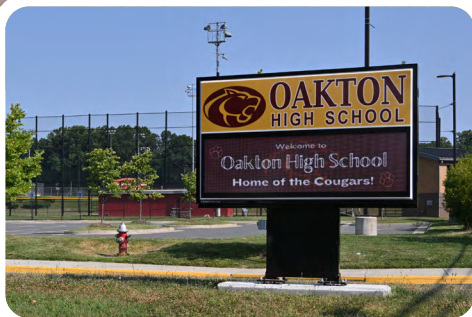


# Virginia School Safety Inspection Checklist: Comprehensive Walkthrough

Organized by CPTED Zones and Physical Security Layers



**Virginia Department of Criminal Justice Services**  
**Virginia Center for School and Campus Safety**  
*Updated 2025 Edition*

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## Section 1: Foundation and Legal Framework

### PURPOSE

The Virginia School Safety Inspection Checklist provides a systematic, zone-based process for evaluating school safety through Crime Prevention Through Environmental Design (CPTED) principles and modern security technologies. This assessment tool fulfills requirements under The *Code of Virginia* **§ 22.1-279.8** and supports school divisions in enhancing the safety, accessibility, and well-being of their learning environments.

### LEGISLATIVE MANDATE

The *Code of Virginia* **§ 22.1-279.8** requires all public schools in Virginia to conduct safety audits annually. Those audits include the requirement for schools to conduct site-based safety inspections using a standardized checklist incorporating CPTED Principles and to certify its completion to the Virginia Department of Criminal Justice Services (DCJS) – Virginia Center for School and Campus Safety (VCSCS) every three years. Annual inspections remain a recommended best practice.

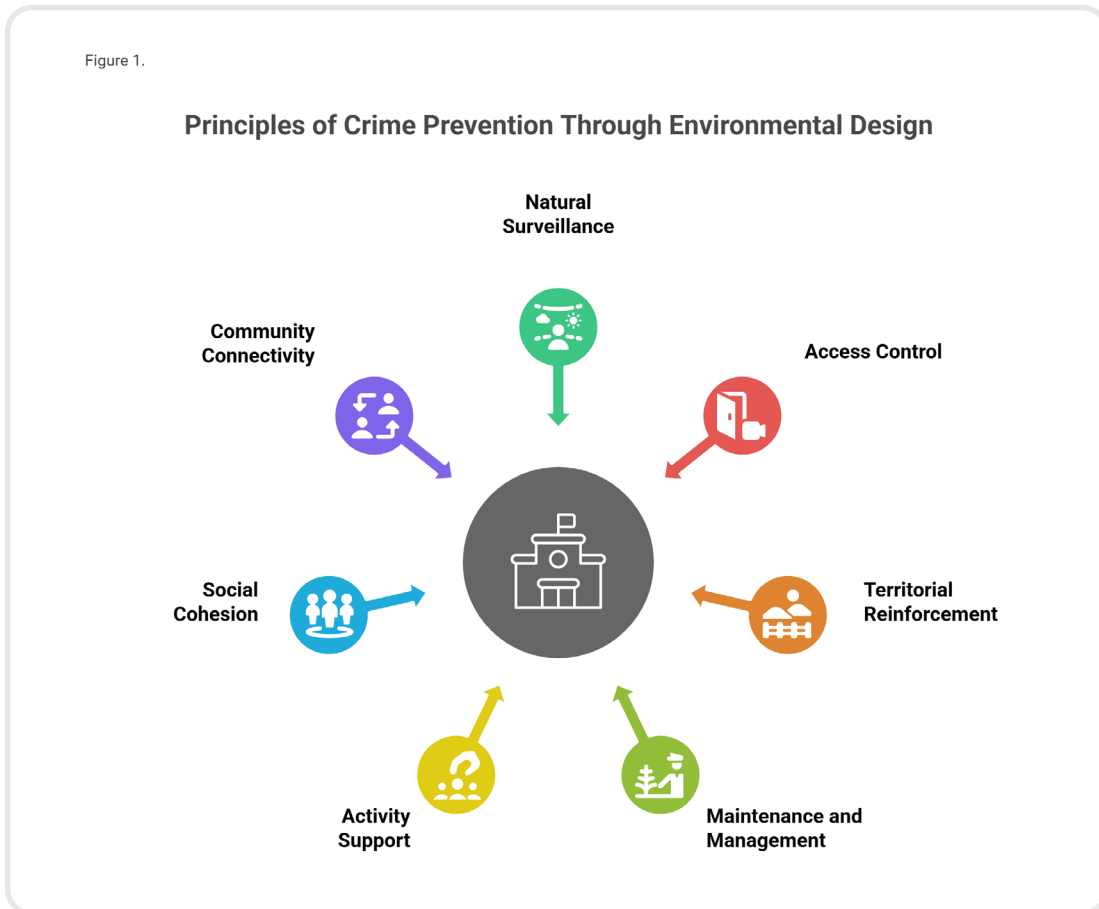
### INTEGRATION OF CPTED PRINCIPLES

The checklist is grounded in seven CPTED Principles that combine both physical design and social strategies to foster safe, vibrant school environments:

- Natural Surveillance
- Access Control
- Territorial Reinforcement
- Maintenance and Management
- Activity Support
- Social Cohesion
- Community Connectivity

These principles provide both the foundation and the lens through which all checklist items are assessed.

Figure 1.



**Figure 1 - Principles of Crime Prevention Through Environmental Design**

- Natural Surveillance
- Access Control
- Territorial Reinforcement
- Maintenance and Management
- Activity Support
- Social Cohesion
- Community Connectivity

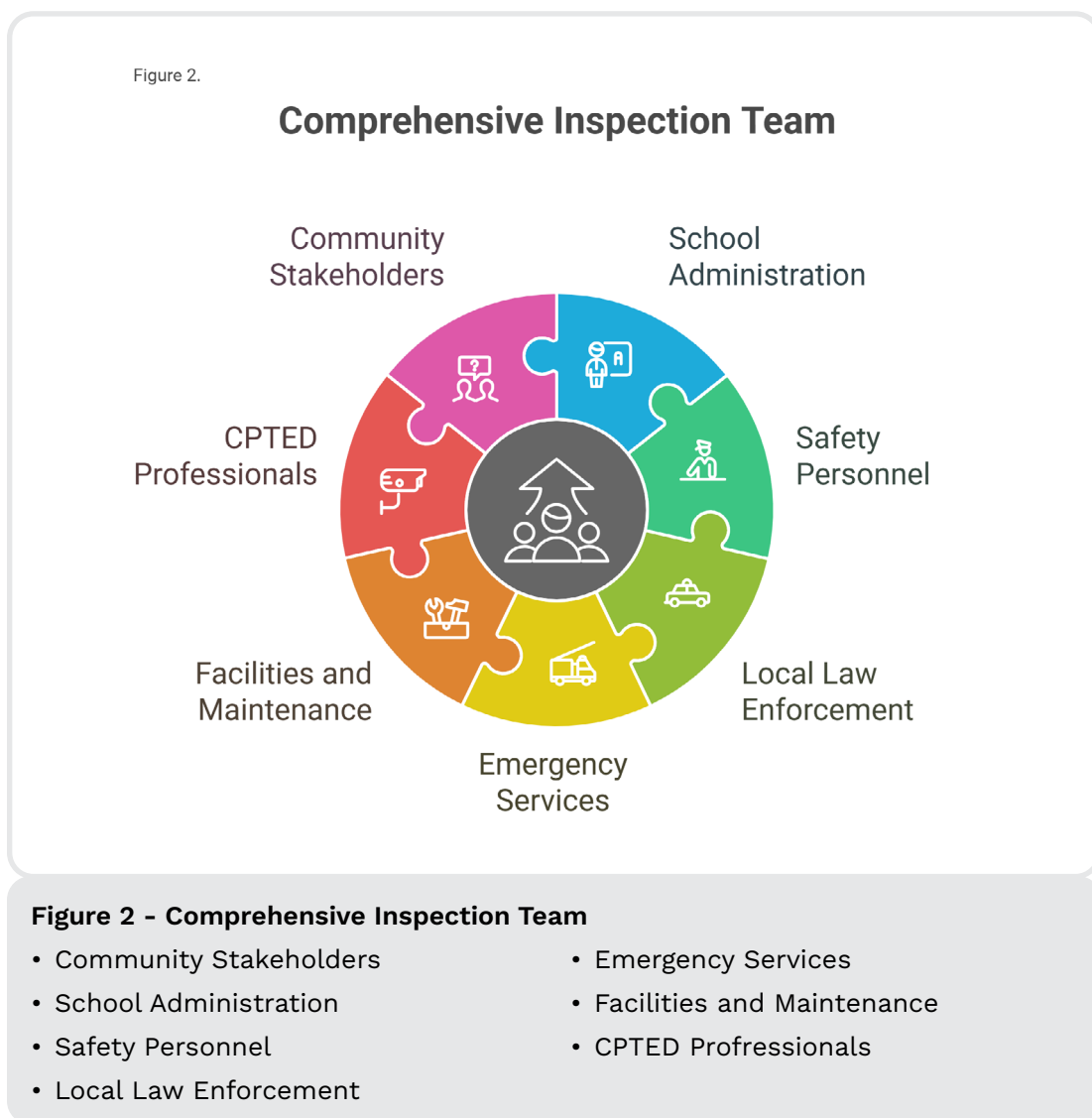
## BENEFITS

- **Reduction of Violence and Victimization:** Schools implementing CPTED Principles experience fewer safety incidents and lower absenteeism.
- **Enhanced Learning Environment:** Security measures are integrated to maintain positive, welcoming spaces.
- **Cost-Effective Risk Reduction:** Emphasizing design strategies minimizes reliance on technology-only solutions.
- **Community Engagement:** Inclusion of broad stakeholder perspectives ensures comprehensive safety planning.
- **Compliance:** Satisfies legal mandates under the *Code of Virginia* and aligns with best practices.

## INSPECTION TEAM COMPOSITION

Inspections should involve:

- School administrators and safety officers
- Local law enforcement (required)
- Emergency services (fire, EMS)
- Facilities and maintenance staff
- CPTED-trained professionals (recommended)
- Community representatives as appropriate



## **ACCESSIBILITY**

The process and documentation must consider the needs of English Learners, individuals with disabilities, and users with varying levels of technological expertise. All materials and practices should reflect principles of universal access and communication.

## Section 2: Methodology

### GUIDING PROCESS

The school safety inspection process is designed to be collaborative, holistic, and responsive to the unique context of each school. The following methodology ensures consistency, accuracy, and continuous improvement:

### PRE-ASSESSMENT PREPARATION

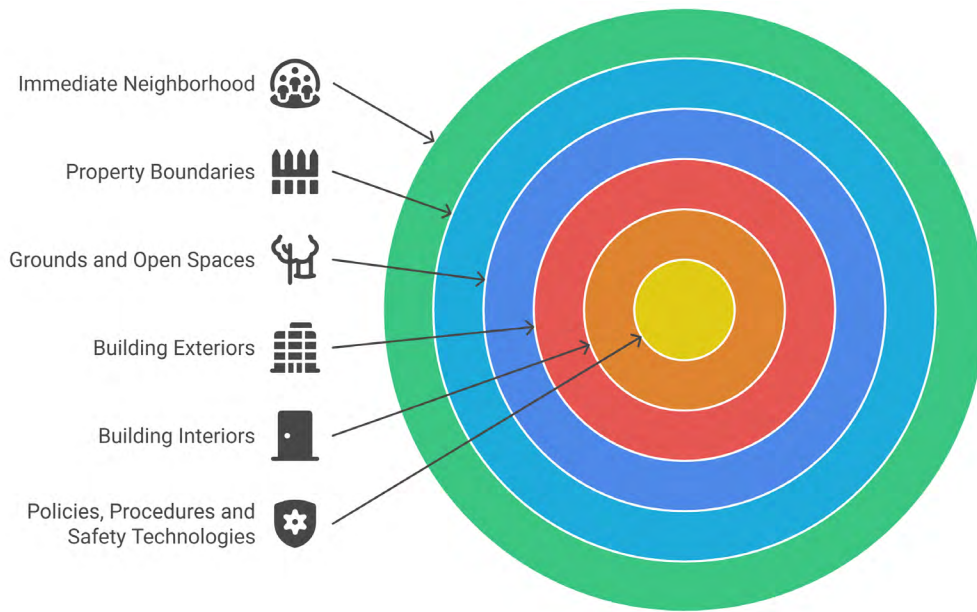
- Review recent safety audits, incident reports, and hazard analyses.
- Assemble a diverse inspection team, ensuring at least one CPTED-trained member.
- Collect building plans, previous checklist results, and relevant policy documents.
- Train all personnel in the use of standardized processes and CPTED fundamentals.
- Identify any accessibility or language needs in advance.

