EXECUTIVE SUMMARY

[redacted] Preparatory School

Executive Summary

This Site Assessment Report makes safety and security recommendations for [redacted] Preparatory School. The purpose of the report is to help [redacted] Preparatory School improve its site safety in response to an active assailant event. These findings and recommendations are the result of an on-site vulnerability assessment conducted by the Pinellas County Sheriff's Office on November 13, 2023.

[redacted] Preparatory School is an educational institution with approximately 1,050 enrolled students and 191 staff members. The school operates on a 27.5-acre campus and is comprised of eight main buildings: the Admissions Building/Theatre, Landy Hall Upper School, Moran Manning Lower School, Arts & Science Building, Science & Tech Building, Sher and Razook Center, Athletic Center, and Charger Commons. The property contains a softball field, baseball field, and football field with a track. Buildings on the property were built between 1960 and 2004, and as a result, are constructed of different materials and have different code requirements.

[redacted] Preparatory School's assessment began with the facilities perimeter, then the exterior of the building, followed by the interior of the building. We also considered the facility security policies. Assessors evaluated [redacted] Preparatory School based on the pathway or course of action that could be used by an active assailant during an attack at the school.

The assessment's action recommendations to improve safety are identified in the report as priority level low, medium, high, and no action required (NAR). Items rated as a low priority are of minor importance to overall security and can be viewed in the recommendations after each section. Items with a low priority may also be cost-prohibitive to address, making the change unrealistic, or the change may unrealistically require significant policy changes. Assessment items with a medium priority rating may impact key components of security at the facility. The issues addressed within this category may not require immediate action, but they should be addressed during future annual planning. Finally, assessment items rated as a high priority may critically impact the overall security, response, or recovery from an active assailant event. These items do not constitute an immediate life safety concern, but these items should be urgently addressed.

The following assessment recommendations in this executive summary consist of medium and high ratings only.

Summary of Recommendations

Property Perimeter:

This section reflects our evaluation of the area around the property's perimeter up to the buildings' exterior. Property perimeters are a critical area aiding in the early identification of threats, the smooth evacuation of a property, and response by emergency services.

Three medium priorities were discovered by assessors. Consider installing lighting along the property lines to assist with illuminating intended areas where school buildings and outbuildings are vulnerable. Motion activated lights should be considered for areas surrounding the recreational fields of the property. This will increase the overall safety and security of the campus during

nighttime functions (1.16). Ensure outbuildings are secured and locked when unattended. Preventing access to these areas will limit hiding places for persons or weapons. Place all flammable materials and gases in a secured, labeled, designated structure. Clearly labeling the structure with identifiable markings that flammable materials are kept within will assist the emergency responders in case of an emergency (1.35 and 1.36).

Building Exterior:

The exterior of a building provides the second line of defense against many types of incidents. This area contains access control measures that prevent unauthorized people or those with limited authorization from accessing the building.

The building exterior section of the assessment identified two areas that are a high priority. Exterior doors should be clear of miscellaneous tools, debris, and other items that can be used to prop the doors open. This is especially important for rooms or buildings designed for occupancy. Ensuring exterior doors are always secure and free of propping will help prevent or mitigate unwanted individuals or an active assailant from accessing school buildings (2.18). Adding a lock box with keys for law enforcement would increase response during an active assailant incident (2.53).

Four medium priorities were discovered by assessors. Keeping shrubs and trees properly trimmed and maintained reduces concealment opportunities for unwanted persons and potential assailants. Consider a maintenance program to properly maintain exterior landscaping. Bushes should be trimmed below window level, while trees should be trimmed no less than 6 feet from the ground and designed to minimize the ability to be used for concealment (2.2). Exterior door handles should be flush mounted or recessed, in lieu of traditional levers or offset pulls. This design prevents the use of a chain or cable device to prevent doors from opening (2.14). Windows should contain a specific and unique window number that correlates to the room number. Each number should be at minimum 4 inches tall by 2.5 inches wide. Windows should be labeled consistently with the corresponding room number and the labels should be in the first and last window of each classroom (2.25). Ensure all devices or objects that can be used to gain access to the roof of any building are removed and properly secured or in a manner that does not provide access (2.35).

Building Interior:

The building interior is the facility's third layer of protection. The security measures within the building's interior can prevent access to critical areas or significantly reduce the number of injuries during an attack. Security measures can be physical or directed by training and policies that promote specific actions during emergencies.

Seven areas of high priority were noted during the building interior assessment. During future upgrades, consider installing or replacing exit door push bars with chain resistant hardware (3.4). Provide instruction and guidance to staff and students for when door props are appropriate to use. Ensure only authorized personnel are propping the doors open during approved times when the classroom is not occupied (3.5). Move desks or other furniture items from the protected area and keep those areas clear of immovable objects. Hard corners and safe spaces can be marked with either tape, string, or aesthetic colored carpet for quick identification in the event of an emergency. For classrooms designed for younger children, creating an area designated for book reading or

circle time in hard corners can reduce the overall confusion during an active assailant event, as these areas can be taught to be safe spaces (3.16 and 3.17). Interior doors leading into areas of occupancy and classrooms should be locked and always secured when not in use. Secured rooms prevent unauthorized access and capabilities of concealing persons or items (3.20).

First aid supplies and bleeding control kits accessible inside buildings and structures designed for occupancy are needed. First aid supplies and bleeding control kits contents should be consistent throughout the property. The kit should contain the same items that faculty and security personnel are trained to utilize. Kits should contain at a minimum: nitrile gloves, tourniquet (1), hemostatic or bleeding control dressing (1), packing gauze (1), surgical mask (1), and bleeding control instruction card or booklet. Bleeding control kits should be added to each building, inspected annually, and marked on maps (3.44). Delivery entrances should be secured at all times, unless visually monitored by staff or security, to ensure access control measures are being followed. This will help deter and prevent an active assailant from gaining access to the school via unlocked doors (3.108).

Four medium priorities were noted by assessors. Color codes or hallway identifiers should be determined for ease of identification and should be labeled on site and evacuation maps as appropriate. Color codes and maps with room identifiers can greatly assist first responders with an active assailant response (3.65). Vestibules are secured spaces with two or more sets of doors that only allow visitors access to one space within the building. They limit and regulate entrances, allowing for more efficient screening of people entering a facility. During future upgrades or renovations, the installation of a secure vestibule would increase security (3.71). Critical utility systems and equipment should be secured and always locked to prevent tampering with special equipment. An active assailant may disrupt these services to cause confusion and delay emergency services. Only authorized staff should have access to this equipment. Annual training on appropriate security measures should be provided (3.111). Rooms containing roof access stairs or ladders should be secured. Roof access doors or hatches should be secured from inside with a padlock or other locking mechanism, eliminating unauthorized entry. Roof access could aid an active assailant in garnering a position of advantage, allowing a higher probability of increased casualties (3.113).

Policy

[redacted] Preparatory School maintains plans, policies, and procedures regarding security. Interviews with various non-security personnel should be completed to better understand the state of security. Interviews often expose security gaps or a failure to follow set policies.

Three high priorities were noted by assessors. The school should develop a policy pertaining to threat assessments, and train staff on the policy, procedures, and method of reporting concerning behavior (4.1). When developing a threat assessment team, the team should include an administrator, law enforcement officer, mental health counselor, and teacher (4.2). The school should develop a drill program, such as Run or Hide, and clearly identify the drills to be conducted each month. Staff and teachers should be evaluated on the drills, and core leadership should discuss strengths and weaknesses identified because of the drill. These polices should be communicated

to all staff, and staff should be trained on the proper responses with emphasis on decision-making due to multiple variables such as the assailant's location (4.13).

Two areas of concern were identified as a medium priority for remediation. A system should be put in place for anonymously reporting threatening or suspicious behavior. This information should be put forth in the student code of conduct books and on posters in classrooms. Students and staff should be made aware of the program during orientation nights at the beginning of each school year. FortifyFL is a suspicious activity reporting tool that allows instant relaying of information to appropriate law enforcement agencies which could be posted and used on campus (4.5). A policy or procedure should be developed regarding persons who require an escort and persons who do not require an escort (4.28).

This executive summary provides recommendations consisting of medium and high ratings only. The recommendations are associated with their assessment number in the full detailed report.

We welcome the opportunity to provide this assessment to [redacted] Preparatory School and are always available to answer questions and help you to improve safety.

SITE ASSESSMENT REPORT

[redacted] Preparatory School

[redacted]

[redacted]

PREPARED BY
Pinellas County Sheriff's Office

Disclaimer: This report is an assessment, and it is not expected that everything observed and documented in this report will result in action or remediation. However, there are some essential site safety and security components that are critical and required for a safe site. If something is so serious that remediation is necessary, that recommendation will be clearly stated. Vulnerability assessments must be considered against the reality of facility age, construction, and costs to make changes. This assessment's metrics measure against the ideal facility and help to set goals while recognizing that no facility is perfect.

WARNING: Information contained in this report is confidential and exempt pursuant to applicable federal, state, and local statutes. The following assessment contains security records and should be confidential and exempt. Per F.S.S. 119.071(3), 281.301, 286.0113, and 1006.1493(5).

Contents

Purpose **1**
Purpose . . . 1

Priority Levels **2**
Priority Levels . . . 2

Supporting Documents **3**
Supporting Documents . . . 3

General Facility Construction **4**
Description . . . 4

Potential Threat Course of Action (TCOA) **5**
Threat Course of Action (TCOA) . . . 5

Surrounding Property **6**
Surrounding Property . . . 6

Entrances and Exits **7**
1.1 Clear and Visible Signage Upon Approach . . . 7
1.2 Clear Signage to Facility Entrances . . . 7
1.3 Signage for Trespassing and Abnormal Use . . . 7
1.3 Recommendations . . . 7
1.4 Identification of Bus Loading and Unloading Zones . . . 7
1.5 Fencing, Walls, and Barricades Establishment and Maintenance . . . 7
1.6 Access to Controlled Areas . . . 7
1.7 Perimeter Gates and Barriers Proper Installation . . . 8
1.8 Secured Gates Free of Evidence to Indicate Propping . . . 8
1.9 Gates and Allowance of Quick Egress . . . 8
1.10 Locking Mechanisms of Gates . . . 8
1.11 Clear and Recognizable Property Boundaries . . . 8
1.12 Identifiability from Perimeter . . . 8
1.13 Building Identifiers . . . 8
1.14 Vandalism and Graffiti . . . 8
1.15 Trash and Recycling Dumpsters . . . 9
1.16 Perimeter Lighting . . . 9
1.16 Recommendations . . . 9
1.17 Perimeter Lighting Access Control Panels . . . 10
1.18 Emergency Call Boxes . . . 10
1.19 Unsafe or Obsolete Equipment . . . 10
1.19 Recommendations . . . 10
1.20 Fire Hydrants . . . 10
1.21 Power Lines and Utility Connections . . . 11

Parking Lots **12**
1.22 Parking Lots . . . 12
1.23 Unattended Buses and Vehicles . . . 12
1.24 Monitoring of Parking Lots . . . 12
1.25 Monitoring of Designated Bicycle Parking Area . . . 12
1.26 Bus Loading and Unloading Areas . . . 12
1.27 Key Personnel Designated Parking Spaces . . . 12
1.28 Monitoring of Pedestrian Pathways . . . 12
1.29 Staff Presence During Arrival and Dismissal Times . . . 12

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1.30 Directional Traffic and Pedestrian Signage . . . 13
1.31 Parking Lot Signage . . . 13
1.32 Designated Emergency Service Zones . . . 13
1.33 Barriers to Mitigate Vehicle Intrusion . . . 13
1.34 Barriers to Ensure Proper Vehicle Standoff Distance . . . 13

Outbuildings **14**
1.35 Outbuildings . . . 14
1.35 Recommendations . . . 14
1.36 Hazardous and Flammable Material Storage . . . 15
1.36 Recommendations . . . 15
1.37 Outbuilding Alarms/Monitoring System . . . 15
1.37 Recommendations . . . 15
1.38 Public Use Spaces . . . 15
1.39 Portable Classroom Restricted Access . . . 16
1.39 Recommendations . . . 16
1.40 Portable Classroom Labels/Numbers . . . 16
1.41 Portable Classroom Lighting . . . 16
1.42 Portable Classroom Fencing . . . 16
1.43 Portable Classroom Communication . . . 16
1.44 Portable Classroom Windows or Peepholes . . . 17
1.45 Recreational/Practice Areas Fencing . . . 17
1.46 Playground Attendants . . . 17
1.47 Recreational/Practice Areas Use of Communication Radios . . . 17

Perimeter Security Systems **18**
1.48 Position of Security Cameras . . . 18
1.49 Perimeter Camera Design . . . 18
1.50 Perimeter Camera Protection . . . 18
1.51 Perimeter Camera Motion Activation . . . 18
1.52 Perimeter Camera Law Enforcement Access . . . 18
1.52 Recommendations . . . 18
1.53 Perimeter Lighting and Camera Function . . . 18
1.54 Perimeter Camera Pan/Tilt/Zoom . . . 19
1.54 Recommendations . . . 19

