



NJ K-12 School Security Self-Assessment Form

Overview

Pursuant to N.J.S.A. 18A:41-14, Local Education Agencies (LEAs) are required to assess the security features and identify potential vulnerabilities of their school buildings and grounds using the School Security Self-Assessment Tool Form by the New Jersey Office of Homeland Security and Preparedness (NJOHSP), in collaboration with the New Jersey Department of Education (NJDOE) Office of School Preparedness and Emergency Planning (OSPEP).

The NJDOE's OSPEP and NJOHSP developed the School Security Self-Assessment Form to assist schools in identifying security vulnerabilities and meeting the assessment and reporting requirements. This includes a comprehensive checklist of security-related questions to assist in pinpointing areas that may require improvement. This form incorporates elements from the REMS Site Assess Tool and Crime Prevention Through Environmental Design to further guide evaluations and strengthen safety planning efforts. While there are no "right" or "wrong" answers, thorough responses are essential for an accurate evaluation of the school's current security posture on campuses. The tool includes a series of security-related questions to help schools identify areas for improvement. Any item marked "No" may signal a potential security vulnerability. If a question does not pertain to your school building you may skip it without answering (that question will be captured as N/A). Once vulnerabilities are identified, the LEA Administration, School Safety Specialist, Buildings and Grounds staff, or other appropriate school personnel should consider reviewing internal policies and procedures or may also seek guidance and options for consideration from OSPEP. Follow-up actions and next steps are determined solely by the LEA, school, and school board.

Completed assessments shall be submitted for each school by using the Microsoft Form Submission (online webform):

<https://www.nj.gov/education/security/selfassess>

For additional resources and information, please contact OSPEP at School.Security@doe.nj.gov.

Please note that these audits are confidential and are not considered public records under P.L. 1963, c.73 (C.47:1A-1 et seq.) or the common law governing public access to records.

Updated: June 2026

1. Completed By (Point of Contact Name) *

2. Title *

3. Email Address *

4. Date of Assessment Conducted *



This document contains confidential, sensitive homeland security information that shall not be deemed to be public record under the provisions of P.L. 1963, c. 73 (c.47:1A-1, et seq.) or the common law concerning access to public records. Dissemination, distribution or copying of this communication and any attachments hereto by individuals not explicitly specified as an intended recipient of this communication is strictly prohibited.

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School Information

5. District/Organization *

6. School *

7. School Address

8. County *

9. School Safety Specialist Name *

10. School Safety Specialist Email

11. Type of School *

☐ Public

☐ Charter

☐ Private

☐ Other

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12. Grade Level *

- ☐ Elementary (Grades K–5)
- ☐ Middle School (Grades 6–8)
- ☐ High School (Grades 9–12)
- ☐ Other

13. Number of School Staff Members (est.)

14. Number of Students Enrolled (est.)

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Assessment Information

15. Date of Last Assessment



16. Who conducted the previous assessment?

17. What is the District's/School's main security concern(s)?

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Building Identification and Access Control

18. Is there main entrance signage and directional signage around the building guiding visitors to the appropriate entrance upon approach?

☐ Yes

☐ No

19. Are there signs limiting use of playground equipment, tracks, fields, etc during school hours?

☐ Yes

☐ No

20. Are all entrances marked in a uniform numbering system (e.g., the main entrance is #1 and numbered clockwise from there)? (Marked entrances assist emergency responders in locating particular areas. Doors should be numbered on the outside and inside in visible number markings.)

☐ Yes

☐ No

21. Are bollards placed along the roadway or curb line in front of the building? (Bollards aid in preventing vehicles from gaining access to exterior walls, windows, and doors or in areas where vehicles are prohibited.)

☐ Yes

☐ No

22. Is the building equipped with a single public entry and a security vestibule?

☐ Yes

☐ No

23. Is the security vestibule free of fire pull stations?

☐ Yes

☐ No

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24. Does the district have a visitor policy which limits access past the security vestibule during school hours? (Visitors may drop off items for students, projects, and lunches in the security vestibule. Entry to the interior of the building is limited to only those with an appointment.)

