

## Summer School Security Checklist

The end of the school year and summer break gives school administrators the opportunity to conduct a school safety check on the physical systems in and around the facility. Here's a safety checklist to get you started on some basic things you can do while school is out in order to strengthen security at your facility.

- Check all exterior locks to determine proper function and make repairs as needed
- Check all interior locking doors to determine function and make repairs as needed
- Clean, aim, and focus video surveillance cameras
- Verify all cameras, card readers, and alarm sensors are operational
- Verify all cardholders in the access control server are active
- Verify that the video surveillance recorder is retaining the intended amount of stored video such as 30, 60, or 90 days
- Test and inspect door intercom and other communication systems
- Review outside landscaping and remove or trim overgrown foliage that blocks field of view for cameras or security personnel
- Check all lighting and repair all nonfunctional interior & exterior lighting to improve the field of view
- Determine if training is needed for new faculty & substitute staff to ensure compliance with security protocol
- Update software to the latest version on all security devices by checking the manufacturer's web site
- Verify video surveillance and access control server software is current and up-to-date
- Test & verify lockdown system & procedures
- Change batteries in all wireless security devices
- Change batteries in all wireless fire detection devices
- Test and inspect all fire detection and extinguishing devices
- Update firmware to the latest version on all fire and intrusion alarm panels
- Verify that time & date are accurate on all systems and adjust open/closed schedules as necessary

This school security checklist is a guideline for physical security and safety checks. As every school building is unique, we urge you to check with local law enforcement regarding other security and safety protocols.