District/School Website **20**
1.55 Maps/Diagrams . . . 20
1.56 Exclusion of Evacuation Routes, Assembly Areas and Reunification Locations . . . 20
1.57 Exclusion of Emergency Preparedness Drills and Exercises . . . 20
1.58 Exclusion of Facility Safety and Security Audit Results . . . 20
1.59 Exclusion of Emergency Operations Details . . . 20
1.60 Exclusion of Security/Law Enforcement Officers Information . . . 20

Other Considerations and Recommendations **21**
Other Perimeter Considerations . . . 21
Perimeter Recommendations . . . 21

Building Exterior **22**
Building Exterior Property . . . 22

Landscaping **23**
2.1 Landscaping and Access to Roof or Building . . . 23
2.2 Landscaping and Concealment . . . 23
2.2 Recommendations . . . 23

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Entryways and Walkways **24**
2.3 Designated Primary Point of Entry and Exit for Visitors . . . 24
2.4 Clearly Labeled and Identifiable Points of Entry . . . 24
2.5 Main Entry Point Physical Security . . . 24
2.6 Barriers to Mitigate Vehicle Intrusion . . . 24
2.7 Adjoining Windows, Roofs, or Other Property Areas . . . 24
2.8 Width of Entryways and Walkways . . . 24

Courtyards and Common Areas **25**
2.9 Access to Courtyards and Common Areas . . . 25
2.10 Function and Use of Security Gates, Grilles, or Other Devices . . . 25
2.11 Staff Monitoring During Drop Off and Dismissal Times . . . 25
2.12 Courtyards Allowance of Natural Surveillance . . . 25
2.13 Courtyards Minimization of Blind Spots or Ambush Points . . . 25

Exterior Doors and Windows **26**
2.14 Exterior Doors and Emergency Exit . . . 26
2.14 Recommendations . . . 26
2.15 Exterior Doors Equipped with Shatter Resistant Tempered Glass . . . 26
2.16 Exterior Doors and Proper Access Controls . . . 26
2.17 Exterior Doors and Clear Labeling . . . 26
2.18 Exterior Doors Clear of Items that Can Prop a Door Open . . . 27
2.18 Recommendations . . . 27
2.19 Exterior Doors Covering . . . 27
2.20 Exterior Doors Window Design . . . 27
2.21 Exterior Doors Size and Arrangement . . . 27
2.22 Exterior Doors Install and Design . . . 28
2.23 Exterior Doors and Anchoring Systems . . . 28
2.24 Exterior Window Locks . . . 28
2.25 Exterior Windows Labeling . . . 28
2.25 Recommendations . . . 28
2.26 Exterior Windows Design . . . 28
2.27 Exterior Window as Secondary Means of Escape . . . 28
2.28 Exterior Windows and Shatter Resistance . . . 28
2.29 Exterior Windows and Framing . . . 29
2.30 Second-Floor Windows . . . 29

Exterior Stairwells, Balconies, and Ramps **30**
2.31 Stairwells, Balconies, and Ramps Lighting . . . 30
2.32 Exterior Under Stair Area . . . 30
2.33 Stairwells and Monitoring . . . 30
2.34 Stair Handrails/Guardrails and Natural Surveillance . . . 30

Roof Access **31**
2.35 Roof Access . . . 31
2.35 Recommendations . . . 31
2.36 Roof Parapets . . . 31
2.37 Protection of Mechanical Equipment Roof Enclosures . . . 31

Exterior Lighting **32**
2.38 Building Lighting . . . 32
2.39 Emergency Lighting . . . 32

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Mechanical Systems **33**
2.40 Exposed Intake Vents . . . 33
2.41 Exhaust Air Outlets . . . 33
2.42 Major Mechanical Systems and Testing . . . 33
2.43 Mechanical and Electrical Systems Security . . . 33
2.44 Physical Inspection Logs . . . 33

Exterior Security Systems **34**
2.45 Exterior Cameras Design . . . 34
2.46 Security Cameras Position . . . 34
2.47 Exterior Camera Firewalls . . . 34
2.47 Recommendations . . . 34
2.48 Camera Ability to Pan, Tilt and Zoom . . . 34
2.48 Recommendations . . . 34
2.49 Security Warning System . . . 34
2.50 Window Alarms and Function . . . 35

Other Exterior Considerations **36**
2.51 Building Exterior Vandalism and Graffiti . . . 36
2.52 Signage for Trespassing and Abnormal Use . . . 36
2.52 Recommendations . . . 36
2.53 Exterior Key Storage Systems . . . 36
2.53 Recommendations . . . 36
2.54 Emergency Call Boxes . . . 36
2.55 Dumpsters, Large Trash Bins, and Recycling Bins Position . . . 36

Exterior Recommendations **37**
Exterior Building Recommendations . . . 37

Building Interior **38**
Building Interior Property . . . 38

Interior Doors and Windows **39**
3.1 Labeling of Interior Doors . . . 39
3.2 Interior Doors and Windows Mechanical Components . . . 39
3.3 Interior Doors and Window Security Measures . . . 39
3.4 Exit Doors with Push Bar Exit . . . 39
3.4 Recommendations . . . 39
3.5 Items Clear from Interior Doors . . . 40
3.5 Recommendations . . . 40
3.6 Interior Door and Window Coverings . . . 40
3.7 Interior Windows Proper Installation . . . 40
3.8 Interior Windows Shatter Resistance . . . 40
3.9 Interior Windows Available Covering . . . 41

Ceilings **42**
3.10 Ceilings Unauthorized Access or Tampering . . . 42
3.11 Ceiling Tiles . . . 42
3.12 Access to Catwalks, Scaffolding and Platforms . . . 42

Flooring **43**
3.13 Flooring Clear of Immovable Obstacles . . . 43
3.14 Raised Flooring Unauthorized Access or Tampering . . . 43

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Hard Corners, Safe Spaces and Protected Areas **44**
3.15 Presence of Hard Corners and Safe Spaces . . . 44
3.16 Hard Corners, Safe Spaces and Protected Areas Clear . . . 44
3.16 Recommendations . . . 44
3.17 Hard Corners, Safe Spaces and Protected Areas Identification . . . 45
3.17 Recommendations . . . 45

Classrooms **46**
3.18 Classroom Visibility . . . 46
3.19 Classroom Door Locks . . . 46
3.20 Classroom Doors Secured . . . 46
3.20 Recommendations . . . 46
3.21 Interior Doors and Hallway Obstructions . . . 46
3.22 Retractable Classroom Partitions . . . 46
3.23 Classroom Aisle Space . . . 46
3.24 Classroom Secondary Escape Route . . . 47
3.25 Classrooms for Mobility-Impaired Students . . . 47
3.26 Classroom Numbers . . . 47
3.26 Recommendations . . . 47
3.27 Evacuation Guide Maps Near Doorway . . . 47

Communication Systems **48**
3.28 Communication Systems . . . 48
3.29 Public Address System Speakers . . . 48
3.30 Accessibility of Security Activation Switch or Remote . . . 48
3.31 Wireless Emergency Communications System . . . 48
3.32 Law Enforcement Portable Radio Connectivity . . . 48
3.33 Alert Systems . . . 48

Interior Security Systems **49**
3.34 Security System . . . 49
3.35 Security Systems and Emergency Power Supply . . . 49
3.35 Recommendations . . . 49
3.36 Magnetometers or X-ray Equipment . . . 49
3.36 Recommendations . . . 49
3.37 Handheld Metal Detector Wands . . . 49

Life Safety Systems **50**
3.38 Emergency Response Equipment Within Date . . . 50
3.39 Fire Extinguishers . . . 50
3.40 School Site Maps . . . 50
3.40 Recommendations . . . 50
3.41 Fire Alarm Pull Stations . . . 50
3.42 Smoke/Gas Alarms . . . 50
3.43 First Aid and Nurse Office Locations . . . 50
3.44 Accessibility of First Aid Supplies, Bleeding Control Kits and AEDs . . . 50
3.44 Recommendations . . . 51
3.45 First Aid Supplies Marked and Recognizable . . . 51

Lockers **52**
3.46 School Approved Locks on Lockers . . . 52
3.46 Recommendations . . . 52
3.47 Unassigned Lockers . . . 52

WARNING: Information contained in this report is confidential and exempt pursuant to applicable federal, state, and local statutes. The following assessment contains security records and should be confidential and exempt. Per F.S.S. 119.071(3), 281.301, 286.0113, and 1006.1493(5).

Hazardous Materials **53**
3.48 Storage of Chemicals, Poison and Flammable Materials . . . 53
3.49 Chemical Splash Hazard Areas . . . 53
3.50 Gas Tanks/Containers . . . 53

Stairwells and Balconies **54**
3.51 Interior Lighting of Stairwells and Balconies . . . 54
3.52 Interior Stairwells Labeled . . . 54
3.53 Interior Stair Handrails/Guardrails Allowance of Visual Surveillance . . . 54
3.53 Recommendations . . . 54
3.54 Blind Corners or Obscured Areas . . . 54
3.55 Monitoring of Enclosed Stairwells . . . 55

Elevators **56**
3.56 Emergency Alarm or Communication System . . . 56
3.57 Limited Access . . . 56
3.58 Elevator Lighting and Monitoring . . . 56
3.59 Elevator Emergency Button and Phone . . . 56
3.60 Elevator Emergency Power . . . 56

Hallways **57**
3.61 Interior Hallway Lighting . . . 57
3.62 Interior Hallway Lighting Controls . . . 57
3.63 Interior Hallway Monitoring . . . 57
3.64 Interior Hallway Emergency Lighting and Exit Signs . . . 57
3.65 Interior Hallway Identifiers . . . 57
3.65 Recommendations . . . 57
3.66 Interior Hallway Trash Cans and Storage Containers . . . 57
3.67 Interior Hallway Directional Signage . . . 58

Reception/Lobby **59**
3.68 Reception Area Location . . . 59
3.69 Reception Area Markings . . . 59
3.70 Reception Area Lighting . . . 59
3.71 Main Point of Entry Secured Vestibule . . . 59
3.71 Recommendations . . . 59
3.72 Main Reception Area Staffing and Monitoring . . . 59
3.73 Intercom Access . . . 59
3.74 Physical Security Activation Switch or Remote Application Availability . . . 60
3.75 Facility Telephone Extensions/Numbers . . . 60
3.76 Visitor Access Badges and Entry Logbooks . . . 60
3.77 Facility Physical or Digital Keys . . . 60
3.78 Master Keys, Site Maps, and Emergency Operations Plans . . . 60
3.79 Fixed Mirror for Blind Corners . . . 60
3.80 Visibility of Reception Area and Vestibule . . . 60
3.81 Main Office Safe Room . . . 60
3.82 Principal's Office . . . 61

Restrooms **62**
3.83 Visual Surveillance . . . 62
3.84 Obscured Entry System . . . 62
3.85 Light Fixtures . . . 62
3.86 Lighting and Controls . . . 62
3.86 Recommendations . . . 62
3.87 Smoke Detectors . . . 62

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3.88 Stall Doors . . . 62

Library/Media Center **63**
3.89 Library Separate and Secure Access . . . 63
3.90 Lighting . . . 63
3.91 Reception Area . . . 63
3.92 Shelving, Equipment and Wall or Ceiling Mounted Objects . . . 63
3.93 Aisle Space . . . 63
3.94 Hard Corners, Safe Zones, and Protected Areas . . . 63
3.95 Hard Corners, Safe Zone or Protected Areas Free of Obstacles . . . 63
3.96 Secondary or Emergency Exits . . . 64
3.97 Surveillance Cameras and Mirrors . . . 64

Cafeteria/Food Court **65**
3.98 Lighting . . . 65
3.99 Entry Doors . . . 65
3.100 Separate Entrances and Exits for Food Services . . . 65
3.101 Acoustics for Noise Levels . . . 65
3.102 Dining Area Clear Vantage . . . 65
3.103 Kitchen and Serving Areas Limited Access . . . 65
3.104 Food Services or Student Common Areas Used After School . . . 65
3.105 Kitchen Fire Extinguisher . . . 65
3.106 Exhaust Fan . . . 66
3.107 Kitchen Exits . . . 66
3.108 Delivery Entrance Areas . . . 66
3.108 Recommendations . . . 66
3.109 Intercom Access . . . 66
3.110 Physical Security Activation Switch or Remote Application . . . 67

Other Interior Considerations **68**
3.111 Critical Utility Systems and Equipment . . . 68
3.111 Recommendations . . . 68
3.112 Electric Panel Access Doors . . . 68
3.113 Roof Access Doors . . . 68
3.113 Recommendations . . . 68
3.114 Custodial Closets . . . 69
3.114 Recommendations . . . 69