☐ Yes

☐ No

25. Are all exterior doors kept locked throughout the school day?

☐ Yes

☐ No

26. During arrival and dismissal, are all accessible exterior areas actively monitored by school staff?

☐ Yes

☐ No

27. Do exterior doors have signs on the interior to prevent students/staff from opening doors for individuals outside? ("All visitors must enter through the main entrance, do not open the door for anyone")

☐ Yes

☐ No

28. Do courtyard doors have alarms/buzzers to alert staff that they were opened?

☐ Yes

☐ No

☐ N/A

29. Do all staff, volunteers, visitors, and vendors wear identification credentials while on the premises? (Use of visible identification allows for rapid evaluation of individuals in sensitive areas.)

☐ Yes

☐ No

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30. Do all school staff wear their school IDs on clearly identifiable lanyards of a distinct color? (Staff IDs and lanyards should be different from those worn by students, vendors, and visitors.)

☐ Yes

☐ No

31. Are school staff IDs returned to the appropriate department upon separation or termination?

☐ Yes

☐ No

32. Are visitors permitted access to the building by appointment only and must they be vetted by front office staff or security prior to entry?

☐ Yes

☐ No

33. Are visitors asked to provide proof of identification? (This helps prevent individuals from falsely claiming to be someone else (e.g., utility workers, law enforcement.)

☐ Yes

☐ No

34. Are visitors provided with clearly identifiable visitor lanyard passes that are a distinct color? (The visitor lanyards pass should be different from those worn by school staff and students, allowing staff to quickly and easily distinguish visitors on school grounds.)

☐ Yes

☐ No

35. What method does the school use to identify authorized visitors/vendors?

☐ Lanyard

☐ Printed Adhesive

☐ Hand-written Adhesive

☐ Other

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36. Are visitor and vendor lanyard passes numbered, and is a record maintained of the individual to whom each corresponding pass was issued?

☐ Yes

☐ No

37. Are visitors escorted to and from their destination? (A visitor management policy helps prevent individuals from accessing unauthorized areas or information.)

☐ Yes

☐ No

38. Are vendors required to complete background check by their employer before being allowed access to school facilities?

☐ Yes

☐ No

39. Are vendors issued clearly identifiable vendor lanyard passes of a distinct color? (The vendor lanyard passes should be different from those worn by school staff, students, and visitors, allowing staff to quickly and easily distinguish vendors on school grounds.)

☐ Yes

☐ No

40. Are visitor and vendor lanyard/badges collected when they leave the building? (Retrieval of visitor passes helps prevent compromise or reuse of passes.)

☐ Yes

☐ No

41. Are visitor and vendor logs utilized to record entry and exit times?

☐ Yes

☐ No

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42. Are mail and package handling procedures, including suspicious package protocols, provided to front office staff?

☐ Yes

☐ No

43. Has the school taken steps to restrict access to the roof? (The roof may be used as a point of entry through rooftop access or courtyards.)

☐ Yes

☐ No

44. Are interior roof access points locked or located behind locked doors?

☐ Yes

☐ No

☐ N/A

45. Are ladders and other items potentially used to access the upper floors and/or rooftop of the facility secured? (Contractors or staff often leave items outside that may be used by unauthorized persons to gain entry.)

☐ Yes

☐ No

46. Do all exterior sheds/buildings remain locked?

☐ Yes

☐ No

47. Are hallways distinguished by different colors/themes, either with entire walls painted in a specific color or by using colored stripes or other theme? (e.g.: 100 hallway is blue, 200 hallway is green, etc.)

☐ Yes

☐ No

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Security and Law Enforcement

48. Does the facility have a School Resource Officer, SLEO Class III Officer, and other School Security (Select all that apply):

☐ School Resource Officer

☐ SLEO Class III

☐ Private Security

☐ Armed Security

☐ Unarmed Security

☐ None

☐ Other

49. Are SROs and security personnel equipped with reliable communication devices (e.g., radios, two-way communication tools)?

☐ Yes

☐ No

50. Are enhanced security measures implemented during after-school activities such as athletic events, performances, or other large gatherings, including coordination with law enforcement when appropriate?

☐ Yes

☐ No

51. Has the school provided digital critical incident maps of the school building and campus to local law enforcement in accordance with N.J.S.A 18A:41-7.1?

☐ Yes

☐ No

52. Is a law enforcement officer present at a minimum of one security drill each school year? (It is encouraged that schools provide a 48-hour notification prior to holding any security drills.)