### INSPECTION EXECUTION

- **Follow the Zone System:** Begin at the periphery (Zone 1: Immediate Neighborhood) and proceed inward through each zone (to Zone 6: Policies, Procedures, and Safety Technologies).
- **Item-by-Item Assessment:** For each checklist item, apply CPTED Principles as both assessment criteria and interpretation framework.
- **Consider Inspection Variety:** Consider how the timing of the inspection could lead to varying results, given the differences in school environments depending on the time of year (e.g., weather, lighting, school on break) and time of day (e.g., variety of lighting conditions and after school activities).
- **Documentation:**
  - Use mobile or print formats as needed for team access.
  - Record findings with detailed notes and photographs.
  - Assign priority levels (Critical, High, Medium, Low) to each finding.
  - Capture status for items not meeting standards (Identified, Recommended, In-Progress).
- **Accessibility Check:** Throughout the process, assess for ADA compliance and universal design, ensuring all spaces are accessible and communications are clear for diverse users.

Figure 3.

### CPTED Zones



**Figure 3 - CPTED Zones**

- Immediate Neighborhood
- Property Boundaries
- Grounds and Open Spaces
- Building Exteriors
- Building Interiors
- Policies, Procedures and Safety Technologies

## POST-INSPECTION ACTIONS FOR ADMINISTRATORS AND CENTRAL OFFICE LEADERS

- Synthesize findings and ratings using the summary and implementation tables.
- Certify completion as mandated, following established data retention and confidentiality guidelines.
- Share results with leadership, law enforcement, and relevant stakeholders.
- Develop an implementation plan, including timelines and accountability for prioritized actions.
- Provide feedback and schedule follow-up assessments to measure progress.

## CONTINUOUS QUALITY IMPROVEMENT

- Cross-reference checklist items with the seven CPTED Principles.
- Update procedures as legal, technological, or community conditions evolve.
- Pursue ongoing CPTED and safety training for all core team members.

## CRITICAL CONSIDERATIONS

- Integrate security measures in ways that support—rather than restrict—educational mission and school climate.
- Balance technology solutions with design and behavioral strategies.
- Promote equity by addressing barriers faced by vulnerable populations.
- Document all recommendations, adjustments, and rationales for future audits and assessments.

## PRIORITY SYSTEM

The priority system outlined in this checklist—identifying items as Critical, High, Medium, or Low—is provided as a baseline framework to assist in organizing and addressing safety findings. **Local school divisions are encouraged to develop and adopt their own priority schedules and response timelines based on local needs, resources, and risk assessments.**

This priority rating system is intended as a guide and does **not represent a mandatory or prescriptive standard.** Each division should adjust and customize the schedule and definitions to best fit their organizational practices, operational realities, and stakeholder input.

**Ultimately, the responsibility for setting corrective action timelines and intervention priorities rests with the school division’s leadership and safety audit committee.** Regular review of local conditions and professional judgment should inform all final decisions regarding the urgency and implementation of corrective actions.

- Critical – Address Immediately
- High – Address Within Six Months
- Medium – Address Within One Year
- Low – Future Consideration

## REAL-WORLD EXAMPLES FOR SCHOOL SAFETY PRIORITY LEVELS

### 1 Critical – Immediate (hours to 1 day)

- **Unsecured Main Entrance:** Main entry access control system is malfunctioning and cannot lock during a lockdown. *Immediate risk of unauthorized access; students and staff are vulnerable during emergencies.*
- **Blocked Fire Exit:** Emergency exit door is obstructed by stacked furniture, preventing rapid evacuation.
- **Inoperable Fire Alarm:** The building’s primary fire alarm fails to activate during a scheduled test.

### 2 High – Promptly (1 to 7 days)

- **Broken Exterior Lighting:** Multiple security lights along school walkways and parking areas are out, creating dark zones, but there is no immediate history of incidents.
- **Damaged Perimeter Fencing:** A section of chain-link fence is bent and can be easily bypassed, though gates remain secure and regular patrols occur.
- **Obstructed Security Camera:** A tree has grown to block the view of a critical surveillance camera spot, but footage remains available from adjacent cameras.

### 3 Medium – Routine maintenance (weeks to a few months)

- **Outdated Emergency Maps:** Evacuation maps in some classrooms do not reflect recent renovations, though staff are aware of current routes.
- **Worn “Drug-Free School Zone” Signs:** Required signage at the property edge is faded but faintly legible; local law enforcement confirms ongoing awareness.
- **Accessibility Improvements Needed:** Interior hallways are only minimally compliant with ADA standards, e.g., signage lacks Braille, but alternate accessible routes are present.

### 4 Low – As resources become available

- **Cosmetic Landscaping Gaps:** Shrubs near the front entrance exceed the recommended height, but do not block sight lines or entrances and pose no crime opportunity.

- **Single-Classroom Minor Repairs:** One classroom door closer is noisy but fully functional and secure.
- **Optional Technology Upgrade:** Considering the addition of digital visitor management kiosks for convenience, while manual systems are compliant and functioning well.

## QUICK REFERENCE TABLE: SAMPLE PRIORITY SCENARIOS

| PRIORITY        | EXAMPLE SCENARIO                                            | REQUIRED ACTION                             |
|-----------------|-------------------------------------------------------------|---------------------------------------------|
| <b>Critical</b> | Fire exit blocked by furniture; main entry cannot be locked | Immediate (hours to 1 day)                  |
| <b>High</b>     | Perimeter fence section is down; walkway lighting out       | Promptly (1 to 7 days)                      |
| <b>Medium</b>   | Old evacuation maps; faded zone signage                     | Routine maintenance (weeks to a few months) |
| <b>Low</b>      | Tall shrubs, non-urgent minor repairs, optional kiosk       | As resources become available               |

*Tip: Teams should always use professional judgment and consult with school leadership or local law enforcement when in doubt about the severity or urgency of an issue. Regular review of these examples during team training promotes consistent and defensible prioritization.*

## INSPECTION CHECKLIST STATUTORY SIGNAGE ITEMS

**During safety inspections, verify that:**

- **Drug-Free School Zone signs** are posted and clearly visible
- **Gang-Free School Zone signs** are posted and clearly visible
- **Signage placement** meets legal requirements for enhanced penalty zones
- **Sign condition** is maintained and readable
- **Coverage area** includes all required locations (1,000-foot radius considerations)

## LEGAL COMPLIANCE NOTES

**Enhanced Penalties:** Both statutes provide for enhanced criminal penalties when violations occur within the designated zones around school property.

**Geographic Scope:** The 1,000-foot radius requirement extends protection beyond immediate school property to surrounding public areas.

**Multiple Violations:** Activities may be prosecuted under both the enhanced penalty statutes and other applicable laws, with penalties served consecutively.

**Documentation:** Proper signage and zone documentation support law enforcement efforts and legal proceedings.

**Legal Disclaimer:** *This information is provided for reference purposes. Schools should consult with legal counsel for specific compliance requirements and implementation guidance. The complete text of these statutes can be found in the Code of Virginia.*

## ASSESSMENT GUIDELINES

**Site-Specific Considerations:** Recommendations for best practices included in this document are general in nature. The unique environment and construction of each school being examined must be considered to ensure compliance with all applicable fire codes and other building codes.

**Team Preparation:** Personnel should be trained in their specific responsibilities, what they are looking for, and the process to be used to complete the checklist. It is essential that all personnel use the same standardized process to complete the assessment.

**Inspection Methodology:** The recommended approach for conducting the walk-through is an outward-in process that begins at the periphery of the property and works systematically inward through each security zone.

**Safety Audit Committee:** The *Code of Virginia* [§ 22.1-279.8](#) mandates that schools establish a school safety audit committee that includes representatives from various emergency services disciplines to ensure comprehensive evaluation and coordinated response planning.

## DOCUMENT USE AND RETENTION

**Confidentiality:** This completed checklist is for division use only and should be retained per local procedures and in accordance with the *Code of Virginia* **§ 2.2-3705.2**.

**Certification:** The division designee will certify completion to DCJS as part of the Division Safety Audit.

**Training Resources:** The Virginia Department of Criminal Justice Services offers comprehensive CPTED training courses.

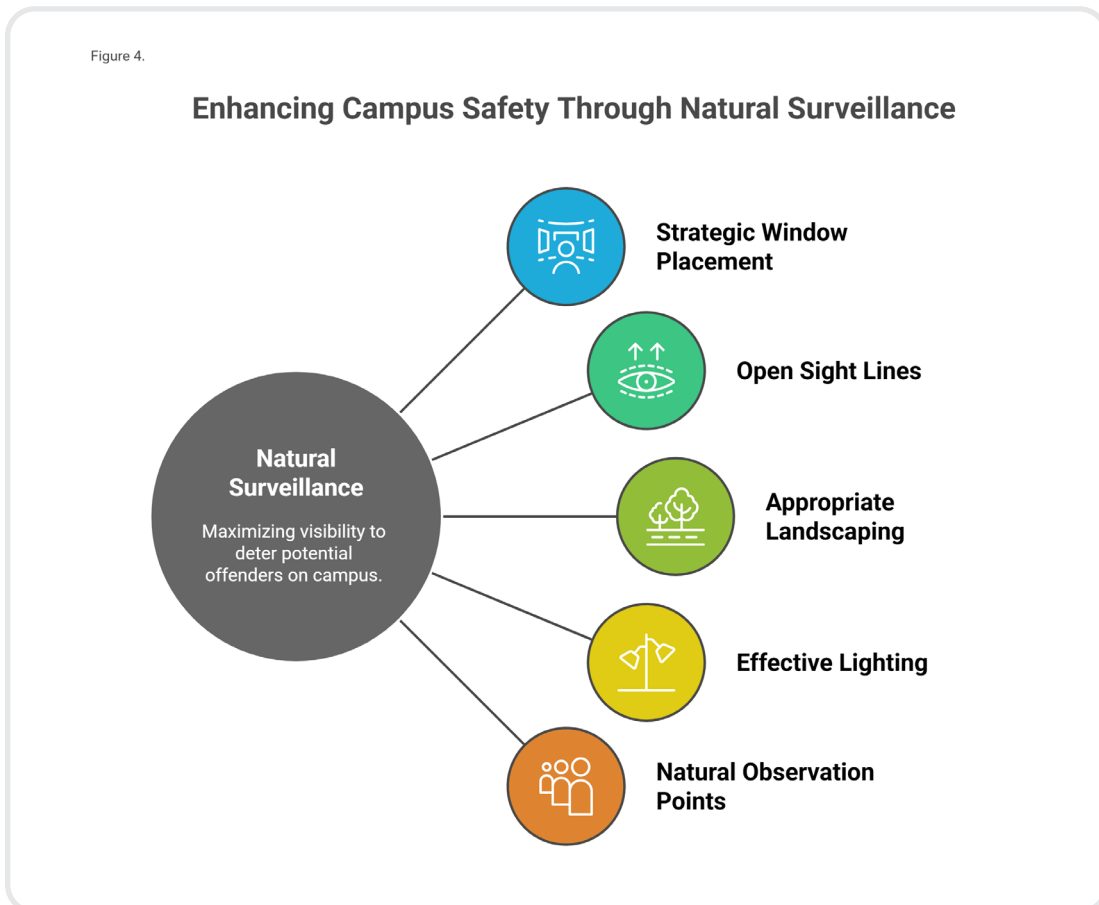
For information: [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov) or [safetyaudit@dcjs.virginia.gov](mailto:safetyaudit@dcjs.virginia.gov).

*This assessment tool aligns with current best practices in school safety while fulfilling Virginia's statutory requirements for evidence-based, systematic evaluation of school physical environments.*

## Section 3: CPTED Principles Assessment Criteria

### PRINCIPLE 1 – NATURAL SURVEILLANCE

**Principle:** Designing and placing features to maximize visibility throughout campus areas. Potential offenders are deterred when they perceive an increased risk of being observed.



**Figure 4 - Enhancing Campus Safety Through Natural Surveillance (Natural Surveillance: Maximizing visibility to deter potential offenders on campus)**

- Strategic Window Placement
- Open Sight Lines
- Appropriate Landscaping
- Effective Lighting
- Natural Observation Points

## ASSESSMENT CRITERIA:

- **Strategic Window Placement** – Windows provide clear views of surrounding spaces.
- **Open Sight Lines** – Hallways, stairwells, and outdoor spaces eliminate blind spots.
- **Appropriate Landscaping** – Vegetation enhances, rather than obstructs, visibility.
  - Shrubs trimmed below window height (three feet maximum)
  - Tree canopies pruned above eye level (eight feet minimum)
- **Effective Lighting** – Adequate, consistent illumination is present throughout campus.
- **Natural Observation Points** – Gathering spaces increase legitimate user presence.
- **Outdoor Spaces** – Ensure recreational area access points are highly visible and observable by staff and students during daily activities, maximizing natural surveillance and clearly defining boundaries.