Interior Recommendations **71**
Interior Recommendations . . . 71

Policy **73**
Policy Overview . . . 73

Threat/Site Assessment **74**
4.1 Threat Assessment Policy . . . 74
4.1 Recommendations . . . 74
4.2 Threat Assessment Team . . . 74
4.2 Recommendations . . . 74
4.3 Threat Assessment Team Meetings . . . 74
4.4 Threat Assessment Team Training . . . 74
4.5 Concerning or Suspicious Behavior Anonymous Reporting System . . . 74
4.5 Recommendations . . . 75
4.6 School Staff Training for Threat Process and Response Protocols . . . 75
4.7 Code of Student Conduct for Weapons and Threats . . . 75

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4.8 Zero-Tolerance Policy for Threats to School Safety . . . 75

Active Assailant Drills, Response and Training **76**
4.9 Specific Time Requirements . . . 76
4.10 Accurate Reporting of School Safety and Discipline Data . . . 76
4.11 Guardian Notification of Involuntary Examination . . . 76
4.12 Guardian Notification of Threats and Other Emergencies . . . 76
4.13 Active Assailant Response Program . . . 76
4.13 Recommendations . . . 76
4.14 Law Enforcement Presence During Active Assailant Drills . . . 76
4.15 Staff and Student Training in Active Assailant Drills/Plans . . . 77
4.16 Age-Appropriate Active Assailant Drills . . . 77
4.17 First Aid and Bleeding Control l Kit Training for Staff and Teachers . . . 77
4.18 Reunification Plan . . . 77
4.19 Reunification Plan with Law Enforcement . . . 77
4.20 Pre-planned Messages for Parents/Guardians in Reunification Plan . . . 77

Access Control **78**
4.21 Law Enforcement/Guardian/Security Present . . . 78
4.22 Security Camera Access . . . 78
4.23 Identification Cards with Clear Reporting Locations . . . 78
4.24 Parking System Identification . . . 78
4.25 Visitor Identification . . . 78
4.26 Visitor Passes . . . 78
4.27 Visitor Sign In and Out . . . 78
4.28 Visitor Escort . . . 78
4.28 Recommendations . . . 79
4.29 Key Control Program . . . 79

Maintenance **80**
4.30 Reporting of Maintenance Issues . . . 80
4.31 Maintenance Issue Procedures . . . 80
4.32 Inspections of Safety and Security Equipment . . . 80
4.33 Inspections of Emergency and Backup Power Systems . . . 80
4.34 Background Checks of Employees . . . 80
4.35 Procedure for Termination of Employees or Contractors . . . 80
4.36 Security Plan Updates . . . 80

Policy Recommendations **81**
Policy Recommendations . . . 81

WARNING: Information contained in this report is confidential and exempt pursuant to applicable federal, state, and local statutes. The following assessment contains security records and should be confidential and exempt. Per F.S.S. 119.071(3), 281.301, 286.0113, and 1006.1493(5).

Purpose

Purpose

A crisis, including workplace violence, can affect any facility, anywhere, and at any time. A comprehensive emergency management plan to address various crises is multifaceted and its components include prevention, mitigation, response, and recovery. Ensuring the facility itself is hardened and vulnerabilities are mitigated is especially important to the emergency management plan's prevention-mitigation component. Site assessments are the most effective means of determining a facility's strengths, weaknesses, and vulnerabilities. This report provides a site assessment of your facility in support of your overall emergency management plan.

This assessment has been completed for [redacted] Preparatory School.

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Priority Levels

Priority Levels

The priority ratings are used to assist stakeholders when prioritizing security improvements at their facility. The explanations and options contained in this report are based on observations made during the site visit and should not be the only factor when determining the overall conditions of security. The options presented are not intended to supersede a long-term planning process in place at a facility. Options should be evaluated as to how they fit into the long-term planning as line items in this assessment can be impacted by other projects. Line items listed as “high” should be given immediate attention by facility planners.

No Action Required (NAR) – Assessment items with a priority of NAR indicate adequate security measures or policies are established.

Low – Assessment items with a priority rating of low are of minor importance to the overall security of the facility, may be cost prohibit**ive**, or require significant policy c hanges. These issues are noteworthy and should be considered during future updates, renovations, or policy changes at the facility. However, other factors or security measures in place and observed at the time of the assessment mitigate urgencies to address the issues.

Medium – Assessment items with a priority rating of medium may impact key components of security at the facility. These issues may be acceptable over the short term, however, should be addressed during future annual planning.

High – Assessment items with a priority rating of high may have a critical impact on the overall security, response, or recovery of the facility. While an immediate life safety concern is not present these items should be addressed with urgency.

Priority levels are based on this assessment which was conducted on November 13, 2023.

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Supporting Documents

Supporting Documents

Supporting Documents

Check all that are included.
Floor Plan, Site Plans, Aerial Photos, Interior Photos, Evacuation Plans, Emergency Operations Plan, Active Assailant Drill/Response Plan, Threat Assessment Plan, Student Code of Conduct, Memorandum of Understanding, Policies and Procedures

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General Facility Construction

Description

Area/Floor/Walls/Ceiling/Notes:
[redacted] **Preparatory School is a 27.52-acre campus consisting of eight buildings with several smaller outbuildings. The property contains a softball field, baseball field, and a football field with a track. Buildings on the property were built between 1960 and 2004 and as a result, are constructed of different materials and with different code requirements. Buildings are a mix of one story and two story.**

Main Buildings
Admissions Building/Theatre
Landy Hall Upper School
Morean Manning Lower School
Arts & Science Building
Science & Tech Building
Sher and Razook Center
Athletic Center
Charger Commons

Pinellas County Property Appraiser Information:
Parcel # 06-31-17-81793-001-0010
Property Owner: [redacted] Prep School, Inc.
Property Use: 7238 Private Schools & Colleges, Day Care Centers
Total Gross Square Feet: 265,688

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Potential Threat Course of Action (TCOA

Threat Course of Action (TCOA

TCOA:
TCOA #1: Active Assailant / Shooter

Comments: An individual or group of individuals involved in actively killing or attempting to kill people at the campus. This could occur during normal school hours or in the evening during sporting events or additional school sanctioned activities. These events require quick action on the part of the staff and administrators to initiate an emergency plan (Run, Hide), care for the injured, and communicate information quickly to responding law enforcement.

TCOA #2: Swatting Call - False Shooting Report

Comments: Swatting calls are the false report of a serious life-threatening emergency to initiate a tactical law enforcement response. Swatting calls disrupt the educational environment and interfere with law enforcement's ability to protect schools from real dangers. They also pose a serious risk to students and the community by increasing the potential for injury and diverting critical emergency resources.

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Surrounding Property

Surrounding Property

Synopsis/Description

[redacted] **Preparatory School is located along** [redacted] **in Pinellas County, Florida. It is surrounded by neighborhoods comprised of single-family homes on the north and east, with an apartment complex to the south, and a mobile home park to the west. A Duke Energy power substation is located 225 feet north, with no reported incidents in the past, according to administration.**

Figure 1: [redacted] Preparatory School aerial

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Entrances and Exits

1.1 Clear and Visible Signage Upon Approach

1.1 Signage around the property is clear and visible upon approach.
Yes

1.2 Clear Signage to Facility Entrances

1.2 Signs clearly direct visitors to facility entrances.
Yes

1.3 Signage for Trespassing and Abnormal Use

1.3 Appropriate signage exists regarding trespassing and abnormal use.
No

1.3 Recommendations

1.3 Explanation
There were no signs regarding trespassing or abnormal use observed on property.
1.3 Options for Consideration
Low - Install visible "No Trespassing" signs with Florida State Statue 810.08, include a definition, and place around the exterior and interior of the school perimeter.

1.4 Identification of Bus Loading and Unloading Zones

1.4 Bus loading and unloading zones are clearly identified.
N/A
Comment: [redacted] Preparatory School does not have bus transportation.

1.5 Fencing, Walls, and Barricades Establishment and Maintenance

1.5 Fencing, walls, and barricades are established and adequately maintained to allow for natural surveillance.
Yes

1.6 Access to Controlled Areas

1.6 Perimeter gates do not allow access to controlled areas without passing through a screening or check-in area.
N/A
Comment: [redacted] Preparatory School does not have perimeter gates.

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1.7 Perimeter Gates and Barriers Proper Installation

1.7 Perimeter gates and barriers are properly installed and able to be secured.
N/A

1.8 Secured Gates Free of Evidence to Indicate Propping

1.8 Gates are secured and free of evidence of propping open.
N/A

1.9 Gates and Allowance of Quick Egress

1.9 Property has adequate gates to allow for quick egress.
N/A

1.10 Locking Mechanisms of Gates

1.10 Gates have functional locking mechanisms that can be unlocked quickly when required.
N/A

1.11 Clear and Recognizable Property Boundaries

1.11 Property boundaries are clear and recognizable.
Yes

1.12 Identifiability from Perimeter

1.12 Critical infrastructure is not identifiable from the perimeter.
Yes

1.13 Building Identifiers

1.13 Building identifiers are visible from the property perimeter.
Yes

1.14 Vandalism and Graffiti

1.14 Property perimeter is free of vandalism and graffiti.
Yes

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1.15 Trash and Recycling Dumpsters

1.15 All trash and recycling dumpsters are enclosed or in a designated service area away from high occupancy or emergency services response areas.
Yes

1.16 Perimeter Lighting

1.16 Perimeter lighting is functional, free of obstruction, and illuminates the intended area.
No

1.16 Recommendations

1.16 Explanation
Perimeter lighting is lacking along the north, west, and southeast side of the property.

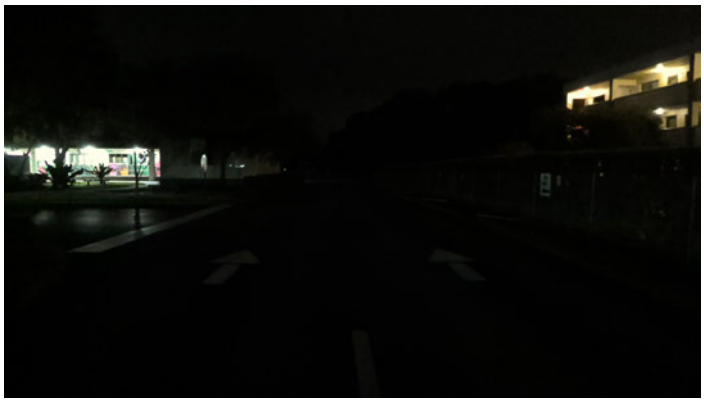

Figure 2: South Perimeter

Figure 3: East Perimeter

Figure 4: North Perimeter

1.16 Options for Consideration
Medium - Consider installing lighting along the property lines to assist with illuminating intended areas where school buildings and outbuildings are vulnerable. Motion activated lights should be considered for areas surrounding recreational fields of the

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property. This will increase the overall safety and security of the campus during nighttime functions.

1.17 Perimeter Lighting Access Control Panels

1.17 Perimeter lighting access control panels are accessible for emergency responders.
Yes

1.18 Emergency Call Boxes

1.18 Emergency call boxes are functional and available.
N/A

1.19 Unsafe or Obsolete Equipment

1.19 Area is clear of unsafe or obsolete equipment (e.g., mechanical, sporting equipment, landscaping, or tools).
No

1.19 Recommendations

1.19 Explanation
Along the north perimeter, adjacent to maintenance buildings, is a large pile of discarded debris, such as miscellaneous metals, tables, filing cabinets, and wood. This material is accessible to students, staff, and visitors.

Figure 5: Debris Pile

1.19 Options for Consideration
Low - Secure all areas and locations containing dangerous items that can cause a hazard or be used as hiding places for weapons or people.

1.20 Fire Hydrants

1.20 Fire hydrants are easily identifiable and free of obstructions.
Yes

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1.21 Power Lines and Utility Connections

1.21 Power lines and utility connections to the property are identified and protected to minimize tampering or accidental damage. (e.g., vehicle crashes, weather events, digging hazards)
Yes

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Parking Lots

1.22 Parking Lots

1.22 Staff, student, and visitor parking lots are clearly identified.
Yes

1.23 Unattended Buses and Vehicles

1.23 Unattended buses or vehicles are positioned in a way that does not hinder an emergency response or obstruct natural surveillance.
Yes

1.24 Monitoring of Parking Lots

1.24 Parking lots have visual or remote monitoring.
Yes

1.25 Monitoring of Designated Bicycle Parking Area

1.25 Designated bicycle parking area has visual or remote monitoring.
Yes

1.26 Bus Loading and Unloading Areas

1.26 Bus loading and unloading area is physically separated from the visitor, parent drop-off, and pedestrian areas.
N/A
Comment: [redacted] Preparatory School does not have bus transportation.

