

Back-to-School Checklist for School Safety Personnel

As the summer winds down and the first days of school come into focus, use this checklist to make sure your school is as safe as it can be.

Physical Safety & Security

- ☐ Conduct a walk-through for hazards (loose railings, tripping risks, blocked exits).
- ☐ Inspect all locks, alarms, and cameras.
- ☐ Review visitor management procedures and ID verification systems.
- ☐ Check lighting in hallways, parking lots, and outdoor areas.

Emergency Preparedness

- ☐ Update and distribute the school's emergency response plan.
- ☐ Schedule drills for the year (fire, lockdown, severe weather, evacuation).
- ☐ Ensure first aid kits, AEDs, and emergency supplies are stocked and accessible.
- ☐ Confirm staff understand key roles in emergencies and have quick access to contact lists.

Transportation Safety

- ☐ Review pick-up/drop-off traffic flow to prevent congestion and accidents.
- ☐ Train drivers and crossing guards on updated safety procedures.
- ☐ Inspect buses and vehicles for mechanical and safety compliance.

Health & Wellness

- ☐ Review health protocols such as illness reporting, medication storage, and allergy management.
- ☐ Ensure that student vaccine records and athlete health forms are up to date.
- ☐ Review food safety protocols with food service providers.
- ☐ Ensure sinks in classrooms and bathrooms are functioning and have adequate supplies of soap.

Digital & Cyber Safety

- ☐ Update cybersecurity measures for school networks and devices (e.g., requiring MFA, sharing information to prevent phishing).
- ☐ Review acceptable use policies with students and staff.
- ☐ Provide age-appropriate digital citizenship and online safety training.

Communications

- ☐ Share safety policies with parents, guardians, and students before school starts.
- ☐ Establish clear channels for reporting concerns (anonymous tip lines, email, apps).
- ☐ Test emergency communication tools (push notifications, website updates) and make sure more than one person can use them.