



EMERGENCY/CRISIS PREPAREDNESS WORKSHEET

Exposure (Check One)	Yes	No	Priority (Potential for Occurrence)	Plan in Place	Drill(s) (Date)	Notes (Changes needed, next tabletop or full drill, other information)
Fire						
Earthquake						
Tornado						
Hurricane						
Severe ice and snow storms						
Lightning						
Tsunami						
Flood						
Chemical spill (Rail, Plant, Highway, internal)						
Terrorist						
Bomb threats						
Violence (Community/external)						
Violence (Employee or student/internal)						
Bus/vehicle accidents						
Pandemic						
Power outage						
Staff or student death (natural, accidental, suicide, homicide)						
Medical emergencies						
Mission Trips						
Field Trips (see ARM Field Trip/Outing Planner, under Risk Resources at www.adventistrisk.org.)						
Other:						

Assets				
Building/Operation	Exposure (Flood, fire, theft, etc.)	Protection (Sprinklers, safe, file backups, etc.)	Utility Shut Offs Identified (Location on campus maps)	Alternate Protection or Location
Administration/offices				
Student records				
Accounting records				
Computer data				
Library facility				
Library books and historical archives				
Classrooms				
Laboratories				
Chemical storage rooms				

Communications Equipment								
Intercoms (All locations)		Internet/Email		Cell Phones Text Messaging		Two-way Radios		Combination (Preferred. Describe Below)
Yes	No	Yes	No	Yes	No	Yes	No	

Safer School Design Elements			
Design Element	Check One		Description/Remarks
Site entry points in high visibility areas that are easily observed and monitored	Yes	No	
Administrative area adjacent to main entry and lobby	Yes	No	
Vestibules at main entrance channel visitors to main office	Yes	No	
Minimal entrances into buildings	Yes	No	
Secondary entries secured	Yes	No	
Fencing limits the number of entry/exit points to the school	Yes	No	
Fencing does not permit footholds	Yes	No	
Adequate lighting in parking areas, bus loading and unloading zones, pick-up and drop-off areas, bike racks, and walkways leading to entrances	Yes	No	
Exterior vandal-proof lighting at building entrances and along glassed areas of the building	Yes	No	
A limited number of controlled entrances to parking areas	Yes	No	
Visitor Parking adjacent to main entry and administration	Yes	No	
Unsupervised entrances closed during low-use times	Yes	No	
Trees, shrubs, and other landscaping does not impede surveillance	Yes	No	
Placement of trees and other landscaping does not allow roof access	Yes	No	
Covered walkways designed to prevent access to roofs, windows and upper levels	Yes	No	
Column design and slippery finishes or coatings prevent climbing	Yes	No	

Walls and architectural features do not allow footholds or handholds	Yes	No	
No niches that create hiding places in exterior walls	Yes	No	
Unobstructed sight lines through library for easy observation	Yes	No	
Low stacks parallel to library circulation desk enhance visibility	Yes	No	
Main access points to commons areas have unobstructed surveillance	Yes	No	
Staff offices in locker rooms have windows near main entrance	Yes	No	
Hiding places and blind corners minimized throughout school	Yes	No	
Classroom doors have locksets that allow door to be locked from either side, yet may always be opened from inside	Yes	No	
Doors have view panels or sidelights for increased visibility	Yes	No	
Classroom windows designed to allow surveillance of campus by staff and students	Yes	No	
Each classroom with windows has at least one “rescue” window	Yes	No	
Areas under stairwells enclosed	Yes	No	
Enclosed exterior stairwells avoided where possible	Yes	No	
Open or see-through handrails and guardrails on exterior stairs, balconies, ramps and upper level corridors	Yes	No	
Double door vestibule entrances to bathrooms eliminated	Yes	No	
Facilities are designed to withstand natural forces for local area (high winds, earthquake, temperature extremes, snow loads, etc.)			
Facilities are maintained under a scheduled preventive maintenance program			
Vehicles are maintained under a scheduled maintenance program			

Resources: *Safe Schools Facility Planner – Health and Life Safety*, School Climate and Order, North Carolina Board of Education
Safe Schools Guide, Volumes 1 and 2, Oklahoma State Department of Education
Safer Schools by Design, Randall Atlas PhD, Atlas Safety and Security Design, Inc.
Self-Inspection for Schools, Adventist Risk Management, Inc., www.adventistrisk.org