1.27 Key Personnel Designated Parking Spaces

1.27 Property does not have designated parking spaces for key personnel.
Yes

1.28 Monitoring of Pedestrian Pathways

1.28 Pedestrian pathways have visual or remote monitoring.
Yes

1.29 Staff Presence During Arrival and Dismissal Times

1.29 Staff is present in parking lots and pedestrian pathways during arrival and dismissal times.
Yes

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1.30 Directional Traffic and Pedestrian Signage

1.30 Directional traffic and pedestrian signage is recognizable and adequately placed.
Yes

1.31 Parking Lot Signage

1.31 Parking lot signage is present and adequate (e.g., handicapped, tow zones, advisory).
Yes

1.32 Designated Emergency Service Zones

1.32 Designated emergency services zones are adequately identified.
Yes

1.33 Barriers to Mitigate Vehicle Intrusion

1.33 Sufficient barriers are in place to mitigate vehicle intrusion.
Yes

1.34 Barriers to Ensure Proper Vehicle Standoff Distance

1.34 Sufficient barriers are in place to ensure proper vehicle standoff distance.
Yes

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Outbuildings

1.35 Outbuildings

1.35 Outbuildings are secured or restricted.
No

1.35 Recommendations

1.35 Explanation
Outbuildings on property were discovered open or unsecured, and without visual monitoring. These outbuildings contained lawn equipment and tools. Also discovered were gasoline cans and other flammable toxins such as spray paint and pesticides. Unsecured outbuildings create a place for assailants to hide themselves or weapons.

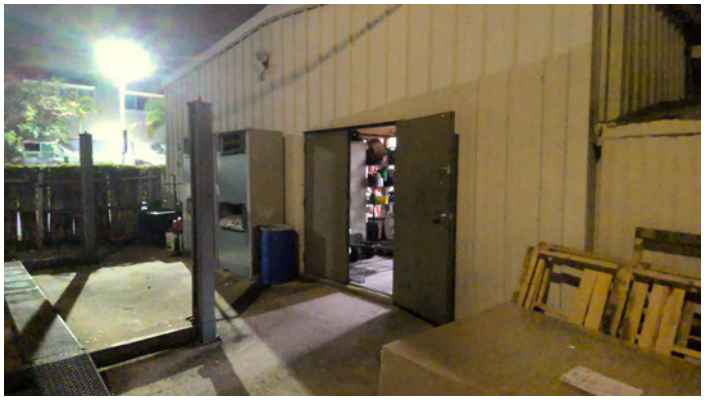

Figure 6: Maintenance Building

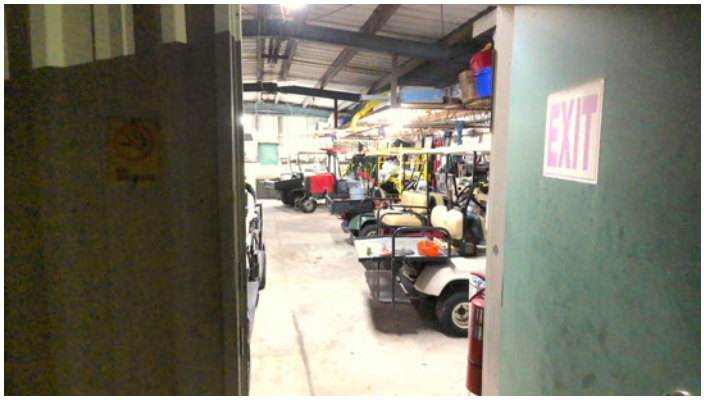

Figure 7: Maintenance Building (2)

Figure 8: Conex Container

1.35 Options for Consideration
Medium - Ensure outbuildings are secured and locked when unattended. Preventing access to these areas will limit hiding places for persons or weapons.

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1.36 Hazardous and Flammable Material Storage

1.36 Hazardous and flammable material storage structures are secured and identifiable with proper signage.
No

1.36 Recommendations

1.36 Explanation
Gasoline cans and other flammable toxins such as spray paint and pesticides were discovered in unsecured outbuildings.

Figure 9: Gasoline Cans

Figure 10: Paints & Aerosols

1.36 Options for Consideration
Medium - Place all flammable materials and gases in a secured labeled designated structure. Clearly labeling the structure with identifiable markings that flammable materials are kept within will assist the emergency responders in case of an emergency.

1.37 Outbuilding Alarms/Monitoring System

1.37 Outbuildings are alarmed and connected to a monitoring system.
No

1.37 Recommendations

1.37 Explanation
Outbuildings have remote monitoring capabilities but are not integrated into the existing alarm monitoring system.
1.37 Options for Consideration
Low - Outbuildings should be secured and alarmed. Connecting the alarm to a monitoring system can increase security and identification of potential intruders.

1.38 Public Use Spaces

1.38 Public use spaces are isolated from exclusive zones (e.g., church, playground).
Yes

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1.39 Portable Classroom Restricted Access

1.39 Access beneath portable classrooms is restricted to minimize space for hiding people, contraband, weapons, or dangerous devices.
No

1.39 Recommendations

1.39 Explanation
Access beneath the portable classroom on the north side of campus is not restricted.

Figure 11: Portable Classroom

1.39 Options for Consideration
Low - Install blocking material (wood, lattice) to prevent or help identify when access underneath portables has occurred.

1.40 Portable Classroom Labels/Numbers

1.40 Portable classrooms are appropriately labeled or numbered.
Yes

1.41 Portable Classroom Lighting

1.41 Portable classrooms are placed in an area with adequate lighting.
Yes

1.42 Portable Classroom Fencing

1.42 Portable classrooms are fenced, requiring the use of the school main entrances.
Yes

1.43 Portable Classroom Communication

1.43 Portable classrooms have communication and can silently alert the office of an emergency.
Yes

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1.44 Portable Classroom Windows or Peepholes

1.44 Portable classroom doors have a window or peephole installed.
Yes

1.45 Recreational/Practice Areas Fencing

1.45 Recreational and practice areas are fenced to restrict unauthorized access.
Yes

1.46 Playground Attendants

1.46 Playground attendants (teachers or staff) are clearly identifiable (vest, etc.), and first aid kits are present and maintained.
Yes

1.47 Recreational/Practice Areas Use of Communication Radios

1.47 Two-way communication radios or devices are available and utilized when using recreational or practice areas.
Yes

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Perimeter Security Systems

1.48 Position of Security Cameras

1.48 Security cameras are positioned to view access points and critical infrastructure.
Yes

1.49 Perimeter Camera Design

1.49 Perimeter cameras are designed to protect against tampering, vandalism, and exposure to extreme temperature or moisture.
Yes

1.50 Perimeter Camera Protection

1.50 Perimeter cameras and cabling are not easily accessible and are protected with adequate firewalls.
Yes

1.51 Perimeter Camera Motion Activation

1.51 Perimeter cameras can be activated by motion.
Yes

1.52 Perimeter Camera Law Enforcement Access

1.52 Law enforcement has access to perimeter cameras.
No

1.52 Recommendations

1.52 Explanation
The school camera system is application based and requires a law enforcement account to be created which would allow law enforcement to observe the cameras remotely. Law enforcement would have to download the specific app or software to view the cameras.
1.52 Options for Consideration
Low - The school administration and information technology department should coordinate with law enforcement to create accounts to access the camera surveillance system during an emergency. This access would assist law enforcement with necessary information and knowledge while responding to an active assailant event or other emergency.

1.53 Perimeter Lighting and Camera Function

1.53 Perimeter lighting does not interfere with camera function or viewing.
Yes

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1.54 Perimeter Camera Pan/Tilt/Zoom

1.54 Perimeter cameras can pan, tilt, and zoom.
No

1.54 Recommendations

1.54 Explanation
Cameras do not have the ability to pan or tilt. Users are able to pinch zoom from within the desktop software application, however, there are no variable lenses for legitimate zoom functions.
1.54 Options for Consideration
No Action Required

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District/School Website

1.55 Maps/Diagrams

1.55 Maps or diagrams of the school show only general areas.
N/A

1.56 Exclusion of Evacuation Routes, Assembly Areas and Reunification Locations

1.56 Available maps exclude evacuation routes, assembly areas, and reunification locations.
N/A

1.57 Exclusion of Emergency Preparedness Drills and Exercises

1.57 Website excludes specific information about emergency preparedness drills and exercises.
N/A

1.58 Exclusion of Facility Safety and Security Audit Results

1.58 Website excludes facility safety and security audit results.
N/A

1.59 Exclusion of Emergency Operations Details

1.59 Website excludes details or specifics regarding emergency operations.
N/A

1.60 Exclusion of Security/Law Enforcement Officers Information

1.60 Website excludes the number or locations of security or law enforcement officers on premise.
N/A

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Other Considerations and Recommendations

Other Perimeter Considerations

Are there additional perimeter considerations?
No

Perimeter Recommendations

Perimeter Recommendations
1.3 LOW - Install visible ”No Trespassing” signs with Florida State Statue 810.08, include a definition, and place around the exterior and interior of the school perimeter.

1.16 MEDIUM - Consider installing lighting along the property lines to assist with illuminating intended areas where school buildings and outbuildings are vulnerable. Motion activated lights should be considered for areas surrounding recreational fields of the property. This will increase the overall safety and security of the campus during nighttime functions.

1.19 LOW - Secure all areas and locations containing dangerous items that can cause a hazard or be used as hiding places for weapons or people.

1.35 MEDIUM - Ensure outbuildings are secured and locked when unattended. Preventing access to these areas will limit hiding places for persons or weapons.

1.36 MEDIUM - Place all flammable materials and gases in a secured, labeled, designated structure. Clearly labeling the structure with identifiable markings that flammable materials are kept within will assist the emergency responders in case of an emergency.

1.37 LOW - Outbuildings should be secured and alarmed. Connecting the alarm to a monitoring system can increase security and identification of potential intruders.

1.39 LOW - Install blocking material (wood, lattice) to prevent or help identify when access underneath portables has occurred.

1.52 LOW - The school administration and information technology department should coordinate with law enforcement to create accounts to access the camera surveillance system during an emergency. This access would assist law enforcement with necessary information and knowledge while responding to an active assailant event or other emergency.

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Building Exterior

Building Exterior Property

Synopsis/Description

[redacted] **Preparatory School is comprised of eight buildings, with several smaller outbuildings, all built between 1960 and 2004. Buildings are a mix of one story and two story buildings, constructed from mason block exterior walls. Roofing construction is wood frame/truss with both composite shingle and metal shingle, aside from the gym, which is built up metal gypsum.**

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Landscaping

2.1 Landscaping and Access to Roof or Building

2.1 Landscaping minimizes access to the roof or building.
Yes

2.2 Landscaping and Concealment

2.2 Landscaping minimizes concealment and provides a clear zone around windows or doors and allows for natural surveillance.
No

2.2 Recommendations

2.2 Explanation
Several areas along the exterior of school buildings were overgrown and would allow concealment opportunities for people or weapons. Overgrown shrubbery along office and classroom windows can hinder natural surveillance.

Figure 12: Overgrown Foliage

Figure 13: Overgrown Foliage (2)

2.2 Options for Consideration
Medium - Keeping shrubs and trees properly trimmed and maintained reduces concealment opportunities for unwanted persons and potential assailants. Consider a maintenance program to properly maintain exterior landscaping. Bushes should be trimmed below window level, while trees should be trimmed no less than six feet from the ground and designed to minimize the ability to be used for concealment.

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Entryways and Walkways

2.3 Designated Primary Point of Entry and Exit for Visitors

2.3 Building has a designated primary point of entry and exit for visitors (e.g., parents/guardians, deliveries).
Yes

2.4 Clearly Labeled and Identifiable Points of Entry

2.4 Points of entry are clearly labeled and identifiable.
Yes

2.5 Main Entry Point Physical Security

2.5 Main entry point for visitors utilizes physical security.
Yes

2.6 Barriers to Mitigate Vehicle Intrusion

2.6 Sufficient barriers are in place to mitigate vehicle intrusion.
Yes

2.7 Adjoining Windows, Roofs, or Other Property Areas

2.7 Covered walkways, posts, structures, walls, planters, detached sheds, storage parcels, or other buildings limit access to adjoining windows, roofs, or other property areas.
Yes

2.8 Width of Entryways and Walkways

2.8 Entryways and walkways are wide enough to avoid congestion.
Yes

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Courtyards and Common Areas

2.9 Access to Courtyards and Common Areas

2.9 Security gates, grilles, or other devices restrict access to courtyards and common areas.
N/A
Comment: There is no fencing around the exterior of the school.

2.10 Function and Use of Security Gates, Grilles, or Other Devices

2.10 Security gates, grilles, or other devices are functional and always used except during drop-off and dismissal times.
N/A

2.11 Staff Monitoring During Drop Off and Dismissal Times

2.11 Open and unsecured gates are monitored by staff during drop-off and dismissal times.
N/A

2.12 Courtyards Allowance of Natural Surveillance

2.12 Courtyards are designed and maintained to allow natural surveillance of the area.
Yes

2.13 Courtyards Minimization of Blind Spots or Ambush Points

2.13 Courtyards are designed to minimize blind spots or ambush points.
Yes

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Exterior Doors and Windows

2.14 Exterior Doors and Emergency Exit

2.14 Exterior doors are equipped with an emergency exit, chain resistant hardware, and allow occupants to exit the building freely.
No

2.14 Recommendations

2.14 Explanation
Aside from emergency exits which have the handles removed, exterior doors are not equipped with chain resistant hardware.