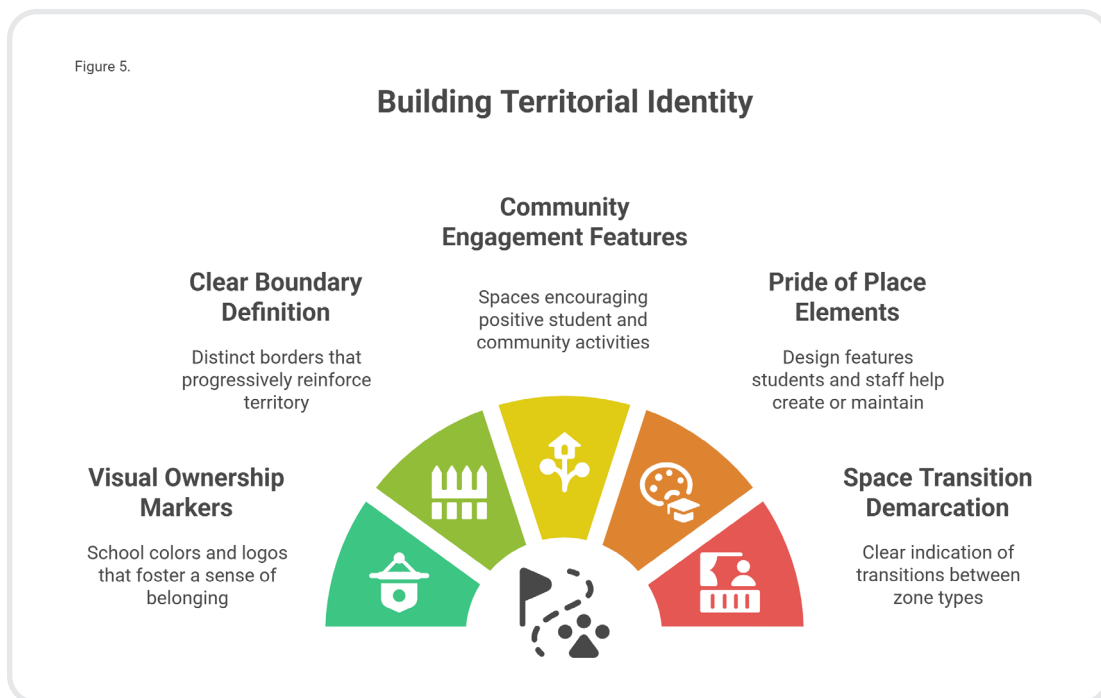
## EVALUATION QUESTIONS:

- Can staff easily observe outdoor areas from interior locations?
- Are there hidden areas where inappropriate activity could occur undetected?
- Does landscaping support or hinder visibility of key areas?
- Is lighting sufficient for facial recognition at 30 feet?

## PRINCIPLE 2 – ACCESS CONTROL

**Principle:** Guiding how people enter and move through the school environment while preventing unauthorized access. Creates a balanced approach that welcomes legitimate users while clearly restricting inappropriate access.

Figure 5.



**Figure 5 - Building Territorial Identity**

- Visual Ownership Markers - School colors and logos that foster a sense of belonging
- Clear Boundary Definition - Distinct borders that progressively reinforce territory
- Community Engagement Features - Spaces encouraging positive student and community activities
- Pride of Place Elements - Design features students and staff help to create or maintain
- Space Transition Demarcation - Clear indication of transitions between zone types

**ASSESSMENT CRITERIA:**

- **Single Entry Point Design** – Primary entrance for all visitors with proper screening
- **Perimeter Security** – Secure boundaries using appropriate fencing, gates, and anti-climbable surfaces
- **Zone Delineation** – Clear demarcation of public, semi-private, and private zones
- **Wayfinding Elements** – Signage and design guide visitors along appropriate routes
- **Electronic/Physical Controls** – Strategic deployment of access control technologies

### EVALUATION QUESTIONS:

- Does the access control system secure all perimeter doors in the event of a lockdown?
- Can visitors easily identify and access the main entrance?
- Do decorative barriers, planters, trees, or other hard mounted structures provide climbable surfaces to school property (minimum six feet from building)?
- Are restricted areas clearly marked and effectively secured?
- Do physical barriers appropriately channel movement without creating a fortress-like atmosphere?
- Are access control systems appropriate for the threat level and user needs?
- Does the entry road provide a straight-line approach to the main building?

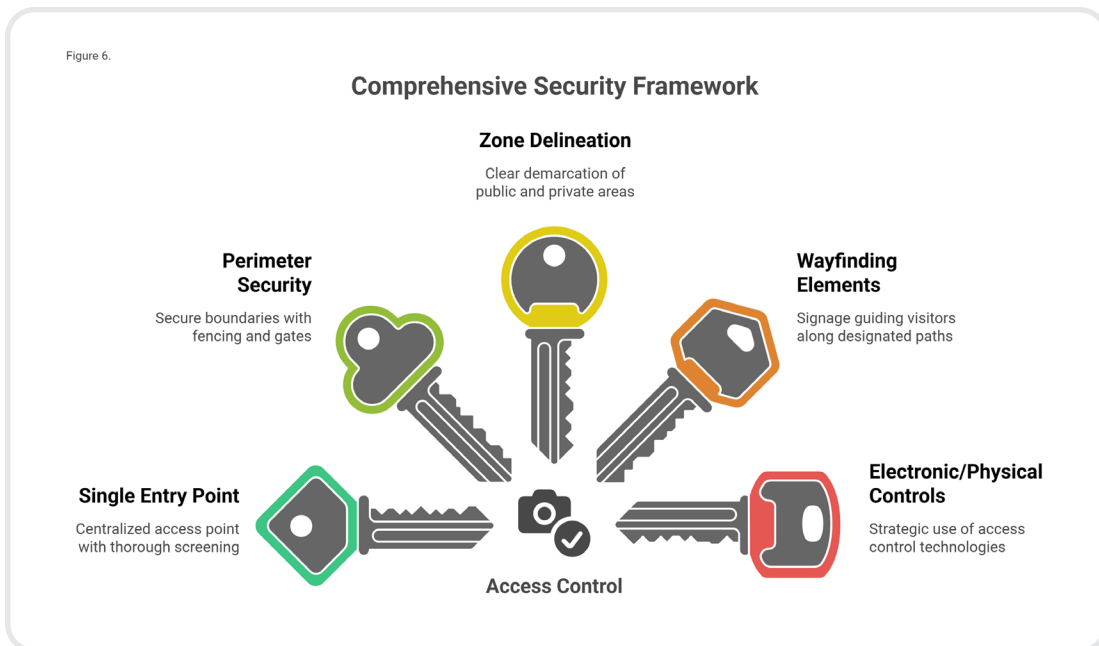
### PRINCIPLE 3 – TERRITORIAL REINFORCEMENT

**Principle:** Using physical attributes to create a sense of ownership and community connection to spaces. People instinctively protect territories to which they feel connected.

#### ASSESSMENT CRITERIA:

- **Visual Ownership Markers** – School colors, logos, mascots, and student artwork
- **Clear Boundary Definition** – Distinct borders that progressively reinforce territory
- **Community Engagement Features** – Spaces encouraging positive student and community activities
- **Pride of Place Elements** – Design features that students and staff help create or maintain
- **Space Transition Demarcation** – Clear indication of transitions between zone types

Figure 6.



**Figure 6 - Comprehensive Security Framework**

- Single Entry Point - Centralized access point with thorough screening
- Perimeter Security - Secure boundaries with fencing and gates
- Zone Delineation - Clear demarcation of public and private areas
- Wayfinding Elements - Signage guiding visitors along designated paths
- Electronic/Physical Controls - Strategic use of access control technologies

### EVALUATION QUESTIONS:

- Do spaces clearly belong to and reflect the school community?
- Are property boundaries obvious to both users and potential intruders?
- Do design elements encourage positive use and community investment?
- Are there opportunities for students and staff to personalize and care for spaces?

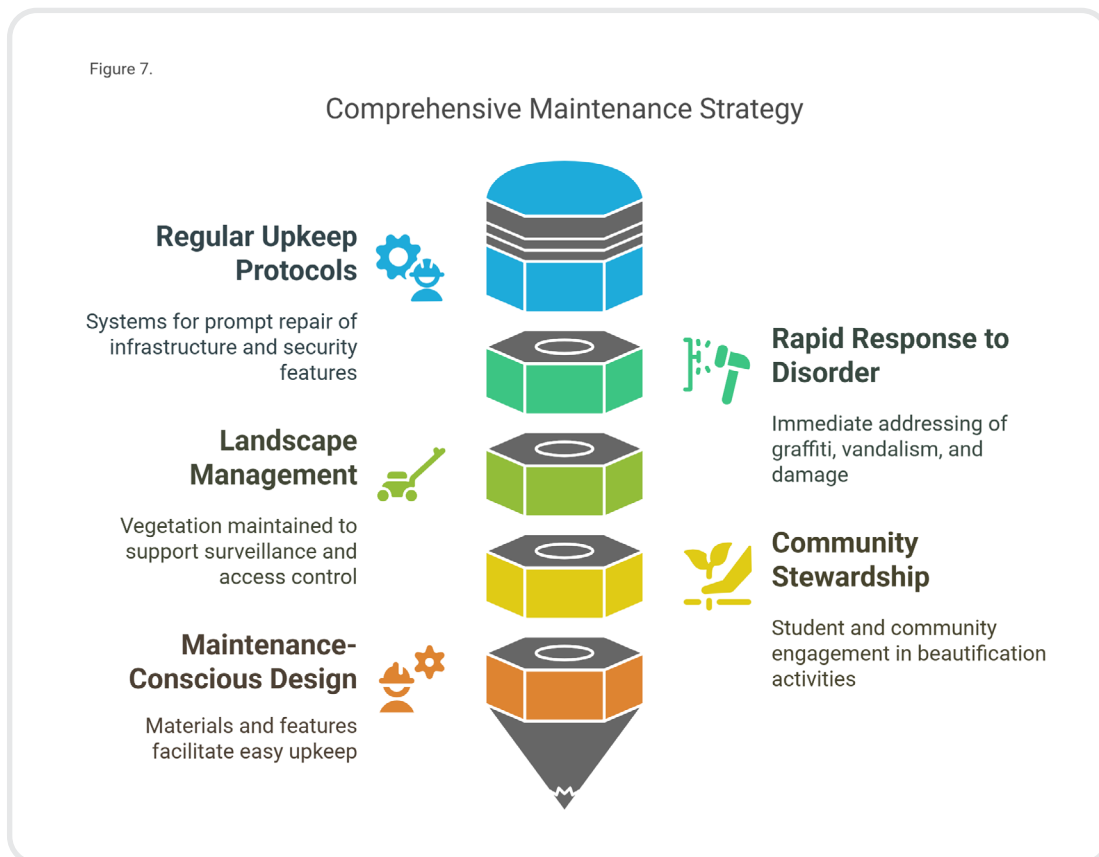
### PRINCIPLE 4 – MAINTENANCE AND MANAGEMENT

**Principle:** Well-maintained facilities signal active management and care, while neglected environments can invite disorder and criminal activity. This is often overlooked, but it is critical for CPTED effectiveness.