☐ Yes

☐ No

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53. Is local police dispatch informed in advance of all school security drills?

☐ Yes

☐ No

54. Are first responders notified in advance of large mass gatherings or special events (e.g., plays, sporting events, graduations, etc.)?

☐ Yes

☐ No

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Lighting

55. Is security lighting installed around the premises, including parking lots and pathways? (Effective security lighting discourages criminals and aids in the detection of unauthorized individuals.)

☐ Yes

☐ No

56. Does security lighting provide adequate coverage? (Dark areas provide concealment for intruders. Effective security lighting overlaps areas to reduce gaps. Security cameras may be synchronized to motion detection lighting systems.)

☐ Yes

☐ No

57. Is the lighting power panel locked and secured? (Easily accessible control panels negate security lighting plan and provide criminals a marked advantage.)

☐ Yes

☐ No

58. Are interior lights activated during off hours? (Interior lighting allows for security/police patrols to detect intruders inside a facility during hours of darkness.)

☐ Yes

☐ No

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Landscaping

59. Are shrubs and landscaping kept trimmed to the base of windows or lower to ensure clear visibility and reduce potential hiding spots near the building? (Well-maintained landscaping supports effective surveillance from school staff and security/law enforcement and reduces risk of concealment.)

☐ Yes

☐ No

60. Are trash, recycling, and storage bins kept at a safe distance from the school building? (These containers provide ready-made climbing aids for criminals, are frequently targets of arson attacks, and are an ideal location to conceal destructive devices.)

☐ Yes

☐ No

61. Are trees located near the building trimmed to prevent roof access from branches or trunks? (Overgrown trees may enable intruders to climb onto low rooftops or upper-story windows.)

☐ Yes

☐ No

☐ N/A

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Doors and Windows

62. Are all interior classrooms and room doors numbered making them visible when looking down the hallway?

☐ Yes

☐ No

63. Does the school have security window film on windows to delay forced entry, hold shattered glass together, and enhance protection during emergencies (e.g., break-ins, vandalism, active shooter events)?

☐ Yes

☐ No

64. When double doors have 'U-shaped' or similar handles, is one handle removed to prevent the doors from being chained together and blocking egress?

☐ Yes

☐ No

65. Are all exterior windows numbered or labeled with the corresponding room number, placed in the top left of the window as viewed from the exterior, and with a contrasting background to ensure visibility for first responders?

☐ Yes

☐ No

66. Are hallway accordion/scissor-style gates locked against the wall or locked in the "open" position? (This prevents an individual bringing their own lock to close a section of hallway off)

☐ Yes

☐ No

67. Are "safe corners" marked in the classrooms/offices with a piece of tape on the floor or marking on the wall? (A safe corner is the area of a classroom that cannot be seen when an individual is looking through the hallway door into the classroom)

☐ Yes

☐ No

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68. Are classroom and office doors equipped with window coverings (e.g., blinds, shades, curtains) that can be quickly closed during active shooter drills or lockdowns to prevent visibility into occupied rooms?

☐ Yes

☐ No

69. Are the window covering an approved fire-retardant material? (For fire code and safety reasons, the window covering should not be paper or cardboard.)

☐ Yes

☐ No

☐ Unsure

70. Are all doors and windows equipped with high-quality, tamper-resistant locks? (Locks should be regularly checked for proper function and signs of tampering.)

☐ Yes

☐ No

71. Are classroom doors in the pre-locked position? (This prevents staff having to enter the hallway or lock the door with a key during an emergency)

☐ Yes

☐ No

72. Are classrooms and offices kept secure throughout the day when not in use?

☐ Yes

☐ No

73. In large rooms (auditorium, cafeteria, library) is only one point of entry used throughout the day? (All other doors should remain locked and closed. Students/staff may still egress from that room if needed, but this only leaves one door that requires attention during a lockdown.)

☐ Yes

☐ No

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74. Do unoccupied boiler rooms, kitchen, common rooms (staff lounge, copy room), and custodial closets remain locked at all times?

☐ Yes

☐ No

75. Are adjoining interior room doors locked from both sides? (When classrooms or offices have adjoining doors that lead into adjacent rooms, separate from hallway access, these doors should remain locked from both sides of the door.)