Figure 14: Exterior Door Handles

2.14 Options for Considerations
Medium - Exterior door handles should be flush mounted or recessed, in lieu of traditional levers or offset pulls. This design prevents the use of a chain or cable device to prevent doors from opening.

2.15 Exterior Doors Equipped with Shatter Resistant Tempered Glass

2.15 Exterior door windows are equipped with shatter-resistant safety glass.
Yes

2.16 Exterior Doors and Proper Access Controls

2.16 Exterior doors have proper access controls in place to prevent unauthorized entry.
Yes

2.17 Exterior Doors and Clear Labeling

2.17 Exterior doors are clearly labeled with appropriate identifiers.
Yes

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2.18 Exterior Doors Clear of Items that Can Prop a Door Open

2.18 Exterior doors are clear of tools, debris, and other items that can be used to prop the doors open.
No

2.18 Recommendations

2.18 Explanation
Exterior classroom doors along the Science/Technology (S/T) Building have affixed door stops. Both exterior doors leading into classroom S/T 4 were actively propped open while students were in the room and class was in session. Several other exterior doors on school buildings had door stops wedged between the push bar and door.

Figure 15: S/T 4 Classroom Door Propped

2.18 Options for Consideration
High - Exterior doors should be clear of miscellaneous tools, debris, and other items that can be used to prop the doors open. This is especially important for rooms or buildings designed for occupancy. Ensuring exterior doors are secure at all times and free of propping will help prevent or mitigate unwanted individuals or an active assailant from accessing school buildings.

2.19 Exterior Doors Covering

2.19 Exterior doors and windows can be quickly covered to block the line of sight and not indicate occupancy.
Yes

2.20 Exterior Doors Window Design

2.20 Exterior door windows are designed to prevent a subject from defeating interior access control measures.
Yes

2.21 Exterior Doors Size and Arrangement

2.21 Exterior doors are sized and arranged to reduce congestion.
Yes

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2.22 Exterior Doors Install and Design

2.22 Exterior doors are properly installed.
Yes

2.23 Exterior Doors and Anchoring Systems

2.23 Exterior doors and framing have anchoring systems or are designed to resist the effects of wind, debris, explosive blasts, gunfire, and forced entry.
Yes

2.24 Exterior Window Locks

2.24 Exterior windows are securely locked in a manner that restricts their ability to be opened from the outside of the building.
Yes

2.25 Exterior Windows Labeling

2.25 Exterior windows are clearly labeled with appropriate identifiers.
No

2.25 Recommendations

2.25 Explanation
Exterior windows are not equipped with an identification or numbering system.
2.25 Options for Consideration
Medium - Windows should contain a specific and unique window number that correlates to the room number. Each number should be at minimum 4 inches tall by 2.5 inches wide and on the first and last window of the room.

2.26 Exterior Windows Design

2.26 Exterior windows are transom windows or other windows that are either permanently closed, reinforced with slide bolts, or other security devices.
Yes

2.27 Exterior Window as Secondary Means of Escape

2.27 An exterior window is present and designed to serve as a secondary means of escape.
Yes

2.28 Exterior Windows and Shatter Resistance

2.28 Exterior windows are made of shatter-resistant safety glass or covered with a shatter-resistant film.
Yes

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2.29 Exterior Windows and Framing

2.29 Exterior windows and framing have anchoring systems or are designed to resist the effects of wind, debris, explosive blasts, gunfire, and forced entry.
Yes

2.30 Second-Floor Windows

2.30 Second-floor windows are inaccessible or protected against entry.
Yes

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Exterior Stairwells, Balconies, and Ramps

2.31 Stairwells, Balconies, and Ramps Lighting

2.31 Stairwells, balconies, and ramps have uniform and adequate lighting.
Yes

2.32 Exterior Under Stair Area

2.32 Exterior under-stair area is blocked off or restricted.
Yes

2.33 Stairwells and Monitoring

2.33 Stairwells are monitored, either electronically or by security personnel.
Yes

2.34 Stair Handrails/Guardrails and Natural Surveillance

2.34 Stair handrails and guardrails allow natural surveillance from either side of the stairs.
Yes

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Roof Access

2.35 Roof Access

2.35 Roof access is restricted from the ground.
No

2.35 Recommendations

2.35 Explanation
Ladders were discovered on the side of the athletic center and unsecured storage facilities, in areas accessible to the public.
2.35 Options for Consideration
Medium - Ensure all devices or objects that can be used to gain access to the roof of any building are removed and properly secured or stored in a manner that does not provide access.

2.36 Roof Parapets

2.36 Roof parapets are low enough to allow visual surveillance of the roof from the ground level.
Yes

2.37 Protection of Mechanical Equipment Roof Enclosures

2.37 Roof enclosures for mechanical equipment are protected from unauthorized access or vandalism.
Yes

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Exterior Lighting

2.38 Building Lighting

2.38 Building lighting is uniformly and adequately bright.
Yes

2.39 Emergency Lighting

2.39 Emergency lighting is present above or adjacent to exterior doors.
Yes

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Mechanical Systems

2.40 Exposed Intake Vents

2.40 Exposed intake vents are high enough from the ground to avoid contamination.
Yes

2.41 Exhaust Air Outlets

2.41 Exhaust air outlets are located downwind and away from air intakes.
Yes

2.42 Major Mechanical Systems and Testing

2.42 Major mechanical systems are tested on a preventative maintenance schedule by trained workers in cooperation with security staff (e.g., electrical, plumbing, communications).
Yes

2.43 Mechanical and Electrical Systems Security

2.43 Mechanical and electrical systems are secured from unauthorized access.
Yes

2.44 Physical Inspection Logs

2.44 Physical inspection logs are present and indicate checks are conducted in accordance with regulations or policies.
Yes

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Exterior Security Systems

2.45 Exterior Cameras Design

2.45 Exterior cameras are designed to protect against tampering, vandalism, and exposure to extreme temperature or moisture.
Yes

2.46 Security Cameras Position

2.46 Security cameras are positioned to view access points and critical infrastructure.
Yes

2.47 Exterior Camera Firewalls

2.47 Exterior Cameras are protected with adequate firewalls or shielding so they cannot be remotely accessed.
No

2.47 Recommendations

2.47 Explanation
Law enforcement does not have access to cameras.
2.47 Options for Consideration
Low - Secure cameras and cabling access from unauthorized access. Ensure adequate firewalls are in place to prevent access from potential assailants or hackers from video feed.

2.48 Camera Ability to Pan, Tilt and Zoom

2.48 Cameras can pan, tilt, and zoom.
No

2.48 Recommendations

2.48 Explanation
Cameras do not have the ability to pan or tilt. Users are able to pinch zoom from within the desktop software application, however, there are no variable lenses for legitimate zoom functions.
2.48 Options for Consideration
No Action Required

2.49 Security Warning System

2.49 Security systems have an audible and visual warning system to alert personnel.
Yes

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2.50 Window Alarms and Function

2.50 Exterior windows are alarmed and functional.
Yes

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Other Exterior Considerations

2.51 Building Exterior Vandalism and Graffiti

2.51 Building exterior is free of vandalism and graffiti.
Yes

2.52 Signage for Trespassing and Abnormal Use

2.52 Appropriate signage exists regarding trespassing and abnormal use.
No

2.52 Recommendations

2.52 Explanation
There are no signs regarding trespassing or abnormal use along exterior buildings accessible to the public.
2.52 Options for Consideration
Low - Install visible abnormal use signs, as well as "No Trespassing" signs with Florida State Statue 810.08, and include a definition. Affix signs to the building exterior.

2.53 Exterior Key Storage Systems

2.53 Exterior key storage systems are present and secured.
No

2.53 Recommendations

2.53 Explanation
The school does not have a key storage system designated for a law enforcement response during an active assailant event.
2.53 Options for Consideration
High - Adding a lock box with keys for law enforcement would increase response during an active assailant incident.

2.54 Emergency Call Boxes

2.54 Emergency call boxes are functional and available.
N/A

2.55 Dumpsters, Large Trash Bins, and Recycling Bins Position

2.55 Dumpsters, large trash bins, and recycling bins are positioned away from the building and are locked or secured to restrict access.
Yes

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Exterior Recommendations

Exterior Building Recommendations

Recommendations

2.2 MEDIUM - Keeping shrubs and trees properly trimmed and maintained reduces concealment opportunities for unwanted persons and potential assailants. Consider a maintenance program to properly maintain exterior landscaping. Bushes should be trimmed below window level, while trees should be trimmed no less than six feet from the ground and designed to minimize the ability to be used for concealment.

2.14 MEDIUM - Exterior door handles should be flush mounted or recessed, in lieu of traditional levers or offset pulls. This design prevents the use of a chain or cable device to prevent doors from opening.

2.18 HIGH - Exterior doors should be clear of miscellaneous tools, debris, and other items that can be used to prop the doors open. This is especially important for rooms or buildings designed for occupancy. Ensuring exterior doors are secure at all times and free of propping will help prevent or mitigate unwanted individuals or an active assailant from accessing school buildings.

2.25 MEDIUM - Windows should contain a specific and unique window number that correlates to the room number. Each number should be at minimum 4 inches tall by 2.5 inches wide and on the first and last window of the room.

2.35 MEDIUM - Ensure all devices or objects that can be used to gain access to the roof of any building are removed and properly secured or in a manner that does not provide access.

2.47 LOW - Secure cameras and cabling access from unauthorized access. Ensure adequate firewalls are in place to prevent access from potential assailants or hackers from video feed.

2.52 LOW - Install visible abnormal use signs, as well as No Trespassing signs with Florida State Statue 810.08, and include a definition. Affix signs to the building exterior.

2.53 HIGH - Adding a lock box with keys for law enforcement would increase response during an active assailant incident.

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Building Interior

Building Interior Property

Synopsis/Description

Pinellas County Property Appraiser Records indicate that the buildings on site were built between 1960 and 2004. Interior walls are a mixture of wood framing and concrete block, with false ceilings. The gymnasium is comprised of concrete block walls with a wood frame and metal truss ceiling. All doors are equipped with standard turnkey doorknobs or handles and constructed of metal or glass panel encased in metal with stationary push handles and a swing deadbolt locking mechanism.

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Interior Doors and Windows

3.1 Labeling of Interior Doors

3.1 Doors are clearly labeled with appropriate room identifiers.
Yes

3.2 Interior Doors and Windows Mechanical Components

3.2 Mechanical components are in good working condition.
Yes

3.3 Interior Doors and Window Security Measures

3.3 Enhanced security measures such as security plates, shielding, or frames are present.
Yes

3.4 Exit Doors with Push Bar Exit

3.4 Exit doors equipped with push bar exit devices are flush to resist chaining.
No

3.4 Recommendations

3.4 Explanation
Exit doors throughout all buildings have gaps behind the push bar, leaving space to be chained closed.

Figure 16: Exit Door Push Bar

3.4 Options for Consideration
High - During future upgrades, consider installing or replacing exit door push bars with chain resistant hardware.

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3.5 Items Clear from Interior Doors

3.5 Doors are clear of tools, debris, and other items that can be used to prop them open.
No

3.5 Recommendations

3.5 Explanation
Door props were discovered in a majority of rooms intended for occupancy throughout the campus. Utilizing door props creates a significant security concern as this allows a potential active assailant unrestricted access to classrooms and students.

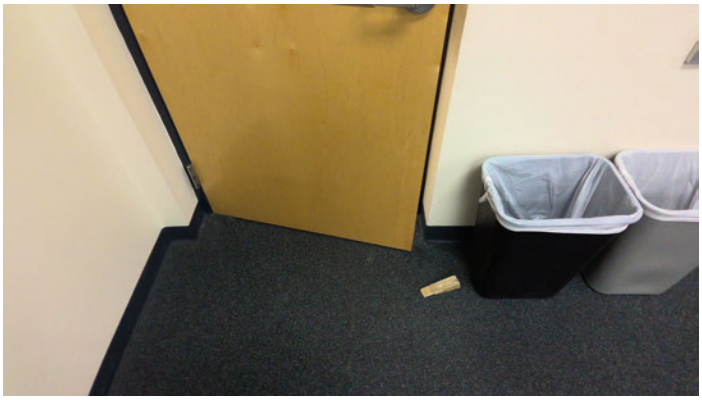

Figure 17: Door Prop

3.5 Options for Consideration
High - Provide instruction and guidance to staff and students for when door props are appropriate to use. Ensure only authorized personnel are propping the doors open during approved times when the classroom is not occupied.