### ASSESSMENT CRITERIA:

- **Regular Upkeep Protocols** – Systems for prompt repair of infrastructure and security features

- **Rapid Response to Disorder** – Immediate addressing of graffiti, vandalism, and damage
- **Landscape Management** – Vegetation maintained to support surveillance and access control
- **Community Stewardship** – Student and community engagement in beautification activities
- **Maintenance-Conscious Design** – Materials and features facilitate easy upkeep



**Figure 7 - Comprehensive Maintenance Strategy**

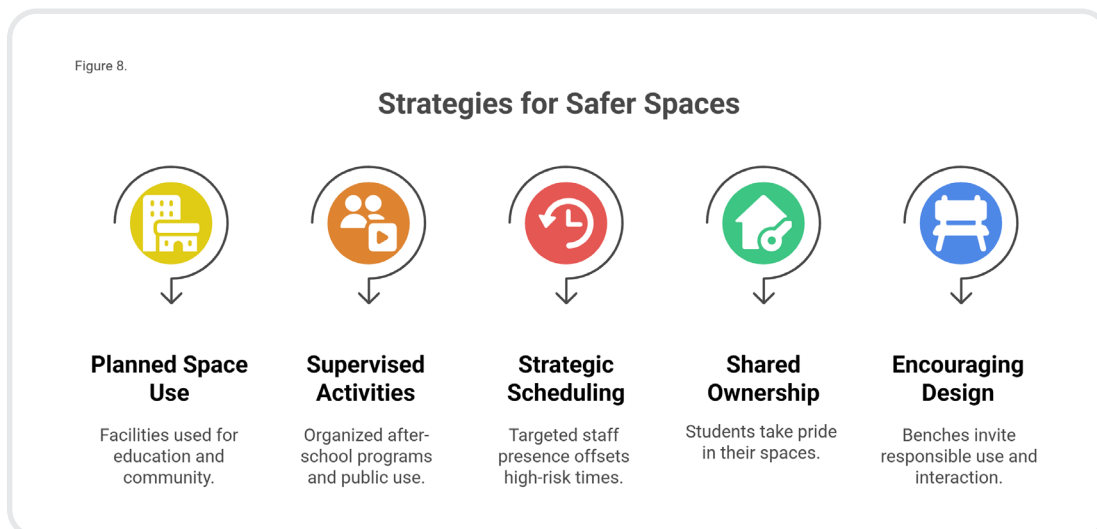
- Regular Upkeep Protocols - Systems for prompt repair of infrastructure and security features
- Landscape Management - Vegetation maintained to support surveillance and access control
- Maintenance-Conscious Design - Materials and features facilitate easy upkeep
- Rapid Reponse to Disorder - Immediate addressing of graffiti, vandalism, and damage
- Community Stewardship - Student and community engagement in beautification activities

## EVALUATION QUESTIONS:

- Are broken or damaged items repaired promptly?
- Is there evidence of deferred maintenance that could signal neglect?
- Do maintenance practices support or undermine other CPTED Principles?
- Are there systems in place for ongoing care and improvement?

## PRINCIPLE 5 – ACTIVITY SUPPORT

**Principle:** Legitimate activity in and around school grounds increases natural surveillance and deters criminal behavior. Spaces that are used frequently and visibly for positive purposes are less likely to attract misbehavior. Activity Support strengthens territoriality and informal guardianship, reinforcing other CPTED Principles.



### Figure 8 - Strategies for Safer Spaces

- Planned Space Use - Facilities used for education and community.
- Supervised Activities - Organized afterschool programs and public use.
- Strategic Scheduling - Targeted staff presence offsets high-risk themes.
- Shared Ownership - Students take pride in their spaces.
- Encouraging Design - Benches invite responsible use and interaction.

### **ASSESSMENT CRITERIA:**

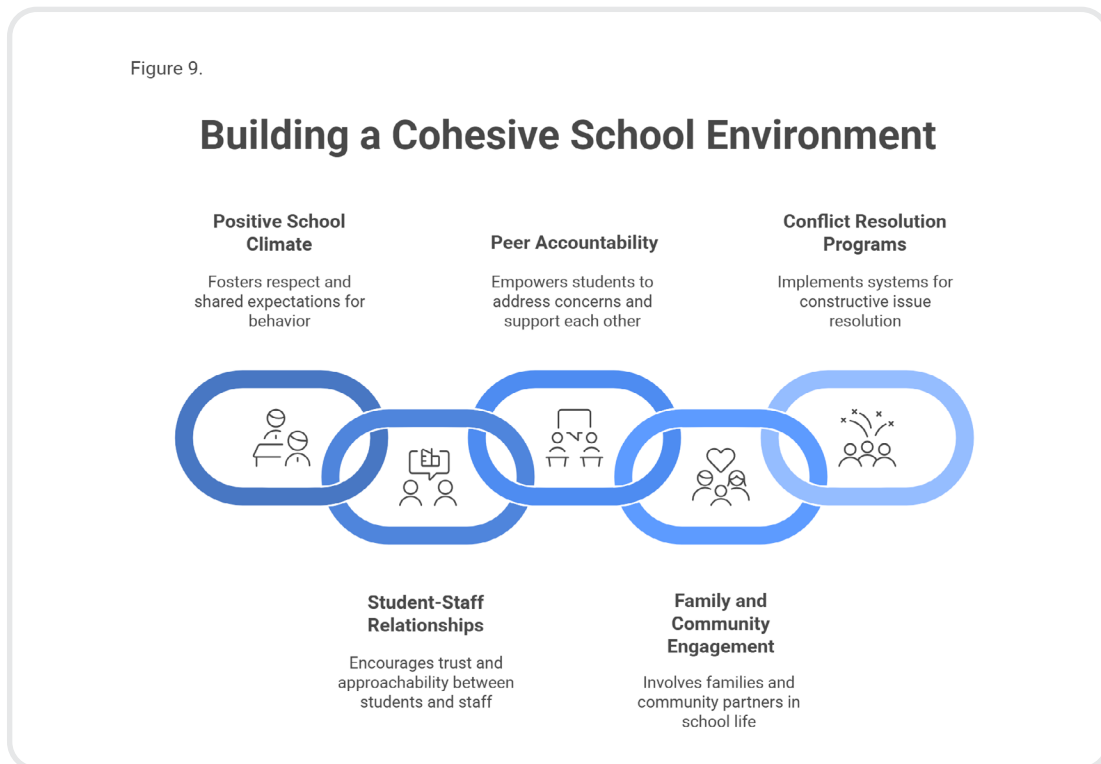
- **Planned Use of Space** – Facilities and grounds are used regularly for educational, recreational, or community engagement purposes.
- **Supervised and Programmed Activities** – After-school programs, athletic events, and public use are organized and monitored.
- **Strategic Scheduling** – High-risk times and locations are offset by targeted staff presence and scheduled activity.
- **Shared Ownership** – Students and staff visibly use and take pride in spaces (e.g., student art, garden clubs, team spaces).
- **Design That Encourages Presence** – Benches, gathering spaces, and features that invite responsible use and social interaction.

### **EVALUATION QUESTIONS:**

- Are spaces actively used for their intended purpose throughout the day?
- Are there after-school or weekend activities that contribute to positive use of facilities?
- Are staff or volunteers present during high-traffic or transitional times (e.g., arrival, dismissal, lunch)?
- Are there areas that appear consistently unused or underutilized, which may invite undesirable activity?
- Do environmental features encourage safe and visible student or community interaction?

## PRINCIPLE 6 – SOCIAL COHESION

**Principle:** A strong sense of connection, trust, and mutual responsibility among students, staff, and community members creates a culture of safety and respect. Social Cohesion reduces fear, increases guardianship, and supports early intervention when concerns arise, making it a foundational element of CPTED in school environments.



### Figure 9 - Building a Cohesive School Environment

- Positive School Climate - Fosters respect and share expectations for behavior
- Student-Staff Relationships - Encourages trust and approachability between students and staff
- Peer Accountability - Empowers students to address concerns and support each other
- Family and Community Engagement - Involves families and community partners in school life
- Conflict Resolution Programs - Implements systems for constructive issue resolution

### **ASSESSMENT CRITERIA:**

- **Positive School Climate** – Culture promotes respect, inclusion, and shared expectations for behavior.
- **Student-Staff Relationships** – Staff are visible, approachable, and trusted by students
- **Peer Accountability** – Students are encouraged and empowered to speak up about concerns.
- **Family and Community Engagement** – Families and community partners are actively involved in the life of the school.
- **Conflict Resolution Programs** – Systems such as peer mediation or restorative practices are in place to address issues constructively.

### **EVALUATION QUESTIONS:**

- Do students and staff report feeling safe and supported in the school environment?
- Are there systems for students to report concerns anonymously and without fear of retaliation?
- Are families engaged in school activities, planning, or safety initiatives?
- Are discipline and conflict addressed in ways that reinforce relationships and accountability?
- Does the school foster a sense of belonging and shared responsibility among its members?

## **PRINCIPLE 7 – COMMUNITY CONNECTIVITY**

**Principle:** Strong ties between a school and its surrounding community enhance situational awareness, increase guardianship, and foster a shared investment in safety. Community Connectivity leverages relationships with neighbors, local businesses, and public services to create a safer, more responsive environment.

### **ASSESSMENT CRITERIA:**

- **Interagency Collaboration** – Formal partnerships with law enforcement, fire, EMS, and emergency management
- **Community Access Planning** – Clear protocols for community use of facilities without compromising security

- **Neighborhood Watch Involvement** – School coordination with local neighborhood watch or community patrols
- **Local Crime Awareness** – Regular review of crime trends in the surrounding area and integration into safety planning
- **Business and Civic Engagement** – Partnerships with local businesses and civic groups supporting safety initiatives



**Figure 10 - Enhancing School Safety Through Community Engagement**

- Business and Civic Engagement - Partnerships with local businesses and civic groups
- Local Crime Awareness - Regular review of crime trends
- Neighborhood Watch Involvement - Coordination with local community patrols
- Community Access Planning - Clear protocols for community use of facilities
- Intragency Collaboration - Formal partnerships with emergency services

## EVALUATION QUESTIONS:

- Are there active relationships with local law enforcement, fire, and EMS agencies?
- Does the school engage in joint safety planning or exercises with community stakeholders?
- Are community members or local organizations involved in activities that enhance school safety or awareness?
- Are there shared-use agreements or clear expectations for public access to school facilities?
- Is school safety planning informed by crime trends or incidents in the surrounding neighborhood?

## ACCESSIBILITY IN SCHOOL SAFETY INSPECTIONS

### Overview

Ensuring accessibility—both physical and communicative—is fundamental for compliance with the Americans with Disabilities Act (ADA) and language access regulations in school safety planning. The following section is dedicated for your instructional guide/checklist, integrating actionable best practices and practical reminders for accessible school safety audits.

### ACCESSIBILITY STANDARDS AND LEGAL MANDATE

- **ADA Compliance:** All public K-12 schools are required by law to provide equal access to facilities and emergency protocols for students, staff, and visitors with disabilities.
- **Language Access:** Federal civil rights laws require schools to offer language services to English Learner (EL) students and Limited English Proficient (LEP) parents, ensuring all families can fully participate and respond during safety events.

## PHYSICAL ACCESSIBILITY: KEY FEATURES AND BEST PRACTICES

| FACILITY ELEMENT              | ADA REQUIREMENT                                                                                                               | PRACTICAL EXAMPLE OR REMINDER                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Entrances and Exits           | At least one accessible entry connected to all approach routes                                                                | Ensure primary entry is ramped and doors open automatically or with lever handles. Clear signage (including Braille) must be present. |
| Interior and Exterior Routes  | Walkways and hallways must be 36+ wide, free of obstructions; curb cuts/ramped transitions for any level change over 1/2 inch | Inspect for blocked paths, trip hazards, non-compliant slopes, and missing handrails.                                                 |
| Doorways                      | Minimum clear opening of 32 inches; hardware operable with one hand; threshold $\leq 1/2$ inch                                | Replace knob handles with levers; remove heavy doors; add visual and tactile cues.                                                    |
| Signage                       | Large print, tactile (Braille), and international accessibility symbols on all accessible paths, rooms, and exits             | Enhance all emergency and directional signage with tactile/Braille features and contrasting color.                                    |
| Restrooms                     | Wheelchair accessible with grab bars, clear floor space, and accessible hardware                                              | Confirm at least one accessible restroom per floor/building and test alarms/aids.                                                     |
| Classrooms                    | Desks/tables adjustable for height and wheelchair access; clear paths between furniture                                       | Arrange classroom layouts to provide open access to exits and resources for all students.                                             |
| Emergency Systems             | Visual and auditory alarms, accessible evacuation routes, and adaptive communication devices                                  | Ensure alarms have flashing lights and are at an accessible height; have backup plans for communication devices.                      |
| Playgrounds and Outdoor Areas | Accessible surface (not gravel), adaptive equipment, ramped entry points                                                      | Select equipment with ground-level activities and ramps; maintain an accessible path from building.                                   |

**Reminder:** Test access points using a wheelchair or mobility device and involve users with disabilities in regular accessibility walk-throughs.

## COMMUNICATION ACCESSIBILITY: LANGUAGE AND SPECIAL NEEDS

### Checklist Features:

- Primary safety documents, signage, and emergency instructions available in multiple languages relevant to your school community.
- Interpretation services available for families with LEP at all safety and parent meetings.
- Communication systems (including digital alerts and PA systems) support text, visual, and multiple-language output.

## BEST PRACTICES AND PRACTICAL REMINDERS

- Translate all critical safety materials (evacuation maps, contacts, lockdown protocols) into the top three to five languages spoken in your school division community.
- Post emergency and wayfinding signs in plain language and in accessible reading levels.
- Involve bilingual staff or certified interpreters for drills and training, not students or family members.
- Include visual symbols/icons on signage for “exit,” “first aid,” “assembly,” and “fire extinguisher” everywhere in the building.
- Confirm that audible alarms are paired with visual/strobe signals for deaf or hard-of-hearing students, staff, and visitors.
- For drills: Provide written and pre-recorded instructions in accessible formats before, during, and after exercises.

