

Please review the questions below and address them as necessary. Have the following issues, listed in the *Keep Your School Safe* guide, been discussed among yourselves and addressed by your security consultants?

1. At the core of the guide is a self-scoring audit to assist schools in identifying security vulnerabilities. Have you utilized it to evaluate the security measures at your school?
2. Has the Department of Homeland Security's *Guide for Developing High-Quality School Emergency Operations Plans* been reviewed and utilized?
3. Teachers can be your best resource as they spend many hours in school and can easily identify security flaws. Have your teachers and staff been encouraged to provide anonymous feedback by utilizing the form in the guide or via any other format?
4. Have parents been consulted as to what security measures they want implemented? Has a committee of parents been formed to work with your security team?
5. Have all front desk personnel been extensively trained in identifying suspicious appearances and behaviors to determine if it is safe to buzz someone in?
6. Staff ID badges are proven to be a deterrent. They are simple and cost-effective. In addition, carpool vehicles should identify themselves to a guard in the guardhouse.
7. Have security protocols been tested by sending an unannounced, non-threatening visitor into the school to see if established procedures are followed?
8. Has the need for a qualified armed security guard been evaluated? According to a report in Time Magazine ("The Next Gun Fight," Jan. 28, 2013), "About a third of all public schools in the U.S. already have armed security..." Jewish schools have begun to hire armed guards as well, especially after Sandy Hook. With today's more threatening climate, has the need for constant armed security been evaluated? If there is a financial concern, ask parents to form a committee to fundraise for this important purpose.
9. Does the school have designated safe rooms where groups of students can shelter in the event of an emergency?
10. Since September 11th, has protocol been updated so students are divided into separate safe rooms?
11. Are there any extra security precautions taken when there are school assemblies and many students are gathered together in one area? What is the established protocol?
12. Can the PA/phone system be heard clearly throughout the entire school campus, including all administrative offices, restrooms, libraries, lunchrooms, gyms, auditoriums, outside areas, etc.?
13. Has a method of instant communication between all divisions of the school been established in case of emergency?
14. Is there a minimum of one in-service training day with your entire staff every year, to focus exclusively on safety and security issues?
15. Does staff training include mental health awareness to alert staff to the behavioral warning signs preceding acts of aggression or violence, and how to report appropriately?
16. What security procedures have been established for events during non-school hours? Who decides what type of security is necessary?

17. Are there specific security protocols established for when other parts of your school is utilized for other purposes?
18. Is there a security guard present during overnights when students and staff are in the school?
19. Meeting with other schools to discuss implementing efficient, cost-effective security measures and protocols for security issues you all share can be beneficial. Why not take advantage of convenient resources in the community that has been diligently working on these issues?

Please create concrete steps and plans for follow-up to the above questions. Additionally, I would greatly appreciate it if you could share with me any important security issues your consultants have identified that I may have missed in this questionnaire or Keep Your School Safe. I can then add them and share them with other schools.

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