3.6 Interior Door and Window Coverings

3.6 Coverings allow for natural surveillance.
Yes

3.7 Interior Windows Proper Installation

3.7 Interior windows are properly installed.
Yes

3.8 Interior Windows Shatter Resistance

3.8 Windows are made of shatter-resistant safety glass or covered with a shatter-resistant protective film.
Yes

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3.9 Interior Windows Available Covering

3.9 Interior windows can be quickly covered to block line of sight and not indicate occupancy.
Yes

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Ceilings

3.10 Ceilings Unauthorized Access or Tampering

3.10 Ceilings lack indications of tampering or unauthorized access.
Yes

3.11 Ceiling Tiles

3.11 All ceiling tiles are present and well maintained.
Yes

3.12 Access to Catwalks, Scaffolding and Platforms

3.12 Access to catwalks, scaffolding, and upper-level platforms is limited and controlled.
Yes

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Flooring

3.13 Flooring Clear of Immovable Obstacles

3.13 Flooring is clear of immovable obstacles that would hinder a rapid response or evacuation.
Yes

3.14 Raised Flooring Unauthorized Access or Tampering

3.14 Raised flooring system lack indications of tampering or unauthorized access.
N/A
Comment: There is no raised flooring system.

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Hard Corners, Safe Spaces and Protected Areas

3.15 Presence of Hard Corners and Safe Spaces

3.15 Hard corners and safe spaces where a shooter outside the room is unable to view or engage people in the protected area are present.
Yes

3.16 Hard Corners, Safe Spaces and Protected Areas Clear

3.16 All hard corners, safe spaces, or protected areas are free of debris, clutter, and immovable obstacles.
No

3.16 Recommendations

3.16 Explanation
A majority of classrooms with safe spaces or hard corners had clutter and debris in these areas. Tables lining the walls with chairs, as well as cabinets and other bulky items, limit the space within the hard corner for students and staff to effectively hide during a potential active assailant event.

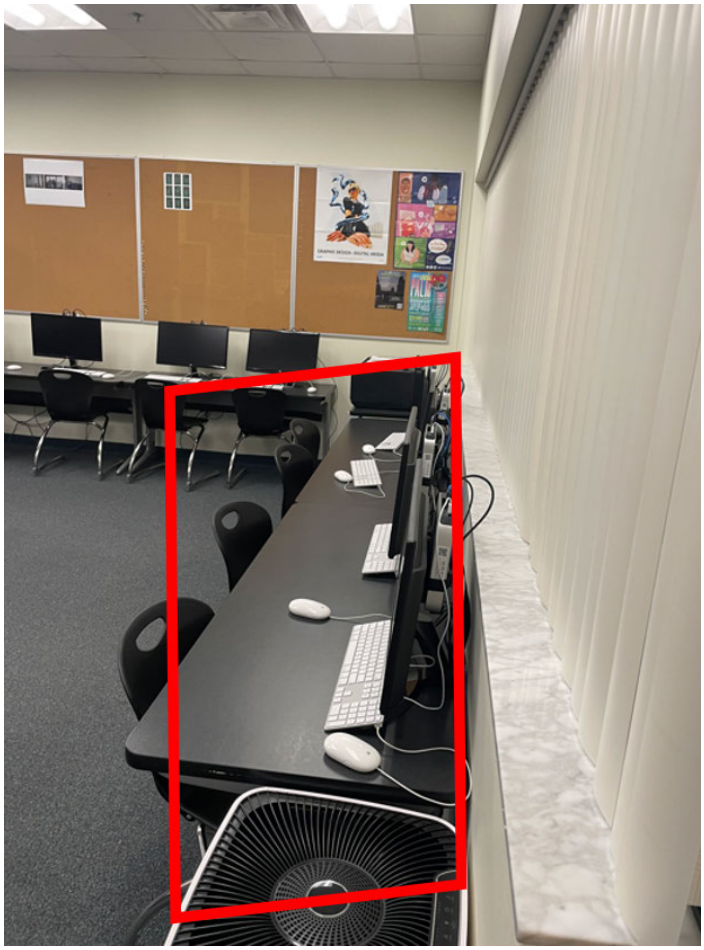

Figure 18: Safe space obstructed

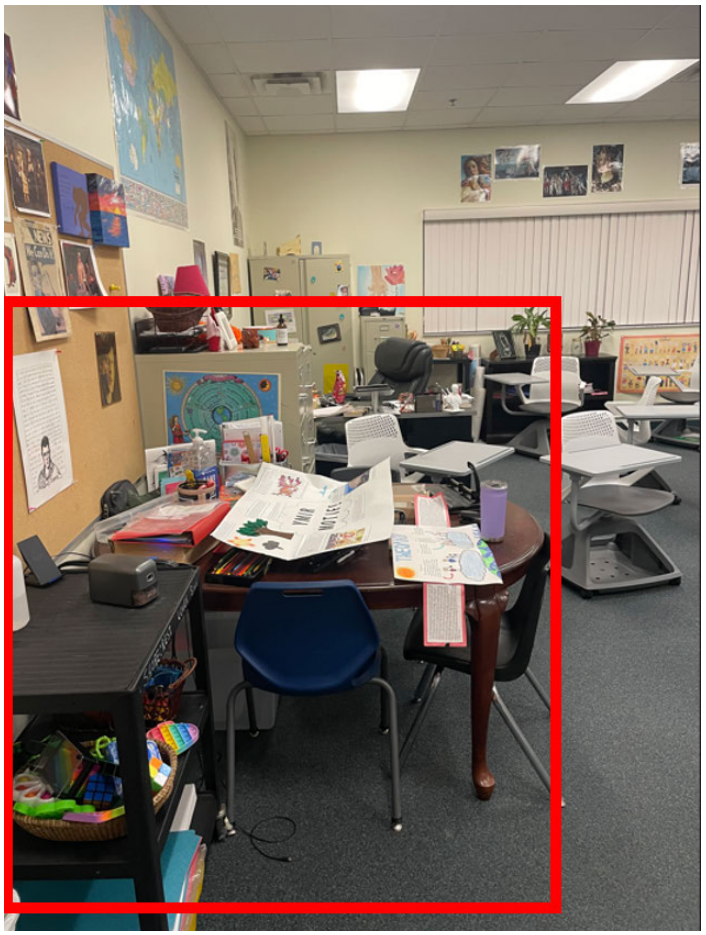

Figure 19: Hard corner obstructed

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3.16 Options for Consideration
High - Move desks or other furniture items from the protected area and keep those areas clear of immovable objects.

3.17 Hard Corners, Safe Spaces and Protected Areas Identification

3.17 Hard corners, safe spaces, or protected area flooring is marked or of a different material to aid in easy identification.
No

3.17 Recommendations

3.17 Explanation
In rooms designed for occupancy, hard corners and safe spaces were not clearly identified.
3.17 Options for Consideration
High - Hard corners and safe spaces can be marked with either tape, string, or aesthetic colored carpet for quick identification in the event of an emergency. For classrooms designed for younger children, creating an area designated for book reading or circle time in hard corners can reduce the overall confusion during an active assailant event, as these areas can be taught to be safe spaces.

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Classrooms

3.18 Classroom Visibility

3.18 The entire classroom is visible from the teacher's desk or podium.
Yes

3.19 Classroom Door Locks

3.19 Classroom doors can be locked from the inside with hardware meeting the fire code.
Yes

3.20 Classroom Doors Secured

3.20 Classroom doors are secured.
No

3.20 Recommendations

3.20 Explanation
Exterior classroom door numbers 2, 3, 4, 6, and 7 on the Science/Technology (S/T) building were found unlocked and unsecured during a nighttime visit, prior to staff and student arrival. Once class began, S/T #4 was found propped open while occupied with students and staff during active classroom time. A majority of interior classroom doors on campus were found unsecured during class time, when occupied by students.
3.20 Options for Consideration
High - Interior doors leading into areas of occupancy and classrooms should be locked and secured at all times when not in use. Secured rooms prevent unauthorized access and capabilities of concealing persons or items.

3.21 Interior Doors and Hallway Obstructions

3.21 Interior doors limit hallway obstructions.
Yes

3.22 Retractable Classroom Partitions

3.22 Retractable classroom partitions fully recess into permanent, lockable niches, thereby eliminating hiding places.
N/A

3.23 Classroom Aisle Space

3.23 Adequate aisle space is available to provide for rapid escape.
Yes

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3.24 Classroom Secondary Escape Route

3.24 Classrooms have a secondary escape route.
Yes

3.25 Classrooms for Mobility-Impaired Students

3.25 Classrooms for mobility-impaired students are located on the first floor or there are other easy evacuation methods available without relying on elevators.
Yes

3.26 Classroom Numbers

3.26 Room numbers are placed inside and outside the classroom near the doorway.
No

3.26 Recommendations

3.26 Explanation
No classroom numbering was located on the interior of classroom doors.
3.26 Options for Consideration
Low - Placing a numbering system inside and outside of every classroom can assist staff, students, and emergency responders with clearly identifying a specific room during an emergency situation.

3.27 Evacuation Guide Maps Near Doorway

3.27 Evacuation guide maps are posted near the doorway identifying the most direct avenue of escape.
Yes

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Communication Systems

3.28 Communication Systems

3.28 Systems are installed in every room or gathering space that provide two-way communication between faculty, staff, administrators, and security personnel.
Yes

3.29 Public Address System Speakers

3.29 Public address system speakers are in all hallways and common rooms.
Yes

3.30 Accessibility of Security Activation Switch or Remote

3.30 Security activation switch or remote is accessible from within the hard corner, safe zone, or protected area in all occupied rooms.
Yes

3.31 Wireless Emergency Communications System

3.31 Wireless emergency communications system connectivity is adequate in all areas of the campus.
Yes

3.32 Law Enforcement Portable Radio Connectivity

3.32 Law enforcement portable radio connectivity is adequate in all rooms and locations.
Yes

3.33 Alert Systems

3.33 Emergency panic, active assailant notification button, or other methods are present to notify local law enforcement and EMS communication centers immediately.
Yes

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Interior Security Systems

3.34 Security System

3.34 Facility has a security system installed (e.g. CCTV, IP cameras, digital camera integration, or alarm system).
Yes

3.35 Security Systems and Emergency Power Supply

3.35 Security systems are connected to the emergency power supply.
No

3.35 Recommendations

3.35 Explanation
[redacted] **Preparatory School does not have an emergency power supply for the school.**
3.35 Options for Consideration
Low - Consideration should be given to the installation of an alarm monitoring/camera system that possesses a battery backup system. Being able to monitor security systems during a power failure, whether caused by accident, weather, or an assailant, can assist in overall safety and response.

3.36 Magnetometers or X-ray Equipment

3.36 Magnetometers or x-ray equipment are installed at entry points.
No

3.36 Recommendations

3.36 Explanation
No magnetometer or x-ray equipment is installed at any entry point or elsewhere on the property.
3.36 Options for Consideration
No Action Required

3.37 Handheld Metal Detector Wands

3.37 Handheld metal detector wands are in use at entry points (random selection or all people).
Yes

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Life Safety Systems

3.38 Emergency Response Equipment Within Date

3.38 All emergency response equipment and supplies are within date.
Yes

3.39 Fire Extinguishers

3.39 Fire extinguishers are in high-visibility and unobstructed areas.
Yes

3.40 School Site Maps

3.40 School site maps are located behind fire extinguishers for emergency response considerations.
No

3.40 Recommendations

3.40 Explanation
School site maps are not located behind fire extinguishers for emergency response considerations.
3.40 Options for Consideration
Low - Available site maps would assist first responders with the facility layout during an active assailant incident. School site maps should be placed in all fire extinguisher and AED storage containers to aid first responders.

3.41 Fire Alarm Pull Stations

3.41 Fire alarm pull stations are protected from misuse and inspected annually.
Yes

3.42 Smoke/Gas Alarms

3.42 Smoke and gas alarms have vandal-resistant features (e.g., tamper alarms or cages).
Yes

3.43 First Aid and Nurse Office Locations

3.43 First aid and nurse office locations are clearly marked and secured when unoccupied.
Yes

3.44 Accessibility of First Aid Supplies, Bleeding Control Kits and AEDs

3.44 First aid supplies, bleeding control kits, and automated external defibrillators (AEDs) are adequately accessible.
No

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3.44 Recommendations

3.44 Explanation

The school has constructed their own bleeding control kits with appropriate supplies, however, these are limited in quantity and are currently stored in the nurse's office only.

3.44 Options for Consideration

High - First aid supplies and bleeding control kits accessible inside buildings and structures designed for occupancy are needed. First aid supplies and bleeding control kits contents should be consistent throughout the property. The kits should contain the same items that faculty and security personnel are trained to utilize. Kits should contain at a minimum: nitrile gloves, tourniquet (1), hemostatic or bleeding control dressing (1), packing gauze (1), surgical mask (1), and bleeding control instruction card or booklet. Bleeding control kits should be added to each building, inspected annually, and marked on maps.

3.45 First Aid Supplies Marked and Recognizable

3.45 First aid supplies are clearly marked and recognizable.

Yes

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Lockers

3.46 School Approved Locks on Lockers

3.46 Lockers available to students have school-approved lock types.
No

3.46 Recommendations

3.46 Explanation
A majority of lockers provided to students are left unlocked and unsecured.

Figure 20: Student Lockers

3.46 Options for Consideration
Low - Lockers should be secured at all times. Weapons can be concealed inside unsecured and unassigned lockers.