## INSPECTION CHECKLIST: ACCESSIBILITY-LINKED ITEMS

These items are highlighted in the checklist within each zone:

- **Zone 1 (Immediate Neighborhood):** Accessible sidewalks, curb ramps, crosswalks with tactile markers
- **Zone 2 (Perimeter/Boundaries):** Clearly marked and accessible entry gates; signage at accessible height and in multiple languages
- **Zone 3 (Grounds/Open Spaces):** Accessible routes to all playgrounds and fields; inclusive playground surfaces and equipment

- **Zone 4 (Building Exteriors):** Accessible door hardware, compliant ramps/railings, clear sight lines for visually impaired
- **Zone 5 (Interiors):** ADA-compliant classrooms, alarms with both sound and visual cues, restrooms with grab bars and accessible fixtures
- **Zone 6 (Policies and Technology):** Language access in notification systems; comprehensive staff training on ADA and language inclusion; all policies reviewed for accessibility impact

## TRAINING AND CONTINUOUS IMPROVEMENT

- Train inspection and emergency teams annually on ADA requirements and language access rights.
- Include accessibility and communication checks in every inspection cycle and record barriers for prompt resolution.
- Invite feedback from disability advocates, students, families, and multilingual community members to refine accessibility efforts.

## SUMMARY TABLE: ACCESSIBILITY COMPLIANCE REMINDERS

| AREA                  | ACTION ITEM                                                        | FREQUENCY        |
|-----------------------|--------------------------------------------------------------------|------------------|
| ADA Physical Audit    | Check doors, routes, signage, alarms, and restrooms for compliance | Every inspection |
| Language Access Audit | Translate all vital docs, engage interpreters, evaluate PA/sirens  | Every inspection |
| Training              | Staff and volunteer training on ADA/language access                | Annual           |
| User Feedback         | Solicit user feedback (students, parents, staff) on accessibility  | Semiannual       |

**Remember:** Integrating these accessibility features throughout your school safety inspection will foster a genuinely inclusive and secure environment for all users, ensuring both legal compliance and operational best practice.

## Section 4: Safety Inspection Checklist

### DISCLAIMER: INTENDED USE OF CPTED-BASED SECURITY CHECKLIST

This checklist is designed as a flexible tool to help school divisions explore and implement practices that enhance safety through Crime Prevention Through Environmental Design (CPTED) principles. It is not intended as a prescriptive set of standards, except where specific items are mandated by law, ordinance, or school board policy.

School divisions vary in size, resources, and operational needs. The strategies presented should be viewed as a menu of options that can be tailored to support local priorities and capacities. Implementation should reflect each division's unique context. Absence of certain practices does *not* imply inadequacy or inferiority.

The goal is continuous improvement by encouraging thoughtful, achievable steps toward safer learning environments for all.

### FORM INSTRUCTIONS

- **Zone:** Column is prefilled and organized from an outward-to-inward order of inspection.
- **Category:** Column is prefilled and is further organized to group like items together under specific subheadings.
- **Checklist Item:** Column is prefilled and provides specific information on a single item for inspection.
- **Meets Standard:** Column offers three options – YES, NO, and N/A for any item that is not applicable to the specific location being inspected. NOTE: The standard would be either as required by law or policy, mandated by the school board, or identified as a CPTED best practice.
- **Priority Level:** Dropdown menu based on the priority system outlined in this document (low, medium, high, and critical).
- **Status:** Dropdown menu based on a “NO” response to “Meets Standard” showing process for improvement or corrective actions:
  - **Identified** – The deficiency has been identified, but no action has been taken.
  - **Recommended** – The deficiency has been identified, and recommendations have been made for corrective actions.

- **In-Progress** – The deficiency has been identified, recommendations have been made, and work has begun to complete corrective actions.
- **Comments/Notes:** For any additional details or information the user finds beneficial. Option to link to photos or other external resources.

**Remember:** *Effective school safety results from the thoughtful integration of environmental design, community engagement, and appropriate security technologies working together to create environments where students and staff can thrive.*

**Date of Inspection:** \_\_\_\_\_

**School Division Name:** \_\_\_\_\_

**School or Building:** \_\_\_\_\_

**Inspection Team Members (Name and Title):**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

| <b>PRIORITY</b> | <b>REQUIRED ACTION</b>                         |
|-----------------|------------------------------------------------|
| <b>Critical</b> | Immediate (hours to 1 day)                     |
| <b>High</b>     | Promptly (1 to 7 days)                         |
| <b>Medium</b>   | Routine maintenance<br>(weeks to a few months) |
| <b>Low</b>      | As resources become available                  |

| ZONE                                                                       | CATEGORY                         | CHECKLIST ITEM                                                                                | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|----------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>See Appendix E for case examples of non-obvious items in each zone.</b> |                                  |                                                                                               |                 |                |        |                |
| <b>Zone 1:<br/>Immediate<br/>Neighborhood</b>                              | <b>Visibility<br/>and Access</b> | Visibility of school from public roadways is unobstructed                                     |                 |                |        |                |
|                                                                            |                                  | Public sidewalks are maintained, well-lit, and free of debris                                 |                 |                |        |                |
|                                                                            |                                  | Student pedestrian routes are safe and clearly defined                                        |                 |                |        |                |
|                                                                            |                                  | Fire lanes/emergency access routes are clear and well-marked                                  |                 |                |        |                |
|                                                                            |                                  | Traffic patterns during school hours minimize congestion and safety risks                     |                 |                |        |                |
|                                                                            |                                  | Speed calming features prevent vehicles from having a straight-line approach to main building |                 |                |        |                |
|                                                                            |                                  | School is easily identifiable with clear signage from major roadways                          |                 |                |        |                |

| ZONE                                 | CATEGORY                 | CHECKLIST ITEM                                                                   | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|--------------------------------------|--------------------------|----------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 1:<br>Immediate<br>Neighborhood | Accessibility            | Accessible sidewalks, curb ramps, and crosswalks with tactile markers.           |                 |                |        |                |
|                                      | Community<br>Integration | Nearby crime statistics reviewed; high-crime or vacant areas noted               |                 |                |        |                |
|                                      |                          | Community and police partnerships in place (e.g., watch groups, SRO MOUs)        |                 |                |        |                |
|                                      |                          | Interagency coordination protocols established with local emergency services     |                 |                |        |                |
|                                      |                          | Neighborhood watch programs coordinate with school security                      |                 |                |        |                |
|                                      |                          | Local business partnerships support extended security awareness                  |                 |                |        |                |
| Zone 2:<br>Property<br>Boundaries    | Premier<br>Security      | Perimeter fencing is see-through, five to eight feet tall, and in good condition |                 |                |        |                |
|                                      |                          | All gates lockable with tamper-resistant hardware                                |                 |                |        |                |

| ZONE                           | CATEGORY               | CHECKLIST ITEM                                                                                                                             | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|--------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 2:<br>Property Boundaries | Premier Security       | Vehicle barriers/bollards at key entry points (if applicable)                                                                              |                 |                |        |                |
|                                |                        | Perimeter intrusion detection systems (if applicable)                                                                                      |                 |                |        |                |
|                                |                        | Climbable surfaces are a minimum of six feet distance from school building (e.g., picnic tables, dumpsters, window overhangs, trees, etc.) |                 |                |        |                |
|                                |                        | Clear sight lines maintained along property boundaries                                                                                     |                 |                |        |                |
|                                | Accessibility          | Clearly marked and accessible entry gates; signage at accessible height and in multiple languages                                          |                 |                |        |                |
|                                | Signage and Wayfinding | Clear signage directs visitors to main entrance                                                                                            |                 |                |        |                |
|                                |                        | <b>"Drug-Free School Zone" signs posted (The Code of Virginia § 18.2-255.2)</b>                                                            |                 |                |        |                |

| ZONE                                       | CATEGORY                              | CHECKLIST ITEM                                                                    | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|--------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 2:<br/>Property<br/>Boundaries</b> | <b>Signage and<br/>Wayfinding</b>     | <b>"Gang-Free School Zone" signs posted (The Code of Virginia § 18.2-46.3:3)</b>  |                 |                |        |                |
|                                            |                                       | Speed limit signs clearly posted                                                  |                 |                |        |                |
|                                            |                                       | Emergency contact information displayed at main entrance                          |                 |                |        |                |
|                                            | <b>Landscaping<br/>and Visibility</b> | Landscaping allows for visibility (shrubs <three feet, trees trimmed >eight feet) |                 |                |        |                |
|                                            |                                       | CPTED principles applied for natural surveillance and territorial reinforcement   |                 |                |        |                |
|                                            |                                       | Prickly or thorn shrubs used to discourage pedestrian traffic in unsafe locations |                 |                |        |                |
|                                            |                                       | "Desire paths" redirected or formalized through design                            |                 |                |        |                |
|                                            | <b>Lighting<br/>Systems</b>           | Smart lighting systems with motion sensors installed                              |                 |                |        |                |

| ZONE                               | CATEGORY                        | CHECKLIST ITEM                                                                       | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|------------------------------------|---------------------------------|--------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 2:<br>Property Boundaries     | Lighting Systems                | Integration with security cameras for enhanced coverage                              |                 |                |        |                |
|                                    |                                 | Lighting provides 30-foot facial recognition capability                              |                 |                |        |                |
|                                    |                                 | Backup power systems for critical lighting areas                                     |                 |                |        |                |
|                                    |                                 | Regular maintenance schedule for lighting systems documented                         |                 |                |        |                |
| Zone 3:<br>Grounds and Open Spaces | Athletic and Recreational Areas | Athletic fields fenced appropriately                                                 |                 |                |        |                |
|                                    |                                 | Surveillance coverage includes athletic areas and bus loops                          |                 |                |        |                |
|                                    |                                 | Equipment storage, outdoor restrooms, and concession stands secured and monitored    |                 |                |        |                |
|                                    |                                 | Playground and other recreational equipment maintained in working and safe condition |                 |                |        |                |

| ZONE                               | CATEGORY                        | CHECKLIST ITEM                                                                               | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 3:<br>Grounds and Open Spaces | Athletic and Recreational Areas | Spectator areas designed with natural surveillance principles                                |                 |                |        |                |
|                                    | General Grounds                 | Exterior lighting covers playgrounds, fields, and walkways (twelve to fourteen feet mount)   |                 |                |        |                |
|                                    |                                 | Trash containers are tamper-proof, anchored, and frequently emptied                          |                 |                |        |                |
|                                    |                                 | Shrubs and trees do not create hiding places or roof access; visibility prioritized          |                 |                |        |                |
|                                    |                                 | Maintenance areas secured and access controlled                                              |                 |                |        |                |
|                                    | Accessibility                   | Accessible routes to all playgrounds and fields; inclusive playground surfaces and equipment |                 |                |        |                |
|                                    | Parking and Transportation      | Parking lots clearly observable from school buildings                                        |                 |                |        |                |
|                                    |                                 | Faculty, staff, and students share parking areas for natural surveillance                    |                 |                |        |                |

| ZONE                                  | CATEGORY                      | CHECKLIST ITEM                                                           | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|---------------------------------------|-------------------------------|--------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 3:<br>Grounds and<br>Open Spaces | Parking and<br>Transportation | Visitor parking located near main entrance within office view            |                 |                |        |                |
|                                       |                               | Surveillance cameras monitor all parking areas with recording capability |                 |                |        |                |
|                                       |                               | Student access to parking restricted to arrival/dismissal times only     |                 |                |        |                |
|                                       |                               | License plate recognition systems (if applicable)                        |                 |                |        |                |
|                                       |                               | Fire lane/emergency vehicle access lanes clearly marked and unobstructed |                 |                |        |                |
| Zone 4:<br>Building<br>Exteriors      | Access Control<br>Systems     | All exterior doors are solid-core, self-closing, and lock automatically  |                 |                |        |                |
|                                       |                               | Key inventory system                                                     |                 |                |        |                |
|                                       |                               | Smart card/fob access control with role-based permissions                |                 |                |        |                |

| ZONE                             | CATEGORY                              | CHECKLIST ITEM                                                                                                            | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|----------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 4:<br>Building<br>Exteriors | Access Control Systems                | Time-based access scheduling (doors unlock/lock automatically)                                                            |                 |                |        |                |
|                                  |                                       | Exterior doors are equipped with hardware capable of implementing a full perimeter lockdown by manual or electronic means |                 |                |        |                |
|                                  | Accessibility                         | Accessible door hardware, compliant ramps/railings, clear sight lines for visually impaired                               |                 |                |        |                |
|                                  | Identification and Emergency Response | Doors/windows numbered, visible, and reflective for emergency response                                                    |                 |                |        |                |
|                                  |                                       | Digital mapping updated and accessible to emergency responders                                                            |                 |                |        |                |
|                                  |                                       | Knox boxes or secure master key or digital access card storage for first responders                                       |                 |                |        |                |
|                                  |                                       | Building plans accessible to law enforcement through secure channels                                                      |                 |                |        |                |

