



## Catholic Umbrella Pool II

# 2023-2024 School Safety Survey

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An inspection should be conducted by the designated School Safety Coordinator two (2) times during the school year - one inspection each semester. The first inspection should be conducted by **October 15, 2023** and the second inspection by **February 15, 2024**.

In addition to completing the two School Safety Surveys, the designated school safety coordinator is required to complete the online training curriculum titled **2023/2024 School Safety Coordinator Program Requirements**. This can be found by visiting [www.CMGconnect.org](http://www.CMGconnect.org). You will need to create an account if you don't already have one. The *2023/2024 School Safety Coordinator Program Requirements Curriculum* is located under "Optional Trainings." The Certificate of Completion needs to be returned to Catholic Mutual Group at the address below no later than May 1, 2024.

The School Safety Survey can also be obtained while you are logged into [CMGConnect](http://www.CMGconnect.org). Click on *Resources* at the top of the screen. Click *Risk Management CARES Resource Library*. Scroll down to *Schools* and select *23/24 School Safety Survey*.

### **INSTRUCTIONS:**

1. Complete the heading of the report.
2. Plan sufficient time to walk through the entire premises. Take the form along and check the appropriate responses while conducting the inspection. Take notes on serious problems discovered or on items not mentioned in this form.
3. After the inspection has been completed, determine what actions are required to correct the problem areas. Needed repairs or corrective measures should be reviewed by the principal.
4. Return photocopies of this report and the Certificate of Completion for the training curriculum to the Diocesan School Office and to:

Catholic Mutual Group  
ATTN: Risk Management Department  
10843 Old Mill Road  
Omaha, NE 68154-2600  
Fax (402) 551-2943  
Email: [rm@catholicmutual.org](mailto:rm@catholicmutual.org)

# 2023-2024 School Safety Survey

(Arch)Diocese: \_\_\_\_\_

Please Check one:      1<sup>st</sup> semester                       2<sup>nd</sup> semester

School: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone:(     ) \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Please indicate school grades: \_\_\_\_\_ through \_\_\_\_\_

When answering questions, please answer "NA" if the question is not applicable to your school.

## FIRE SAFETY

	YES	NO	N/A
Are fire extinguishers inspected annually and properly charged?	___	___	___
Have employees been trained on how to use a fire extinguisher?	___	___	___
Is the fire alarm system inspected by a licensed fire alarm technician?	___	___	___
Are fire drills conducted in accordance with local fire codes?	___	___	___
Is the use of candles in classrooms and offices prohibited?	___	___	___
Is the furnace/boiler room free of combustible materials and chemicals?	___	___	___
Are furnaces and boilers serviced annually?	___	___	___

## ELECTRICAL

Are circuit breaker panels and electrical wiring in good condition?	___	___	___
Are there any electrical panels utilizing fuses rather than circuit breakers?	___	___	___
Is there a three-foot clearance in front of electrical panels and around furnace and water heaters?	___	___	___
Is the use of extension cords discouraged and minimized?	___	___	___
Are there electrical outlet safety plug covers in rooms used by kindergarten and preschool children?	___	___	___
Are Ground Fault Circuit Interrupter (GFCI) outlets located near water sources such as sinks?	___	___	___

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## EXITS

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	YES	NO	N/A
Are exit hallways and stairways clear of storage?	___	___	___
Are exits lights functioning properly and tested regularly?	___	___	___
Are emergency evacuation plans posted in all classrooms and meeting rooms?	___	___	___
Is panic hardware installed on all exit doors?	___	___	___
Are battery back-up emergency lights functioning properly and tested regularly?	___	___	___

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## SECURITY

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Are all secondary entrance doors kept locked during school hours?	___	___	___
Are unlocked entrance doors continuously monitored?	___	___	___
Are visitors required to sign in at the office?	___	___	___
Is there good lighting for security and evening activities?	___	___	___
Does your school have a written emergency/crisis response policy?	___	___	___
Are lockdown procedures practiced on a regular basis?	___	___	___

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## FALL SAFETY

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Are handrails provided for stairways with 3 or more steps?	___	___	___
Are walkways level and free of holes and cracks?	___	___	___
Are parking lots and driveways in good condition and clearly marked?	___	___	___
Are rubber-backed entrance mats in good condition? (Non-secured rugs and carpet remnants are not recommended.)	___	___	___
Are all ladders in sturdy and stable condition?	___	___	___
Are non-slip floor mats provided in front of kitchen sinks and dishwashing areas?	___	___	___
Are ladders, scaffolds and aerial platforms off-limits to student usage?	___	___	___

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## EQUIPMENT

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Are chairs and tables checked regularly to ensure they are in good condition?	___	___	___
Are televisions strapped/secured to carts?	___	___	___
Do you have a kiln? Is it protected by a high-temperature cut-off switch and properly vented to the outside?	___	___	___

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## CHEMICAL STORAGE

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	YES	NO	N/A
Are janitorial closets locked during school hours?	___	___	___
Are Safety Data Sheets (SDS-formally known as MSDS) obtained for all chemicals?	___	___	___
Are chemicals and cleaners labeled and safely stored?	___	___	___

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## EXTERIOR

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Are gutters, downspouts, and roof drains inspected regularly and kept clean?	___	___	___
Is the roofing in good repair?	___	___	___
Does your school have set procedures for safely dropping off and picking up younger students?	___	___	___

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## PLAY AREAS

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Are regular inspections made of all playground areas and equipment?	___	___	___
Is there any "homemade" playground equipment?	___	___	___
Is there a <i>minimum</i> depth of 9-12 inches of cushioning material (sand, pea gravel, padding, etc.) under playground equipment?	___	___	___
Are age groups kept separate when using playground equipment?	___	___	___
Is good supervision provided during recess activities?	___	___	___

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## LIFE SAFETY

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Is Bloodborne Pathogen training provided?	___	___	___
Are appropriate response procedures in place for students with severe allergies?	___	___	___
Is an Automated External Defibrillator (AED) available and properly maintained? Are batteries and pads checked regularly?	___	___	___
Are employees reminded on a regular basis of the location of AED's?	___	___	___

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## AUTOMOBILE LIABILITY

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Have drivers been notified of CMG's online Defensive Driving Curriculum on CMG Connect?	___	___	___
Are 11-15 passenger vans used to transport students?	___	___	___

**Thank you for completing the School Safety Survey!**