
Are exits lights functioning properly and tested regularly?	_____	_____	_____
Are emergency evacuation plans posted in all classrooms and meeting rooms?	_____	_____	_____
Is panic hardware installed on all exit doors?	_____	_____	_____
Are battery back-up emergency lights functioning properly and tested regularly?	_____	_____	_____

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## SECURITY

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Are all secondary entrance doors kept locked during school hours?	_____	_____	_____
Are unlocked entrance doors continuously monitored?	_____	_____	_____
Are visitors required to sign in at the office?	_____	_____	_____
Is there good lighting for security and evening activities?	_____	_____	_____
Does your school have a written emergency/crisis response policy?	_____	_____	_____
Are lockdown procedures practiced on a regular basis?	_____	_____	_____

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## FALL SAFETY

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Are handrails provided for stairways with 3 or more steps?	_____	_____	_____
Are walkways level and free of holes and cracks?	_____	_____	_____
Are parking lots and driveways in good condition and clearly marked?	_____	_____	_____
Are rubber-backed entrance mats in good condition? (Non-secured rugs and carpet remnants are not recommended.)	_____	_____	_____
Are all ladders in sturdy and stable condition?	_____	_____	_____
Are non-slip floor mats provided in front of kitchen sinks and dishwashing areas?	_____	_____	_____
Are ladders, scaffolds and aerial platforms off-limits to student usage?	_____	_____	_____

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## EQUIPMENT

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Are chairs and tables checked regularly to ensure they are in good condition?	_____	_____	_____
Are televisions strapped/secured to carts?	_____	_____	_____
Do you have a kiln? Is it protected by a high-temperature cut-off switch and properly vented to the outside?	_____	_____	_____

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## CHEMICAL STORAGE

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	YES	NO	N/A
Are janitorial closets locked during school hours?	_____	_____	_____
Are Safety Data Sheets (SDS-formally known as MSDS) obtained for all chemicals?	_____	_____	_____
Are chemicals and cleaners labeled and safely stored?	_____	_____	_____

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## EXTERIOR

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Are gutters, downspouts, and roof drains inspected regularly and kept clean?	_____	_____	_____
Is the roofing in good repair?	_____	_____	_____
Does your school have set procedures for safely dropping off and picking up younger students?	_____	_____	_____

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## PLAY AREAS

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Are regular inspections made of all playground areas and equipment?	_____	_____	_____
Is there any "homemade" playground equipment?	_____	_____	_____
Is there a <i>minimum</i> depth of 9-12 inches of cushioning material (sand, pea gravel, padding, etc.) under playground equipment?	_____	_____	_____
Are age groups kept separate when using playground equipment?	_____	_____	_____
Is good supervision provided during recess activities?	_____	_____	_____

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## LIFE SAFETY

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Is Bloodborne Pathogen training provided?	_____	_____	_____
Are appropriate response procedures in place for students with severe allergies?	_____	_____	_____
Is an Automated External Defibrillator (AED) available and accessible?	_____	_____	_____

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## AUTOMOBILE LIABILITY

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Have drivers been notified of CMG's online Defensive Driving Curriculum on CMG Connect?	_____	_____	_____
Are 11-15 passenger vans used to transport students?	_____	_____	_____

**Thank you for completing the School Safety Survey!**