| ZONE                                      | CATEGORY                                        | CHECKLIST ITEM                                                                               | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 4:<br/>Building<br/>Exteriors</b> | <b>Video<br/>Surveillance<br/>and Detection</b> | Surveillance cameras monitor all access points with secure storage                           |                 |                |        |                |
|                                           |                                                 | Video surveillance cameras are mounted at a minimum of nine feet from a climbable surface    |                 |                |        |                |
|                                           |                                                 | HD IP camera systems with night vision capabilities                                          |                 |                |        |                |
|                                           |                                                 | Video analytics software for motion detection and tracking                                   |                 |                |        |                |
|                                           |                                                 | Weapon detection systems (if applicable)                                                     |                 |                |        |                |
|                                           |                                                 | Camera coverage maps available to law enforcement                                            |                 |                |        |                |
|                                           | <b>Security<br/>Systems</b>                     | Intrusion Detection System and alarm control panel with zone-based alerts and battery backup |                 |                |        |                |

| ZONE                             | CATEGORY                                   | CHECKLIST ITEM                                                                            | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|----------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 4:<br>Building<br>Exteriors | Security<br>Systems                        | Mass notification (public address or digital alert) system with multiple delivery methods |                 |                |        |                |
|                                  |                                            | Integration with local law enforcement CAD systems (if available)                         |                 |                |        |                |
|                                  |                                            | Environmental sensors (vaping, sound level, air quality)                                  |                 |                |        |                |
|                                  | Modular and<br>Temporary<br>Structures     | Modular classrooms secured and visually connected to main campus                          |                 |                |        |                |
|                                  |                                            | Two-way communication systems in all modular buildings                                    |                 |                |        |                |
|                                  |                                            | Emergency procedures adapted for modular classroom locations                              |                 |                |        |                |
| Zone 5:<br>Building<br>Interiors | Entry Control<br>and Visitor<br>Management | Controlled entry vestibules with double-door security                                     |                 |                |        |                |
|                                  |                                            | Automated visitor management system with: Photo ID scanning and verification              |                 |                |        |                |

| ZONE                                  | CATEGORY                                    | CHECKLIST ITEM                                                                                         | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|---------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 5:<br/>Building Interiors</b> | <b>Entry Control and Visitor Management</b> | Automated visitor management system with: Background check integration (sex offender registry minimum) |                 |                |        |                |
|                                       |                                             | Automated visitor management system with: Temporary badge printing with visitor photo                  |                 |                |        |                |
|                                       |                                             | Automated visitor management system with: Host notification system                                     |                 |                |        |                |
|                                       |                                             | Physical barriers (counters) with panic alarm systems                                                  |                 |                |        |                |
|                                       |                                             | Volunteer stations properly equipped and trained                                                       |                 |                |        |                |
|                                       | <b>Communication Systems</b>                | Two-way communication available in all classrooms and common areas                                     |                 |                |        |                |
|                                       |                                             | Public Address (PA) System (if applicable)                                                             |                 |                |        |                |
|                                       |                                             | Mobile panic buttons or apps available to designated staff                                             |                 |                |        |                |

| ZONE                                  | CATEGORY                              | CHECKLIST ITEM                                                                                                     | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|---------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 5:<br/>Building Interiors</b> | <b>Communication Systems</b>          | Classroom communication devices (phones, intercoms, emergency buttons)                                             |                 |                |        |                |
|                                       |                                       | Backup communication systems (satellite phones, cellular boosters)                                                 |                 |                |        |                |
|                                       |                                       | Multi-language capability for emergency notifications                                                              |                 |                |        |                |
|                                       |                                       | Integration with parent/guardian notification systems                                                              |                 |                |        |                |
|                                       | <b>Accessibility</b>                  | ADA-compliant classrooms, alarms with both sound and visual cues, restrooms with grab bars and accessible fixtures |                 |                |        |                |
|                                       | <b>Interior Layout and Visibility</b> | Hallways free of blind spots; mirrors or supervision at key points                                                 |                 |                |        |                |
|                                       |                                       | Convex mirrors installed at strategic locations                                                                    |                 |                |        |                |

| ZONE                          | CATEGORY                       | CHECKLIST ITEM                                                                                                                     | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 5:<br>Building Interiors | Interior Layout and Visibility | All lockers (assigned and unassigned) secured when not in use                                                                      |                 |                |        |                |
|                               |                                | Clear sight lines maintained throughout common areas                                                                               |                 |                |        |                |
|                               | Classroom Security             | Classrooms can lockdown internally with immediate response capability                                                              |                 |                |        |                |
|                               |                                | Door vision panels made of tempered glass, clear and unobstructed (when recommended by law enforcement partner)                    |                 |                |        |                |
|                               |                                | Vision panels capable of being covered during lockdown (when recommended by law enforcement partner)                               |                 |                |        |                |
|                               |                                | Emergency evacuation routes clearly posted with primary and secondary options                                                      |                 |                |        |                |
|                               |                                | Classroom emergency supply kits appropriately stocked and location is consistent so even substitutes or other personnel can locate |                 |                |        |                |
|                               |                                |                                                                                                                                    |                 |                |        |                |

| ZONE                          | CATEGORY           | CHECKLIST ITEM                                                                                                | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 5:<br>Building Interiors | Specialized Areas  | High-risk areas (labs, nurse, AV) secured with enhanced locks and monitoring                                  |                 |                |        |                |
|                               |                    | Safety equipment in working order and location identified (e.g., eye wash, chemical shower, and fire blanket) |                 |                |        |                |
|                               |                    | Custodial and mechanical rooms secured and properly signed                                                    |                 |                |        |                |
|                               |                    | Chemical storage areas properly secured and ventilated                                                        |                 |                |        |                |
|                               |                    | Server rooms and network equipment secured and climate controlled                                             |                 |                |        |                |
|                               | Food Service Areas | Cafeteria monitored during service periods                                                                    |                 |                |        |                |
|                               |                    | Fire extinguishers of all required classes, with current inspection certification                             |                 |                |        |                |

| ZONE                          | CATEGORY           | CHECKLIST ITEM                                                             | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------|--------------------|----------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 5:<br>Building Interiors | Food Service Areas | Cash control policies implemented and documented                           |                 |                |        |                |
|                               |                    | Vendor access controlled with supervision protocols                        |                 |                |        |                |
|                               |                    | Walk-in refrigerators equipped with interior safety releases               |                 |                |        |                |
|                               |                    | Emergency lockdown procedures adapted for food service areas               |                 |                |        |                |
|                               | Restroom Security  | Restrooms designed for surveillance deterrence (open entry, privacy walls) |                 |                |        |                |
|                               |                    | Fixed ceiling panels to prevent concealment                                |                 |                |        |                |
|                               |                    | Regular monitoring schedules documented and followed                       |                 |                |        |                |
|                               |                    | Graffiti removal protocols (photograph, report, remove within 24 hours)    |                 |                |        |                |

| ZONE                          | CATEGORY             | CHECKLIST ITEM                                                        | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------|----------------------|-----------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 5:<br>Building Interiors | Emergency Systems    | Emergency signage, lighting, and evacuation routes clearly marked     |                 |                |        |                |
|                               |                      | Crisis/emergency kits located as specified in Crisis Management Plan* |                 |                |        |                |
|                               |                      | Emergency power backup for critical security systems                  |                 |                |        |                |
|                               |                      | Fire suppression systems integrated with security protocols           |                 |                |        |                |
|                               |                      | AED locations clearly marked and accessible                           |                 |                |        |                |
|                               | Information Security | Records and data storage are FERPA-compliant and access-controlled    |                 |                |        |                |
|                               |                      | Computer systems password-protected when not in use                   |                 |                |        |                |
|                               |                      | Hard files stored in locked cabinets secured from view                |                 |                |        |                |

\* For suggested list of items, see the [DCJS “Division Guide for Crisis Management Planning”](#)

| ZONE                                                     | CATEGORY                     | CHECKLIST ITEM                                                        | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|----------------------------------------------------------|------------------------------|-----------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 5:<br>Building Interiors                            | Identification Systems       | Identification badges worn by all students, staff, and substitutes    |                 |                |        |                |
|                                                          |                              | Photo identification system with unique numbering                     |                 |                |        |                |
|                                                          |                              | Substitute teacher badges tracked and accounted for daily             |                 |                |        |                |
|                                                          |                              | Visitor badge tracking system with checkout procedures                |                 |                |        |                |
| Zone 6:<br>Policies, Procedures, and Safety Technologies | Integrated Security Platform | Centralized security management system consolidating all technologies |                 |                |        |                |
|                                                          |                              | Real-time security dashboard accessible to key personnel              |                 |                |        |                |
|                                                          |                              | Mobile access capability for administrators and security staff        |                 |                |        |                |
|                                                          |                              | Automated alert systems with predetermined escalation protocols       |                 |                |        |                |

| ZONE                                                              | CATEGORY                         | CHECKLIST ITEM                                                          | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 6:<br>Policies,<br>Procedures,<br>and Safety<br>Technologies | Integrated Security Platform     | 24-hour operation capability with backup power systems                  |                 |                |        |                |
|                                                                   | Mobile Safety Applications       | Staff safety app with silent panic alerts and location-based reporting  |                 |                |        |                |
|                                                                   |                                  | Anonymous reporting system for students/staff to report safety concerns |                 |                |        |                |
|                                                                   |                                  | Parent communication app for emergency notifications                    |                 |                |        |                |
|                                                                   |                                  | Real-time communication capabilities during incidents                   |                 |                |        |                |
|                                                                   |                                  | Integration with existing school communication systems                  |                 |                |        |                |
|                                                                   | Advanced Detection and Analytics | Facial recognition systems (if legally permitted and appropriate)       |                 |                |        |                |
|                                                                   |                                  | License plate recognition for parking area monitoring                   |                 |                |        |                |

| ZONE                                                              | CATEGORY                               | CHECKLIST ITEM                                                   | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 6:<br>Policies,<br>Procedures,<br>and Safety<br>Technologies | Advanced<br>Detection and<br>Analytics | Crowd analysis software for gathering monitoring                 |                 |                |        |                |
|                                                                   | Cybersecurity<br>and Digital<br>Safety | Network segmentation separating safety systems from general IT   |                 |                |        |                |
|                                                                   |                                        | Endpoint security for all safety system devices                  |                 |                |        |                |
|                                                                   |                                        | Regular security updates and patch management protocols          |                 |                |        |                |
|                                                                   |                                        | Data encryption for safety-related communications and storage    |                 |                |        |                |
|                                                                   |                                        | Access logging and monitoring for all safety system interactions |                 |                |        |                |
|                                                                   |                                        | Cybersecurity incident response plan specific to safety systems  |                 |                |        |                |
|                                                                   |                                        | Regular penetration testing of safety system networks            |                 |                |        |                |

| ZONE                                                                                | CATEGORY                                              | CHECKLIST ITEM                                                                                           | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <p><b>Zone 6:<br/>Policies,<br/>Procedures,<br/>and Safety<br/>Technologies</b></p> | <p><b>Emergency<br/>Operations<br/>Plan (EOP)</b></p> | CPTED principles integrated throughout emergency planning                                                |                 |                |        |                |
|                                                                                     |                                                       | Zone-based response protocols aligned with physical security layers                                      |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Violent intruders and weapons threats (ex. Standard Response Protocol) |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Natural disasters and severe weather                                   |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Medical emergencies and mass casualty events                           |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Utility failures and infrastructure disruptions                        |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Cybersecurity incidents affecting safety systems                       |                 |                |        |                |
|                                                                                     |                                                       | Multi-hazard approach addressing: Chemical spills and environmental hazards                              |                 |                |        |                |

| ZONE                                                                         | CATEGORY                                         | CHECKLIST ITEM                                                                                                                                      | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 6:<br/>Policies,<br/>Procedures,<br/>and Safety<br/>Technologies</b> | <b>Emergency Operations Plan (EOP)</b>           | Coordination protocols with local emergency services documented                                                                                     |                 |                |        |                |
|                                                                              |                                                  | Communication trees and notification procedures tested                                                                                              |                 |                |        |                |
|                                                                              |                                                  | Reunification planning and procedures established (ex., Standard Reunification Method)                                                              |                 |                |        |                |
|                                                                              | <b>Accessibility</b>                             | Language access in notification systems; comprehensive staff training on ADA and language inclusion; all policies reviewed for accessibility impact |                 |                |        |                |
|                                                                              | <b>Digital Mapping and Emergency Information</b> | Current digital floor plans accessible to emergency responders                                                                                      |                 |                |        |                |
|                                                                              |                                                  | Room numbering system clearly marked and consistent with emergency plans                                                                            |                 |                |        |                |
|                                                                              |                                                  | Utility shutoff locations clearly mapped and accessible                                                                                             |                 |                |        |                |

| ZONE                                                                         | CATEGORY                                                 | CHECKLIST ITEM                                                                                   | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 6:<br/>Policies,<br/>Procedures,<br/>and Safety<br/>Technologies</b> | <b>Digital Mapping<br/>and Emergency<br/>Information</b> | Emergency equipment locations mapped and regularly updated                                       |                 |                |        |                |
|                                                                              |                                                          | Camera coverage maps available to law enforcement                                                |                 |                |        |                |
|                                                                              |                                                          | Access control zones clearly defined and documented                                              |                 |                |        |                |
|                                                                              | <b>Training and<br/>Professional<br/>Development</b>     | Annual school safety and security training** completed by all staff and students                 |                 |                |        |                |
|                                                                              |                                                          | Annual school safety and security training completed by: Food service workers                    |                 |                |        |                |
|                                                                              |                                                          | Annual school safety and security training completed by: Transportation staff                    |                 |                |        |                |
|                                                                              |                                                          | Annual school safety and security training completed by: Substitute teachers and temporary staff |                 |                |        |                |
|                                                                              |                                                          | Annual school safety and security training completed by: Volunteers and regular contractors      |                 |                |        |                |

