

Sample Evaluation of the Physical Environment

Location: Schuylerville Central School					
Person(s) conducting the evaluation: Paul Irish ,Director of Facilities and Micki Jones, Safety Coordinator					
Date of assessment:12/30/2023					
<p>This section requires the participation of the authorized employee representative(s). Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the school building/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building, describe in Section 4 the building (i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security.) Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.</p>					
	Items	Yes	No	NA	
1. Security Features					Notes/Comments
	Reception area available	y			District Office, Middle School, High School and Elementary School
	Barriers to separate visitors from students and staff	y			
	Emergency numbers posted by phones with direct extensions for key school personnel				
	Two-way communication available	y			
	Multiple exits	y			The middle school Office does not have a separate exit into the hallway other than that in the reception area.
	Unobstructed office exits	y			
	Door control(s) i.e. locks, remote buzzer, panic bars	y			
	Door detector(s) and door alarm	y			
	Adequate lighting in and around the workplace	y			
	Parking lot well lit	y			
	Panic button(s)		N		
	Video monitor(s)	y			
	Landscaping provides unobstructed view of the workplace	y			
	Unobstructed views into occupied spaces (e.g. visitor panels or exterior windows)	y			
	Other:				

SCSD

2. Factors That Might Place Employees at Risk				
Working in public settings, for example paraprofessionals, security officers/SRO/safety monitors, hall monitors, social workers, SPED teachers/aides/assistants, nurses, coaches, bus drivers, chaperones, teachers, psychologists, guidance counselors, homeless liaisons, at-home tutors and greeters.	y			The following staff have the most interaction with the public: Main office staff, Nurses, Bus Drivers, Coaches, Chaperones,
Working in settings where persons may become escalated, for example paraprofessionals, social workers, SPED; teachers/assistants/aides and nurses.	y			
Working late night or early morning hours, for example custodians, administrators, teachers, coaches, chaperones, bus drivers, psychologists, guidance counselors, homeless liaisons, at-home tutors and greeters.	y			
Exchanging money with the public, for example tax collectors, business office staff.	y			
Working alone or in small numbers, for example nurses, bus drivers, coaches, teachers in parent conferences.	y			
Working in locations with uncontrolled public access, for example bus drivers, coaches and event chaperones.	y			
Working in areas that lack security features listed in Section 1 above.	y			Bus Drivers, Grounds building, maintenance workers, Bus Garage office staff
Any other factors that might place employees at risk, for example needing to provide SPED restraints or to intervene during student altercations.	Y			TCIS trained staff handling student restraints
3. Security Guards				
Are SROs/security monitors present at the location?	y			
Are security monitors posted at entrance(s)?	y			
Do security personnel patrol the building?		N		The district does not employ security staff- they do have hall monitors in the High School
Are security personnel provided with communication devices? If yes, indicate what type in notes.	y			monitors are provided 2-way radios

Any other relevant information				
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4. Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).

Description of the Building: SCSD

Schuylerville School district is a single campus with a split set of buildings (ES/MS and the HS building).

The ES/MS has 20 exits total, all entrances are security controlled and camera monitored. All exterior areas are well lit at night and all emergency egress pathways are properly maintained - no security issues noted at this time.

The HS has 15 exits total, all entrances are security controlled and camera monitored. The Administration area is security monitored by an alarm monitoring company and has restricted access. All exterior areas are well lit at night and all emergency egress pathways are properly maintained - no security issues noted at this time.

5. Specific Hazards: Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.

The campus has a single maintained entrance.

The building is located on Route 29, a main highway with heavy truck traffic.

