



Security / Safety Inspection

Safety & Emergency Preparedness
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4031 || F: (907) 761-4091

Print Form

Date

Time

Special Instructions: Please complete this form for all safety inspections completed within MSBSD.

School Principal

In case of emergency, who is:

First in Command? Cell Phone

Second in Command? Cell Phone

Third in Command? Cell Phone

School zone flashing light times

Are there any LENEL needs?

LOCKDOWN & DURESS:

Are all Lockdown and Duress buttons readily accessible? Yes No

ACTION	DURESS	LOCKDOWN	Notes
All doors in Card-Only (TZ Doors)	Yes No	Yes No	
All door magnets drop	Yes No	Yes No	
Bus Strobes (actuate)	Yes No	Yes No	
Shut down air handlers	Yes No	Yes No	
All cameras in record mode	Yes No	Yes No	
Calls Guardian (DURESS ONLY)	Yes No		
Intercom "Security Alert" (DURESS ONLY)	Yes No		

Test Intercom in Duress Yes No Notes

Announcement Loop every 60 seconds Yes No Notes

Check that call went to Guardian Yes No Notes

SHUT OFF PROCEDURES:

Are adequate shut-off procedures listed in the EOP for each item below? Are staff trained/aware of shut-off procedures?

Sprinkler System Electricity Natural Gas Air Handler Generator Diesel Domestic Water

MECHANICAL ROOM INSPECTION:

Labeling Concerns

Clutter Follow-Up

VOLUNTEERS: Number of supervised and unsupervised volunteers and protocol for volunteer background checks

Supervised Protocol

Unsupervised Protocol

EVACUATIONS:

Classroom Door Security Method

Off-Campus Site Distance to Site

Evacuation Procedures:

What is the roll call / head-count procedure used during an evacuation?

Are current evacuation routes posted in every room? Yes No

Have employees listed in the Incident Command System received training for their assigned positions? Yes No

How do you plan to expand services for those who become special needs due to injuries?

Evacuation Inventory:

Do you have Emergency Prep Supplies? Yes No Items in Prep Supplies? Food Water

Other item(s) in Prep Supplies?

Does each teacher have an emergency backpack? Yes No

Items are in backpack? Class List w/ Phone # Flashlight

Other item(s) in backpacks?

POSTING COMPLIANCE

Is there a list of current employees certified in CPR posted? Yes No

Are Safety Assurance Postings visible? Yes No

SUB VERIFICATION /SIGN IN PROCESS

KEY CONTROL LIST

SAFETY CONCERNS

ITEMS THAT REQUIRE FOLLOW-UP

OSHA COMPLIANCE INSPECTION

1. Are all work sites clean, sanitary, and orderly?

Yes

No

2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

Yes

No

3. Are all spilled hazardous materials or liquids, including blood or other potentially infectious materials, cleaned up immediately and according to proper procedures?

Yes

No

4. Are combustible scrap, debris, and waste stored safely and removed promptly from the lab or classroom?

Yes

No

5. Is all regulated waste, as defined in the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030) discarded according to federal, state, and local regulations?

Yes

No

6. Is appropriate personal protective equipment readily available to all employees?

Yes

No

7. Is there an established procedure for handling contaminated trash and waste?

Yes

No

8. Is there an established procedure for handling sharps?

Yes

No

9. Is there an established procedure for handling potentially infectious materials on surfaces?

Yes

No

10. Do employees wash hands and exposed skin immediately after contact with potentially infectious materials?

Yes

No

11. Are appropriate sharps containers readily available?

Yes No

12. Are food and beverages stored away from areas where infectious materials may occur?

Yes No

13. Are employees prohibited from eating, drinking, smoking, applying cosmetics, or handling contact lenses in areas where potentially infectious materials may occur?

Yes No

14. Have employees been trained in the use of personal protective equipment for bloodborne hazards?

Yes No

15. Have employees been trained in what to do in case of exposure?

Yes No

16. Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc. grounded?

Yes No

17. Are cords with frayed or deteriorated insulation or exposed wiring repaired or replaced promptly?

Yes No

18. Are flexible cords and cables free of splices or tape?

Yes No

19. In wet/damp areas, are electrical tools and equipment appropriate for the use or location, or otherwise protected?

Yes No

20. Are all unused openings in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?

Yes No

21. Are all exits marked with an exit sign and illuminated by a reliable light source?

Yes No

22. Are the directions to exits, when not immediately apparent, marked with visible signs?

Yes No

23. Are doors, passageways, or stairways that are neither exits nor access to exits and which could be mistaken for such appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?

Yes No

24. Are exit signs provided with lettering at least 5 inches high and the lettering stroke at least 1/2 inch wide?

Yes No

25. Are all exits kept free of obstruction?

Yes No

26. Is proper clearance maintained below sprinkler heads?
Yes No
27. Are portable fire extinguishers provided in adequate number and type?
Yes No
28. Are fire extinguishers mounted in readily accessible locations?
Yes No
29. Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
Yes No
30. Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?
Yes No
31. Are extinguishers free from obstructions or blockage?
Yes No
32. Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?
Yes No
33. Are all extinguishers fully charged and in their designated places?
Yes No
34. Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so water will not be sprayed into operating electrical switch boards and equipment?
Yes No
35. Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
Yes No
36. Are all employees required to use personal protective clothing and equipment when handling chemicals?
Yes No
37. Are flammable or toxic chemicals kept in closed containers when not in use?
Yes No
38. Is personal protective equipment provided, used, and maintained whenever necessary?
Yes No
39. Is vacuuming used, rather than blowing or sweeping dust, whenever possible for clean up?
Yes No
40. Are there areas in the workplace where continuous noise levels exceed 85 dBA?
Yes No

41. Have work areas where the noise level makes communication difficult been identified, tested, and posted?
Yes No
42. Is approved hearing protective equipment available to every employee working in noisy areas?
Yes No
43. Are there standard stair rails or handrails on all stairways having four or more risers?
Yes No
44. Are all stairways at least 22 inches wide?
Yes No
45. Do stairs have landing platforms not less than 30 inches in the direction of travel that extend 22 inches in width every 12 feet or less of vertical rise?
Yes No
46. Are step risers on stairs uniform from top to bottom?
Yes No
47. Are steps on stairs and stairways designed or provided with a surface that renders them slip-resistant?
Yes No
48. Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
Yes No
49. Do stairway handrails have at least 3 inches of clearance between handrails and the wall or surface on which they are mounted?
Yes No
50. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
Yes No
51. Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
Yes No
52. Are emergency telephone numbers for law enforcement, fire and medical services, and an internal contact person posted next to phone?
Yes No
53. Are wall coatings/displays violating fire code?
Yes No
54. Are there any tripping hazards, i.e., frayed carpet, etc.?
Yes No
55. Are the handicap access points, restroom access, ramps, and parking clearly marked?
Yes No