**\*\* This should include training for all required drills identified in the Code of Virginia § 22.1-137**

| ZONE                                                              | CATEGORY                                    | CHECKLIST ITEM                                                                                             | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 6:<br>Policies,<br>Procedures,<br>and Safety<br>Technologies | Training and<br>Professional<br>Development | Technology system training for designated users documented                                                 |                 |                |        |                |
|                                                                   |                                             | Emergency response drills conducted and evaluated: Lockdown procedures with law enforcement coordination   |                 |                |        |                |
|                                                                   |                                             | Emergency response drills conducted and evaluated: Evacuation procedures with multiple scenarios           |                 |                |        |                |
|                                                                   |                                             | Emergency response drills conducted and evaluated: Shelter-in-place procedures for various threats         |                 |                |        |                |
|                                                                   |                                             | Emergency response drills conducted and evaluated: Communication system testing under emergency conditions |                 |                |        |                |
|                                                                   |                                             | Accessibility considerations for ESL students and individuals with disabilities                            |                 |                |        |                |
|                                                                   |                                             | Visitor management training for front office and security staff                                            |                 |                |        |                |

| ZONE                                                              | CATEGORY                              | CHECKLIST ITEM                                                                        | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 6:<br>Policies,<br>Procedures,<br>and Safety<br>Technologies | Training and Professional Development | Incident reporting training aligned with the <i>Code of Virginia § 22.1-279.3:1</i>   |                 |                |        |                |
|                                                                   | Data Management and Compliance        | FERPA compliance for all safety-related student data                                  |                 |                |        |                |
|                                                                   |                                       | Data retention policies for surveillance footage and access logs                      |                 |                |        |                |
|                                                                   |                                       | Privacy policies for surveillance and monitoring systems                              |                 |                |        |                |
|                                                                   |                                       | Information sharing protocols with law enforcement established                        |                 |                |        |                |
|                                                                   |                                       | Regular data backup and recovery testing completed                                    |                 |                |        |                |
|                                                                   |                                       | Asset inventory management updated regularly                                          |                 |                |        |                |
|                                                                   | Incident Response and Analysis        | Incident reporting procedures aligned with the <i>Code of Virginia § 22.1-279.3:1</i> |                 |                |        |                |

| ZONE                                                              | CATEGORY                                | CHECKLIST ITEM                                                               | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|-------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------|-----------------|----------------|--------|----------------|
| Zone 6:<br>Policies,<br>Procedures,<br>and Safety<br>Technologies | Incident<br>Response and<br>Analysis    | Crime/discipline trend analysis conducted and documented regularly           |                 |                |        |                |
|                                                                   |                                         | Pattern recognition protocols for identifying emerging threats               |                 |                |        |                |
|                                                                   |                                         | Post-incident review procedures for continuous improvement                   |                 |                |        |                |
|                                                                   |                                         | Information sharing protocols with other schools and law enforcement         |                 |                |        |                |
|                                                                   |                                         | Media and communication protocols during incidents                           |                 |                |        |                |
|                                                                   | Maintenance<br>and Testing<br>Schedules | Regular inspection schedule for locks, alarms, cameras, and safety equipment |                 |                |        |                |
|                                                                   |                                         | Preventive maintenance programs for all security technologies                |                 |                |        |                |
|                                                                   |                                         | System testing protocols documented and followed                             |                 |                |        |                |

| ZONE                                                                         | CATEGORY                                         | CHECKLIST ITEM                                       | MEETS STANDARD? | PRIORITY LEVEL | STATUS | COMMENTS/NOTES |
|------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|-----------------|----------------|--------|----------------|
| <b>Zone 6:<br/>Policies,<br/>Procedures,<br/>and Safety<br/>Technologies</b> | <b>Maintenance<br/>and Testing<br/>Schedules</b> | Equipment replacement planning and budget allocation |                 |                |        |                |
|                                                                              |                                                  | Vendor management and service level agreements       |                 |                |        |                |

This overview provides school administrators and safety professionals with a comprehensive reference for understanding modern safety technologies, their applications, and their value in creating secure learning environments.

## SECURITY TECHNOLOGY SYSTEMS

### VIDEO SURVEILLANCE SYSTEMS

**Purpose:** Monitor entrances, hallways, common areas, and exterior spaces

**Safety Value:**

- Deter incidents through visible monitoring presence
- Aid investigations with recorded evidence
- Improve situational awareness for staff and security
- Support real-time threat assessment

**Implementation Considerations:** HD cameras, night vision capability, cloud storage, mobile access for administrators

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### ACCESS CONTROL SYSTEMS

**Purpose:** Restrict unauthorized entry to buildings, rooms, or specific areas

**Safety Value:**

- Control area and building access during different times
- Enable rapid lockdowns during emergencies
- Provide audit trail of all entries and exits
- Integration with visitor management systems

**Implementation Considerations:** Card readers, biometric options, time-based scheduling, emergency override capabilities

---

## VISITOR MANAGEMENT SYSTEMS

**Purpose:** Monitor, document, and control all school visitors

**Safety Value:**

- Verify visitor identification and credentials
- Check visitors against sex offender and watchlist databases
- Log all visitor activities with timestamp records
- Issue temporary badges with visitor photos

**Implementation Considerations:** ID scanning, background check integration, host notification, automated checkout procedures

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## INTRUSION DETECTION SYSTEMS

**Purpose:** Detect unauthorized entry during after-hours periods

**Safety Value:**

- Alert to break-ins and unauthorized access attempts
- Reduce vandalism, theft, and property damage
- Monitor secure areas like server rooms and administrative offices
- Integration with local law enforcement monitoring

**Implementation Considerations:** Motion sensors, door/window contacts, glass break detectors, cellular backup communication

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## METAL/WEAPON DETECTION SYSTEMS

**Purpose:** Screen individuals for weapons at entry points

**Safety Value:**

- Deter weapons from entering school premises
- Ensure safer entry screening for high-risk events
- Provide additional security layer for threat mitigation
- Support law enforcement security protocols

**Implementation Considerations:** Walk-through metal detectors, handheld scanners, AI-powered weapon detection cameras, “open gate” detectors

## EMERGENCY LOCKDOWN SYSTEMS

**Purpose:** Enable rapid, coordinated lockdowns during security emergencies

**Safety Value:**

- Enhance emergency response time and effectiveness
- Limit threat movement throughout the facility
- Coordinate with access control and communication systems
- Provide remote activation capabilities for administrators

**Implementation Considerations:** Automated door locks, manual override options, integration with PA systems, silent activation modes

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## EMERGENCY TELECOMMUNICATION SYSTEMS

### INTERCOM AND PA SYSTEMS

**Purpose:** Broadcast emergency instructions and information schoolwide

**Safety Value:**

- Provide instant emergency communication across entire campus
- Deliver clear, audible instructions during crises
- Coordinate evacuation and lockdown procedures
- Zone-specific messaging for targeted areas

**Implementation Considerations:** Digital systems, backup power, outdoor speakers, integration with phone systems

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## TWO-WAY RADIO SYSTEMS

**Purpose:** Enable real-time communication among staff during emergencies

**Safety Value:**

- Reliable, secure, and immediate communication in crisis situations
- Function independently of network infrastructure
- Allow coordination between multiple staff members
- Integration with emergency services frequencies

**Implementation Considerations:** Digital radios, repeater systems, emergency channels, battery life management

## MASS NOTIFICATION SYSTEMS

**Purpose:** Send alerts to students, staff, parents, and community

**Safety Value:**

- Broad, multi-channel communication during all types of emergencies
- Simultaneous messaging via text, email, voice calls, and apps
- Geolocation-based messaging for targeted communications
- Integration with social media and local emergency services

**Implementation Considerations:** Multi-modal delivery, language translation, priority messaging, delivery confirmation, cellular dead spots

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## E911 INTEGRATION SYSTEMS

**Purpose:** Automatically notify emergency dispatch during critical incident

**Safety Value:**

- Improve emergency response time through automatic alerts
- Provide critical facility and incident information to responders
- Reduce human error in emergency communications
- Enable silent activation during active threats

**Implementation Considerations:** Direct dispatch connection, facility mapping integration, incident type classification

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## ASSOCIATED TECHNOLOGY SYSTEMS

### SCHOOL SAFETY MANAGEMENT PLATFORMS

**Purpose:** Centralize safety tools including drills, alerts, and documentation

**Safety Value:**

- Streamline emergency and safety management processes
- Coordinate drill scheduling and documentation
- Integrate multiple safety technologies into unified interface
- Provide analytics and reporting capabilities

**Implementation Considerations:** Cloud-based platforms, mobile accessibility, integration APIs, user permission levels

## BEHAVIORAL THREAT ASSESSMENT TOOLS

**Purpose:** Document, evaluate, and track threatening behaviors

**Safety Value:**

- Facilitate early intervention before incidents escalate
- Provide structured documentation for threat assessment teams
- Track behavioral patterns and intervention effectiveness
- Support coordination between schools, families, and mental health services

**Implementation Considerations:** Standardized assessment protocols, secure data storage, multi-disciplinary team access

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## BUILDING INFORMATION MODELING (BIM) AND DIGITAL MAPPING

**Purpose:** Provide detailed facility maps for emergency planning and response

**Safety Value:**

- Support emergency responder navigation and tactical planning
- Enhance drill planning and evacuation route optimization
- Provide real-time facility information during incidents
- Integration with security systems for enhanced situational awareness

**Implementation Considerations:** 3D mapping, real-time updates, mobile accessibility for first responders, utility information

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## SMART SENSORS AND ANALYTICS

**Purpose:** Detect specific incidents like gunshots, vaping, or unusual behavior

**Safety Value:**

- Provide real-time alerts for immediate response
- Improve detection of prohibited activities in restrooms and private areas
- Enable automated threat recognition and response
- Support data-driven safety improvements

**Implementation Considerations:** Vaping sensors, gunshot detection, air quality monitoring, behavioral analytics integration

## TECHNOLOGY INTEGRATION BEST PRACTICES

### SYSTEM INTEGRATION

- **Unified Platforms:** Choose technologies that can integrate into comprehensive safety management systems
- **Interoperability:** Ensure different technologies can communicate and share data effectively
- **Redundancy:** Implement backup systems and communication methods for critical safety functions

### TRAINING AND ADOPTION

- **Staff Training:** Provide comprehensive training on all safety technologies for relevant personnel
- **Regular Drills:** Include technology components in emergency response drills and exercises
- **User Support:** Establish ongoing technical support and troubleshooting procedures

### DATA AND PRIVACY

- **Data Security:** Implement robust cybersecurity measures for all safety technology systems
- **Privacy Compliance:** Ensure all systems comply with FERPA and other privacy regulations
- **Data Retention:** Establish clear policies for data storage, access, and disposal

### COST AND IMPLEMENTATION

- **Phased Implementation:** Consider staged deployment based on priority and budget constraints
- **Total Cost of Ownership:** Factor in ongoing maintenance, training, and upgrade costs
- **Grant Opportunities:** Research federal, state, and private funding sources for safety technology

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## SELECTION CRITERIA

When evaluating safety technologies, consider:

- **Effectiveness** – Does the technology address identified safety needs and vulnerabilities?
- **Integration** – Can it work with existing systems and future technology plans?
- **Usability** – Is it user-friendly for staff with varying technical expertise?
- **Reliability** – Does it function consistently under various conditions?
- **Scalability** – Can it grow and adapt with changing school needs?
- **Support** – Is adequate technical support and training available?
- **Compliance** – Does it meet all legal and regulatory requirements?
- **Cost-Effectiveness** – Does the safety benefit justify the investment and ongoing costs?