3.47 Unassigned Lockers

3.47 Unassigned lockers are secured.
N/A
Comment: Refer to 3.46 School Approved Locks on Lockers

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Hazardous Materials

3.48 Storage of Chemicals, Poison and Flammable Materials

3.48 All chemicals, poisons, and flammable materials are stored properly.
Yes

3.49 Chemical Splash Hazard Areas

3.49 Areas with a chemical splash hazard have an emergency eyewash or shower available.
Yes

3.50 Gas Tanks/Containers

3.50 Gas tanks or containers are secured to wall or inside a marked storage container.
Yes

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Stairwells and Balconies

3.51 Interior Lighting of Stairwells and Balconies

3.51 Stairwells and balconies have uniform and adequate lighting.
Yes

3.52 Interior Stairwells Labeled

3.52 Stairwells are clearly labeled with appropriate identifiers.
Yes

3.53 Interior Stair Handrails/Guardrails Allowance of Visual Surveillance

3.53 Stair handrails and guardrails allow visual surveillance from either side of the stairs.
No

3.53 Recommendations

3.53 Explanation
Interior stairwells are constructed with concrete and have an affixed handrail. This material and design inhibit natural surveillance from either side of the stairs, creating a blind spot.

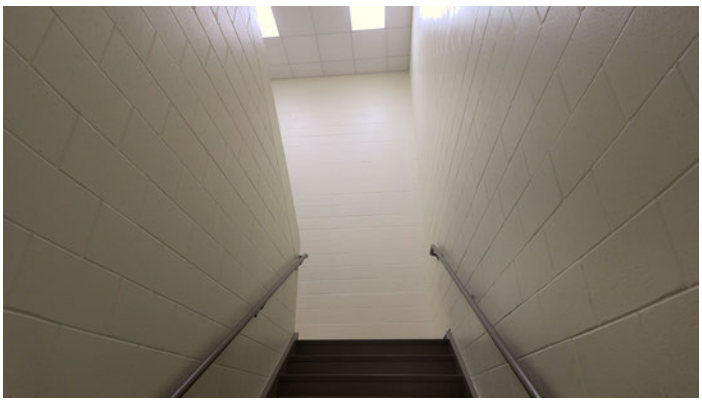

Figure 21: Stairwell

3.53 Options for Consideration
Low - Install a convex mirror in these stairwells to assist in eliminating blind spots.

3.54 Blind Corners or Obscured Areas

3.54 Blind corners or obscured areas are minimized.
Yes

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3.55 Monitoring of Enclosed Stairwells

3.55 Enclosed stairwells are monitored, either electronically or by security personnel.
Yes

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Elevators

3.56 Emergency Alarm or Communication System

3.56 Elevators have alarm or communication features in the event of an emergency.
Yes

3.57 Limited Access

3.57 Elevator access is limited to authorized individuals.
Yes

3.58 Elevator Lighting and Monitoring

3.58 Elevator lobbies are monitored and have adequate lighting.
Yes

3.59 Elevator Emergency Button and Phone

3.59 Elevator emergency button and phone are operational.
Yes

3.60 Elevator Emergency Power

3.60 Elevators work on emergency power.
N/A
Comment: The school does not have emergency power.

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Hallways

3.61 Interior Hallway Lighting

3.61 Hallways have uniform and adequate lighting.
Yes

3.62 Interior Hallway Lighting Controls

3.62 Lighting controls are secured to prevent unauthorized access.
Yes

3.63 Interior Hallway Monitoring

3.63 Hallways and corridors are monitored.
Yes

3.64 Interior Hallway Emergency Lighting and Exit Signs

3.64 Emergency lighting and exit signs are operational, clearly visible, and point in the correct direction.
Yes

3.65 Interior Hallway Identifiers

3.65 Hallways are identified by color codes or other unique identifiers (should be noted on all site maps).
No

3.65 Recommendations

3.65 Explanation
Hallways are not identified by color codes or other unique identifiers. Black and white site maps are placed in all classrooms and are lacking unique identifiers.
3.65 Options for Consideration
Medium - Color codes or hallway identifiers should be determined for ease of identification and should be labeled on available site and evacuation maps as appropriate. Color codes and maps with room identifiers can greatly assist first responders with an active assailant response.

3.66 Interior Hallway Trash Cans and Storage Containers

3.66 Trash cans and other storage containers are minimal in high-traffic areas and minimize hiding spaces.
Yes

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3.67 Interior Hallway Directional Signage

3.67 Directional signage is easily recognizable and is placed near hallway intersections (e.g., administrative offices, cafeteria, media room, auditorium, gymnasium).
Yes

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Reception/Lobby

3.68 Reception Area Location

3.68 Reception area is located near the main entrance and positioned to control traffic in and out of the area.
Yes

3.69 Reception Area Markings

3.69 Main reception area for visitors is clearly identifiable and marked.
Yes

3.70 Reception Area Lighting

3.70 Reception area is well lit with as much natural light as possible.
Yes

3.71 Main Point of Entry Secured Vestibule

3.71 Secured vestibule (small interior space located inside the main entrance with two sets of interlocking doors) is the main point of entry to receive and screen all visitors.
No

3.71 Recommendations

3.71 Explanation
The main entrance does not have a secured vestibule to screen visitors.
3.71 Options for Consideration
Medium - Vestibules are secured spaces with two or more sets of doors that only allow visitors access to one space within the building. They limit and regulate entrances, allowing for more efficient screening of people entering a facility. During future upgrades or renovations, the installation of a secure vestibule would increase security.

3.72 Main Reception Area Staffing and Monitoring

3.72 Main reception area is always staffed during business hours and monitored by administrative personnel.
Yes

3.73 Intercom Access

3.73 Intercom access is available with two-way communication to administration or security staff.
Yes

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3.74 Physical Security Activation Switch or Remote Application Availability

3.74 Physical security activation switch or remote application is available with immediate emergency notification to administration or security staff.
Yes

3.75 Facility Telephone Extensions/Numbers

3.75 Facility telephone extensions or numbers are readily available.
Yes

3.76 Visitor Access Badges and Entry Logbooks

3.76 Visitor access badges and visitor entry logbooks are secured.
Yes

3.77 Facility Physical or Digital Keys

3.77 Facility physical or digital keys are secured.
Yes

3.78 Master Keys, Site Maps, and Emergency Operations Plans

3.78 Master keys, site maps, and emergency operation plans are readily available.
Yes

3.79 Fixed Mirror for Blind Corners

3.79 Blind corners have a fixed mirror allowing surveillance of approach routes.
Yes

3.80 Visibility of Reception Area and Vestibule

3.80 Reception area and vestibule are visible from adjacent administrative offices.
Yes

3.81 Main Office Safe Room

3.81 Main office has a windowless space or “safe room” with a lockable door and telephone for emergencies.
Yes

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3.82 Principal's Office

3.82 Principal's office has a window or door that can serve as a secondary emergency exit.
Yes

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Restrooms

3.83 Visual Surveillance

3.83 Restrooms are in areas of maximum visual surveillance, such as near administrative areas.
Yes

3.84 Obscured Entry System

3.84 Restrooms have an obscured entry system.
Yes

3.85 Light Fixtures

3.85 Restroom light fixtures have protective, vandal-proof covers.
Yes

3.86 Lighting and Controls

3.86 Restrooms are uniformly, adequately lit, and light controls are secured to prevent unauthorized access.
No

3.86 Recommendations

3.86 Explanation
The restrooms are adequately illuminated, however, the light controls are standard manufactured light switches.
3.86 Options for Consideration
Low - When replacement of light switches occurs due to age or repair, consider installing light switches that prevent control and access, or install lockable light control access covers.

3.87 Smoke Detectors

3.87 Restroom smoke detectors have vandal-resistant features (protective cages or tamper alarms).
Yes

3.88 Stall Doors

3.88 Restroom stall doors and partitions are limited to no more than five to six feet in height and have a twelve-inch clearance above the floor for surveillance.
Yes

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Library/Media Center

3.89 Library Separate and Secure Access

3.89 The library or media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities.
N/A
Comment: School access only.

3.90 Lighting

3.90 The library or media center is uniformly and adequately lit.
N/A

3.91 Reception Area

3.91 The library or media center reception area or circulation desk are located near the main entrance and positioned to control traffic and surveillance of the entire area.
N/A
Comment: The library is an open concept with free-flowing access. There are no reception desks. The area is visually and remotely monitored by staff and security.

3.92 Shelving, Equipment and Wall or Ceiling Mounted Objects

3.92 Shelving, equipment, and wall-mounted or ceiling-mounted objects are secured from falling.
N/A

3.93 Aisle Space

3.93 Library has adequate aisle space for quick exits.
N/A

3.94 Hard Corners, Safe Zones, and Protected Areas

3.94 Library hard corners, safe zones, or protected areas are established and easily identifiable.
N/A

3.95 Hard Corners, Safe Zone or Protected Areas Free of Obstacles

3.95 Library hard corners, safe zone, or protected areas are free of debris, clutter, and immovable obstacles.
N/A

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3.96 Secondary or Emergency Exits

3.96 Secondary or emergency exits are available and adequately marked.
N/A

3.97 Surveillance Cameras and Mirrors

3.97 Surveillance cameras or mirrors are present in room corners or blind spots to assist in surveillance.
N/A

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Cafeteria/Food Court

3.98 Lighting

3.98 The cafeteria lighting is uniform and adequate.
Yes

3.99 Entry Doors

3.99 Entry doors to food services and student common areas are large enough to prevent bottlenecking and student conflict.
Yes

3.100 Separate Entrances and Exits for Food Services

3.100 Food services and student common areas have separate entrances and exits.
Yes

3.101 Acoustics for Noise Levels

3.101 Food services and student common area acoustics are designed to reduce noise levels.
Yes

3.102 Dining Area Clear Vantage

3.102 Dining area offers a clear vantage point of the entire cafeteria including entry and exit points.
Yes

3.103 Kitchen and Serving Areas Limited Access

3.103 Kitchen and serving areas have limited access and are secured after school hours.
Yes

3.104 Food Services or Student Common Areas Used After School

3.104 Food services or student common areas that are used after school, are designed to restrict access to and from other areas of the school.
Yes

3.105 Kitchen Fire Extinguisher

3.105 At least one Type K fire extinguisher is present in the kitchen area.
Yes

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3.106 Exhaust Fan

3.106 Exhaust fan is adequate to remove smoke and vapor.
Yes

3.107 Kitchen Exits

3.107 Kitchen exits are clean and free from debris and stored items.
Yes

3.108 Delivery Entrance Areas

3.108 Delivery entrance areas are secured when not in use.
No

3.108 Recommendations

3.108 Explanation
The delivery entrance was found propped open and unattended. This door is positioned along the access road to the school, which is accessible to the general public.

Figure 22: Loading Area Entrance

3.108 Options for Consideration
High - Delivery entrances should be secured at all times, unless visually monitored by staff or security, to ensure access control measures are being followed. This will help deter and prevent an active assailant from gaining access to the school via unlocked doors.

3.109 Intercom Access

3.109 Intercom access is available with two-way communication to administration or security staff.
Yes

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3.110 Physical Security Activation Switch or Remote Application

3.110 Physical security activation switch or remote application is available with immediate emergency notification to administration or security staff.
Yes

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Other Interior Considerations

3.111 Critical Utility Systems and Equipment

3.111 Critical utility systems and equipment are secured and locked.
No

3.111 Recommendations

3.111 Explanation
The fire riser room was found unsecured with no staff or security monitoring the access point.

Figure 23: Fire Riser Room

3.111 Options for Consideration
Medium - Critical utility systems and equipment should be secured and locked at all times to prevent tampering with special equipment. An active assailant may disrupt these services in an attempt to cause confusion and delay emergency services. Only authorized staff should have access to this equipment. Annual training on appropriate security measures should be provided.

3.112 Electric Panel Access Doors

3.112 Electrical panel access doors are secured and locked.
Yes

3.113 Roof Access Doors

3.113 Roof access doors are accessible and secured.
No

3.113 Recommendations

3.113 Explanation
A roof access point was found unsecured. This area is not monitored by staff or security.

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Figure 24: Roof Access Door Unsecured

Figure 25: Roof Access Unsecured

3.113 Options for Consideration
Medium - Rooms containing roof access stairs or ladders should be secured. Roof access doors or hatches should be secured from inside with a padlock or other locking mechanism, eliminating unauthorized entry. Roof access could aid an active assailant in garnering a position of advantage, allowing a higher probability of increased casualties.

3.114 Custodial Closets

3.114 Custodial closets are secured when not in use.
No

3.114 Recommendations

3.114 Explanation
Custodial doors were found unsecured prior to student arrival and during school hours. These closets are used for storage and did not contain any dangerous chemicals.