*This technology overview should be used in conjunction with CPTED principles and comprehensive safety planning to create layered security approaches that enhance rather than detract from the educational environment.*

## Appendix B: Drug-Free Zone Statute

*Code of Virginia* **§ 18.2-255.2. Prohibiting the sale or manufacture of drugs on or near certain properties; penalty.**

**A.** It shall be unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, or marijuana while:

1. Upon the property, including buildings and grounds, of any public or private elementary or secondary school, any institution of higher education, or any clearly marked licensed child day center as defined in **§ 63.2-100**;
2. Upon public property or any property open to public use within 1,000 feet of the property described in subdivision 1;
3. On any school bus as defined in **§ 46.2-100**;
4. Upon a designated school bus stop, or upon either public property or any property open to public use which is within 1,000 feet of such school bus stop, during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity;
5. Upon the property, including buildings and grounds, of any publicly owned or publicly operated recreation or community center facility or any public library; or
6. Upon the property of any state facility as defined in **§ 37.2-100** or upon public property or property open to public use within 1,000 feet of such an institution.

It is a violation of the provisions of this section if the person possessed the controlled substance, imitation controlled substance, or marijuana on the property described in subdivisions 1 through 6, regardless of where the person intended to sell, give or distribute the controlled substance, imitation controlled substance, or marijuana. Nothing in this section shall prohibit the authorized distribution of controlled substances.

**B.** Violation of this section shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than \$100,000. A second or subsequent conviction hereunder for an offense involving a

controlled substance classified in Schedule I, II, or III of the Drug Control Act (§ 54.1-3400 et seq.) or more than one-half ounce of marijuana shall be punished by a mandatory minimum term of imprisonment of one year to be served consecutively with any other sentence. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the controlled substance or marijuana to use or become addicted to or dependent upon such controlled substance or marijuana, he is guilty of a Class 1 misdemeanor.

**C.** If a person commits an act violating the provisions of this section, and the same act also violates another provision of law that provides for penalties greater than those provided for by this section, then nothing in this section shall prohibit or bar any prosecution or proceeding under that other provision of law or the imposition of any penalties provided for thereby.

## Appendix C: Gang-Free Zone Statute

### *Code of Virginia* **§ 18.2-46.3:3. Enhanced punishment for gang activity taking place in a gang-free zone; penalties.**

Any person who violates **§ 18.2-46.2** (i) upon the property, including buildings and grounds, of any public or private elementary, secondary, or postsecondary school or institution of higher education; (ii) upon public property or any property open to public use within 1,000 feet of such school property; (iii) on any school bus as defined in **§ 46.2-100**; or (iv) upon the property, including buildings and grounds, of any publicly owned or operated community center or any publicly owned or operated recreation center is guilty of a felony punishable as specified in **§ 18.2-46.2**, and shall be sentenced to a mandatory minimum term of imprisonment of two years to be served consecutively with any other sentence.

A person who violates subsection A of **§ 18.2-46.3** upon any property listed in this section is guilty of a Class 6 felony, except that any person 18 years of age or older who violates subsection A of **§ 18.2-46.3** upon any property listed in this section, when such offense is committed against a juvenile, is guilty of a Class 5 felony.

Any person who violates subsection B of **§ 18.2-46.3** upon any property listed in this section is guilty of a Class 5 felony.

It is a violation of this section if the person violated **§ 18.2-46.2** or **§ 18.2-46.3** on the property described in clauses (i) through (iv) regardless of where the person intended to commit such violation.

## **SIGNAGE REQUIREMENTS AND IMPLEMENTATION**

### **DRUG-FREE SCHOOL ZONE SIGNAGE**

Schools are required to post “Drug-Free School Zone” signs as specified in **§ 18.2-255.2**. The enhanced punishment associated with this designation requires that the area be properly posted. Signage may serve as a deterrent to such activity and ensures legal compliance with enhanced penalty provisions.

### **GANG-FREE SCHOOL ZONE SIGNAGE**

Schools should post “Gang-Free School Zone” signs as specified in **§ 18.2-46.3:3**. Proper signage helps establish the enhanced penalty zone and may deter gang-related activities on or near school property.

## Appendix D: Case Examples of Non-Obvious Items in Each Zone

The following real-world case examples are designed to clarify non-obvious checklist items in each zone of the Virginia School Safety Inspection Checklist.

### Zone 1: Immediate Neighborhood

| CHECKLIST ITEM                                                     | CASE EXAMPLE                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visibility of school from public roadways is unobstructed          | A newly planted tree line at the school entrance has grown to block the view of the building's main doors from the street. While this was intended as a privacy buffer, it now reduces visibility for law enforcement patrols. Solution: Thin or selectively trim plantings to restore sight lines without sacrificing all greenery. |
| Nearby crime statistics reviewed; high-crime or vacant areas noted | A school backs up to a shopping center undergoing redevelopment, but annual inspection never considers crime spikes in that zone, missing the elevated after-school risks. The correct approach is to review and document local police data annually and integrate those findings into inspection planning.                          |

### Zone 2: Property Boundaries

| CHECKLIST ITEM                                                                                                                    | CASE EXAMPLE                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Climbable surfaces are a minimum of six feet from school building (e.g., picnic tables, dumpsters, window overhangs, trees, etc.) | During inspection, picnic tables are discovered directly under classroom windows, providing an easy boost for someone to access the roof or upper windows. The standard is not met until these are moved a safe distance away.                                                   |
| Perimeter intrusion detection systems (if applicable)                                                                             | The system is installed but the integration map is not shared with local law enforcement, so responders are unaware of coverage zones during an incident. Best practice: All digital coverage zones are mapped and accessible to authorized responders for effective deployment. |
| "Desire paths" redirected or formalized through design                                                                            | Students have created a shortcut across the grass to an unofficial side entrance, repeatedly bypassing main access control. A formal solution is to redesign the path with signage and a paved walkway, guiding students past monitored entry locations.                         |

### Zone 3: Grounds and Open Spaces

| CHECKLIST ITEM                                                                       | CASE EXAMPLE                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prickly or thorn shrubs used to discourage pedestrian traffic in unsafe locations    | School installs roses under first-floor windows but not under a ground-level science lab with frequent thefts. Non-obvious application: Identify all windows likely to be targeted and select deterrent plantings based on site-specific risk analysis. |
| Trash containers are tamper-proof, anchored, and frequently emptied                  | Trash bins are present but not anchored; after one is used to break an adjacent window, custodial staff realize the anchoring standard was overlooked. Proper assessment includes checking stability and anchoring.                                     |
| Playground and other recreational equipment maintained in working and safe condition | Non-obvious item: Equipment was checked visually but not tested for hidden loose bolts; an annual professional safety audit identifies and documents any issues, fulfilling the standard and reducing risk.                                             |

### Zone 4: Building Exteriors

| CHECKLIST ITEM                                                                               | CASE EXAMPLE                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Video surveillance cameras are mounted at a minimum of nine feet from a climbable surface    | Several cameras were mounted at 10 feet but are directly over a bike rack (4 feet high) and accessible by climbing. Non-obvious standard: Height must be measured relative to objects below, not just the building wall.                       |
| Exterior doors equipped to implement a full perimeter lockdown by manual or electronic means | The school has electrified locks for main entrances, but side doors require a physical key and manual lock, potentially delaying full lockdown. The standard is not met without remote or immediate manual control for all perimeter openings. |
| Building plans accessible to law enforcement through secure channels                         | Plans are available but stored only as hard copies in the principal's locked office. Best practice: Secure digital versions are shared in advance with law enforcement, not just stored onsite.                                                |

## Zone 5: Building Interiors

| CHECKLIST ITEM                                                     | CASE EXAMPLE                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Automated visitor management system with host notification system  | The system scans IDs and prints badges but does not notify teachers/staff when their visitor arrives. A compliant setup uses integrated alerts, so staff can greet and escort visitors immediately, reducing unsupervised access.                                                             |
| Hallways free of blind spots; mirrors or supervision at key points | The main corridor is straight, but a stairwell landing is hidden from view. Installation of a convex mirror improves supervision; annual inspection specifically checks for such hidden locations, not just open hallways.                                                                    |
| Regular monitoring schedules documented and followed for restrooms | Staff log restroom checks every two hours, but logs sometimes show gaps or missing entries during the busiest periods. Non-obvious compliance: Supervision schedules must be consistent during all operating hours with real documentation, occasional supervisor review, and gaps addressed. |

## Zone 6: Policies, Procedures, and Safety Technologies

| CHECKLIST ITEM                                                                                 | CASE EXAMPLE                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cybersecurity incident response plan specific to safety systems                                | The division's IT plan covers general cyber incidents but does not address scenarios where a hack disables access control systems or cameras. The correct approach adds procedures for safety technology outages and designates roles for physical security back-up. |
| Accessibility considerations for ESL students and individuals with disabilities                | Emergency evacuation procedures are posted only in English, and not at eye level for those using wheelchairs. Fully meeting the requirement includes translated materials in the top school languages and accessible mounting and formats.                           |
| Annual school safety and security training completed by:<br>Volunteers and regular contractors | Training is documented for teaching staff but not for custodial contractors or substitutes, who may not receive the same workshops. The actual standard requires tracking and confirmation for all personnel with any recurring building access.                     |

**Summary Table: Highlighted Case Examples by Zone**

| ZONE | CHECKLIST ITEM       | CASE EXAMPLE                                           |
|------|----------------------|--------------------------------------------------------|
| 1    | Visibility from Road | Tree line blocks entrance—trim for patrol sight lines  |
| 2    | Climbable Surfaces   | Picnic tables under windows—move six feet or more away |
| 3    | Tamper-Proof Trash   | Bin not anchored—tipped to break window                |
| 4    | Camera Placement     | Camera over bike rack = accessible—not compliant       |
| 5    | Visitor Notification | System prints badges but no host alert—not compliant   |
| 6    | Cybersecurity Plan   | IT plan lacks safety tech procedures—add to plan       |

*Use these examples as practical references for inspection teams evaluating items that may be misinterpreted or overlooked in field audits. Adjust and develop additional examples as needed for unique local contexts and evolving best practices.*

## Appendix E: Citation List

### LEGAL AND REGULATORY SOURCES

*Code of Virginia*. (2024). § 22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required.

*Virginia General Assembly*. <https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8>

*Code of Virginia*. (2024). § 9.1-184. Virginia Center for School and Campus Safety created; duties. *Virginia General Assembly*. <https://law.lis.virginia.gov/vacode/title9.1/chapter1/section9.1-184>

*Code of Virginia*. (2024). § 18.2-255.2. Prohibiting the sale or manufacture of drugs on or near certain properties; penalty. *Virginia General Assembly*. <https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-255.2>

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Virginia Department of Criminal Justice Services. (2024). Virginia School Safety Audit Program. Virginia Center for School and Campus Safety. [www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program](http://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program)

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Virginia Department of Criminal Justice Services. (2013). *School Safety Inspection Checklist for Virginia Public Schools*. Virginia Center for School and Campus Safety. [www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-safety-inspection-checklist\\_1.pdf](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/school-safety-inspection-checklist_1.pdf)

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## ADDITIONAL PROFESSIONAL RESOURCES FOR REFERENCE

### Professional Organizations:

- International Association of Professional Security Consultants (IAPSC)
- International Association of Campus Law Enforcement Administrators (IACLEA)
- National Association of School Resource Officers (NASRO)
- School Safety Advocacy Council
- International CPTED Association

### Key Professional Journals:

- Journal of School Violence
- Campus Safety Magazine
- Security Management
- Journal of Emergency Management
- School Administrator

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*Note: This citation list includes current sources as of May 2025. Given the rapidly evolving nature of school security technology and practices, additional sources should be consulted for the most current information.*

**Document Information:**

- **Version:** 2025 Updated Edition
- **Authority:** Virginia Department of Criminal Justice Services (DCJS) Virginia Center for School and Campus Safety (VCSCS)
- **Legal Compliance:** *Code of Virginia* § 22.1-279.8
- **Contact:** [safetyaudit@dcjs.virginia.gov](mailto:safetyaudit@dcjs.virginia.gov) | [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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