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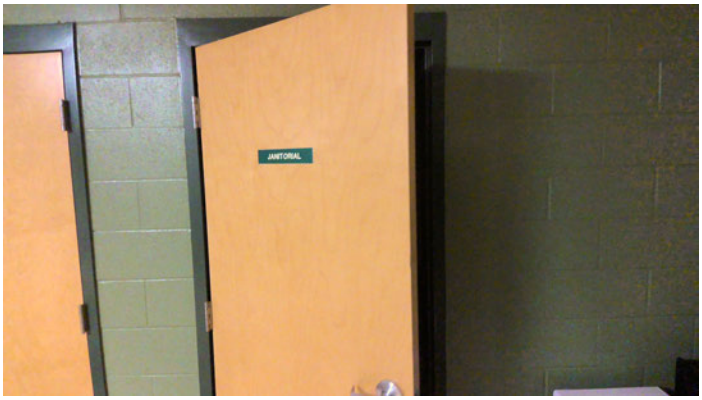

Figure 26: Custodial Closet Unsecured

3.114 Options for Consideration

Low - Unsecured custodial closets create a security risk, as this allows an enclosed windowless area for a potential threat to conceal themselves, weapons, or contraband. Custodial doors should be secured at all times, with access limited to authorized individuals.

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Interior Recommendations

Interior Recommendations

Recommendations

3.4 HIGH - During future upgrades, consider installing or replacing exit door push bars with chain resistant hardware.

3.5 HIGH - Provide instruction and guidance to staff and students for when door props are appropriate to use. Ensure only authorized personnel are propping the doors open during approved times when the classroom is not occupied.

3.16 HIGH - Move desks or other furniture items from the protected area and keep those areas clear of immovable objects.

3.17 HIGH - Hard corners and safe spaces can be marked with either tape, string, or aesthetic colored carpet for quick identification in the event of an emergency. For classrooms designed for younger children, creating an area designated for book reading or circle time in hard corners can reduce the overall confusion during an active assailant event, as these areas can be taught to be safe spaces.

3.20 HIGH - Interior doors leading into areas of occupancy and classrooms should be locked and secured at all times when not in use. Secured rooms prevent unauthorized access and capabilities of concealing persons or items.

3.26 LOW - Placing a numbering system inside and outside of every classroom can assist staff, students, and emergency responders with clearly identifying a specific room during an emergency situation.

3.35 LOW - Consideration should be given to the installation of an alarm monitoring/camera system that possesses a battery backup system. Being able to monitor security systems during a power failure, whether caused by accident, weather, or an assailant, can assist in overall safety and response.

3.40 LOW - Available site maps would assist first responders with the facility layout during an active assailant incident. School site maps should be placed in all fire extinguisher and AED storage containers to aid first responders.

3.44 HIGH - First aid supplies and bleeding control kits accessible inside buildings and structures designed for occupancy are needed. First aid supplies and bleeding control kits contents should be consistent throughout the property. The kits should contain the same items that faculty and security personnel are trained to utilize. Kits should contain at a minimum: nitrile gloves, tourniquet (1), hemostatic or bleeding control dressing (1), packing gauze (1), surgical mask (1), and bleeding control instruction card or booklet. Bleeding control kits should be added to each building, inspected annually, and marked on maps.

3.46 LOW - Lockers should be secured at all times. Weapons can be concealed inside unsecured and unassigned lockers.

3.53 LOW - Install a convex mirror in these stairwells to assist in eliminating blind spots.

3.65 MEDIUM - Color codes or hallway identifiers should be determined for ease of identification and should be labeled on available site and evacuation maps as appropriate. Color codes and maps with room identifiers can greatly assist first responders with an active assailant response.

3.71 MEDIUM - Vestibules are secured spaces with two or more sets of doors that only allow visitors access to one space within the building. They limit and regulate entrances, allowing for more efficient screening of people entering a facility. During future upgrades or renovations, the installation of a secure vestibule would increase security.

3.86 LOW - When replacement of light switches occurs due to age or repair, consider installing light switches that prevent control and access, or install lockable light control access covers.

3.108 HIGH - Delivery entrances should be secured at all times, unless visually monitored by staff or security, to ensure access control measures are being followed. This will help deter and prevent an active assailant from gaining access to the school via unlocked doors.

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3.111 MEDIUM - Critical utility systems and equipment should be secured and locked at all times to prevent tampering with special equipment. An active assailant may disrupt these services in an attempt to cause confusion and delay emergency services. Only authorized staff should have access to this equipment. Annual training on appropriate security measures should be provided.

3.113 MEDIUM - Rooms containing roof access stairs or ladders should be secured. Roof access doors or hatches should be secured from inside with a padlock or other locking mechanism, eliminating unauthorized entry. Roof access could aid an active assailant in garnering a position of advantage, allowing a higher probability of increased casualties.

3.114 LOW - Unsecured custodial closets create a security risk, as this allows an enclosed windowless area for a potential threat to conceal themselves, weapons, or contraband. Custodial doors should be secured at all times, with access limited to authorized individuals.

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Policy

Policy Overview

Synopsis/Description

Assessors will note the existence of plans, policies, and procedures regarding security. Interviews with various non-security personnel should be completed to get a good understanding of the state of security. Interviews often expose security gaps or a failure to follow set policies. The following overview includes information received during a policy interview session with [redacted] Preparatory Head of School, Nancy Spencer.

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Threat/Site Assessment

4.1 Threat Assessment Policy

4.1 There is a threat assessment policy, and all staff members are trained.
No

4.1 Recommendations

4.1 Explanation
[redacted] **Preparatory School does not have a policy regarding threat assessments.**
4.1 Options for Consideration
High - The school should develop a policy pertaining to threat assessments, and train staff on the policy, procedures, and method of reporting concerning behavior.

4.2 Threat Assessment Team

4.2 Threat assessment team is composed of an administrator, law enforcement officer, mental health counselor, and teacher at minimum.
No

4.2 Recommendations

4.2 Explanation
The school does not currently have a policy regarding a threat assessment team.
4.2 Options for Consideration
High - When developing a threat assessment team, the team should include an administrator, law enforcement officer, mental health counselor, and teacher.

4.3 Threat Assessment Team Meetings

4.3 The threat assessment team meets at least monthly.
N/A

4.4 Threat Assessment Team Training

4.4 Threat assessment team members receive training regarding the threat process and response protocols.
N/A

4.5 Concerning or Suspicious Behavior Anonymous Reporting System

4.5 There is a system in place to anonymously report concerning or suspicious behavior.
No

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4.5 Recommendations

4.5 Explanation
There is no policy in place to anonymously report suspicious behavior, for staff, students, or parents.
4.5 Options for Consideration
Medium - A system should be put in place for the anonymous reporting of threatening or suspicious behavior. This information should be put forth in the student code of conduct books and on posters in classrooms. Students and staff should be made aware of the program during orientation nights at the beginning of each school year. FortifyFL is a suspicious activity reporting tool that allows instant relaying of information to appropriate law enforcement agencies which could be posted and used on campus.

4.6 School Staff Training for Threat Process and Response Protocols

4.6 School staff receive training regarding the threat process and response protocols.
N/A

4.7 Code of Student Conduct for Weapons and Threats

4.7 Code of student conduct defines the consequences for students who bring a weapon to campus, make a threat, or make a false report of a threat against a school.
Yes

4.8 Zero-Tolerance Policy for Threats to School Safety

4.8 School has a zero-tolerance policy for an act that poses a threat to school safety and establishes criteria to report acts to law enforcement.
Yes

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Active Assailant Drills, Response and Training

4.9 Specific Time Requirements

4.9 Specific time requirements are in place to notify the proper administrator or principal of threats to school safety.
Yes

4.10 Accurate Reporting of School Safety and Discipline Data

4.10 Systems are in place to ensure accurate reporting of school safety and discipline data.
Yes

4.11 Guardian Notification of Involuntary Examination

4.11 Process is in place for the school to make a reasonable attempt to notify a parent/guardian of the decision to initiate an involuntary examination of a student.
Yes

4.12 Guardian Notification of Threats and Other Emergencies

4.12 A system or procedure is in place to notify parents/guardians in a timely manner in the event of threats or other emergencies.
Yes

4.13 Active Assailant Response Program

4.13 Active assailant response program and drills are in place.
No

4.13 Recommendations

4.13 Explanation
Although generic lockdown drills are completed on a routine basis, training is not provided to staff or students on the response to an active assailant event.
4.13 Options for Consideration
High - The school should develop a drill program, such as Run or Hide, and clearly identify the drills to be conducted each month. Staff and teachers should be evaluated on the drills, and core leadership should discuss strengths and weaknesses identified because of the drills. These polices should be communicated to all staff, and staff should be trained on the proper responses with emphasis on decision-making due to multiple variables such as the assailant's location.

4.14 Law Enforcement Presence During Active Assailant Drills

4.14 Law enforcement is present during all active assailant drills.
N/A

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4.15 Staff and Student Training in Active Assailant Drills/Plans

4.15 Staff and students are trained in active assailant drills and plans.
N/A

4.16 Age-Appropriate Active Assailant Drills

4.16 Age-appropriate active assailant drills where students are required to move, are completed as directed by policy.
N/A

4.17 First Aid and Bleeding Control Kit Training for Staff and Teachers

4.17 Staff and teachers receive basic first aid and bleeding control kit training.
Yes

4.18 Reunification Plan

4.18 Facility has a reunification plan.
Yes

4.19 Reunification Plan with Law Enforcement

4.19 Facility reunification plan includes law enforcement.
Yes

4.20 Pre-planned Messages for Parents/Guardians in Reunification Plan

4.20 Reunification plan consists of pre-planned messages to be sent to parents/guardians.
Yes

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Access Control

4.21 Law Enforcement/Guardian/Security Present

4.21 Law enforcement officer, school safety officer, school guardian, or school security officer is present on campus.
Yes

4.22 Security Camera Access

4.22 Camera system is integrated utilizing a single software viewing program that is accessible to law enforcement.
Yes

4.23 Identification Cards with Clear Reporting Locations

4.23 Identification cards provide students with clear reporting locations for worrisome behavior.
Yes

4.24 Parking System Identification

4.24 Parking system incorporates identification (e.g., decals, placards).
Yes

4.25 Visitor Identification

4.25 Visitors are required to show photo identification and their information is maintained in a secured location.
Yes

4.26 Visitor Passes

4.26 Non-employees or visiting students are given a visitor pass that must be worn while on the property.
Yes

4.27 Visitor Sign In and Out

4.27 Visitors including delivery drivers must sign in and out of the property.
Yes

4.28 Visitor Escort

4.28 Visitors are required to be escorted.
No

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4.28 Recommendations

4.28 Explanation
Visitors are required to sign in and out with the school receptionist while also presenting photo identification. However, once approved, the visitor is not required to be escorted while on campus.
4.28 Options for Consideration
Medium - A policy or procedure should be developed regarding persons who require an escort and persons who do not require an escort.

4.29 Key Control Program

4.29 A key control program is established and audited annually.
Yes

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Maintenance

4.30 Reporting of Maintenance Issues

4.30 Procedures exist for the reporting of maintenance issues or unsafe conditions.
Yes

4.31 Maintenance Issue Procedures

4.31 Procedures exist requiring maintenance issues to be resolved within a specified period.
Yes

4.32 Inspections of Safety and Security Equipment

4.32 Policies exist requiring routine inspections of safety and security equipment such as lighting and cameras.
Yes

4.33 Inspections of Emergency and Backup Power Systems

4.33 Policies exist requiring routine inspections of emergency and backup power systems.
N/A

4.34 Background Checks of Employees

4.34 All employees are background checked and there is a policy for these checks to be updated.
Yes

4.35 Procedure for Termination of Employees or Contractors

4.35 Clear procedures exist regarding the termination of employees or contractors.
Yes

4.36 Security Plan Updates

4.36 Security plans are updated in a timely manner and reviewed.
Yes

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Policy Recommendations

Policy Recommendations

Policy Recommendations

Recommendations

4.1 HIGH - The school should develop a policy pertaining to threat assessments, and train staff on the policy, procedures, and method of reporting concerning behavior.

4.2 HIGH - When developing a threat assessment team, the team should include an administrator, law enforcement officer, mental health counselor, and teacher.

4.5 MEDIUM - A system should be put in place for the anonymous reporting of threating or suspicious behavior. This information should be put forth in the student code of conduct books and on posters in classrooms. Students and staff should be made aware of the program during orientation nights at the beginning of each school year. FortifyFL is a suspicious activity reporting tool that allows instant relaying of information to appropriate law enforcement agencies which could be posted and used on campus.

4.13 HIGH - The school should develop a drill program, such as Run or Hide, and clearly identify the drills to be conducted each month. Staff and teachers should be evaluated on the drills, and core leadership should discuss strengths and weaknesses identified because of the drills. These polices should be communicated to all staff, and staff should be trained on the proper responses with emphasis on decision-making due to multiple variables such as the assailant's location.

4.28 MEDIUM - A policy or procedure should be developed regarding persons who require an escort and persons who do not require an escort.

WARNING: Information contained in this report is confidential and exempt pursuant to applicable federal, state, and local statutes. The following assessment contains security records and should be confidential and exempt. Per F.S.S. 119.071(3), 281.301, 286.0113, and 1006.1493(5).