☐ Yes

☐ No

76. Are classroom windows and doors routinely checked and locked at the end of each school day? (School staff should confirm all access points are secured before leaving.)

☐ Yes

☐ No

77. Are all locks in good working order? (Locks on doors and windows should be checked frequently for correct function. Periodically check for signs of tampering.)

☐ Yes

☐ No

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Alarm Notifications and Systems

78. Can all school staff initiate a lockdown using the building's communication system (e.g., intercom, PA, panic system)?

☐ Yes

☐ No

79. Are staff trained on how and when to initiate a lockdown without requiring administrator approval?

☐ Yes

☐ No

80. Is the school in compliance with Alyssa's Law (N.J.S.A. 18A:41.10), which requires the installation of silent panic alarms that directly alert law enforcement in the event of emergencies such as an active shooter?

☐ Yes

☐ No

81. Is the panic alarm system (Alyssa's Law) tested regularly in coordination with local law enforcement?

☐ Yes

☐ No

82. Are front office staff trained on the location and proper use of the panic alarm system (Alyssa's Law)?

☐ Yes

☐ No

83. Are strobe lights installed at main exterior entry points and interior rooms with high noise levels (choir/band, woodshop) and large rooms (cafeteria, auditorium)?

☐ Yes

☐ No

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84. Do the strobe lights have signs adjacent to them that provide instructions on what to do when activated/flashing? (exterior example: "If strobe light is flashing, the school is in lockdown, please vacate the campus")

☐ Yes

☐ No

85. Does the local police department know the location and have the code to silence the fire alarm?

☐ Yes

☐ No

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Video Surveillance System

86. Is a video surveillance system installed? (A camera system allows for enhanced detection of intruders, is a psychological deterrent, and is an aid for post-incident investigation.)

☐ Yes

☐ No

87. Are cameras monitored? (An unmonitored system only serves to document events and does not provide increased warning or command and control during incidents.)

☐ Yes

☐ No

88. Do school cameras cover all access points (entrances and exits) of the school building?

☐ Yes

☐ No

89. Does the front office staff have access to the cameras throughout the day?

☐ Yes

☐ No

90. Is school video surveillance system equipped with digital video recording and storage capability?

☐ Yes

☐ No

91. Does local law enforcement have the ability to remotely access the video feed, per N.J.S.A. 18A:41-9?

☐ Yes

☐ No

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92. Is school video surveillance system regularly inspected and maintained? (Regular maintenance and function checking of the system is essential to the system's effectiveness.)

☐ Yes

☐ No

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Key Control

93. Do staff use controlled access credentials (e.g., keys, key fobs, or swipe cards) for building access?

☐ Yes

☐ No

94. Is building access primarily controlled by:

☐ Physical Key

☐ Staff Credential ID/Access Cards

☐ Fobs

95. Does the school maintain a key inventory?

☐ Yes

☐ No

96. Are keys numbered rather than named? (If a key is lost or misplaced, a "named" key informs the finder exactly what it opens, whereas a numbered key is more discrete.)

☐ Numbered

☐ Named

☐ N/A

☐ Other

97. Are regular key audits conducted, and is the audit log securely stored?

☐ Yes

☐ No

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98. Are all spare keys and keys to secure areas stored in a locked, access-controlled location?

☐ Yes

☐ No

99. Has the school conducted an assessment of all external organizations (past and present) that have been issued keys for after-school hours access? (This includes community groups, vendors, or temporary tenants.)

☐ Yes

☐ No

100. Do local law enforcement agencies have 24/7 access to the school building, either through master keys, access cards, or a Knox Box system?

☐ Yes

☐ No

101. Does the school have a Knox Box (or equivalent secure emergency access box) installed for local law enforcement?

☐ Yes

☐ No

102. Is the Knox Box securely mounted in a visible and accessible location known to emergency personnel?

☐ Yes

☐ No

103. Are the contents of the Knox Box kept current and reviewed at least annually with local law enforcement?

☐ Yes

☐ No

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Cybersecurity and Information Security

104. Do students receive school-issued devices (e.g., Chromebooks, laptops, tablets)?

☐ Yes

☐ No

105. Does the school use monitoring software to flag student activity, such as search terms or website visits on school-issued devices? (This helps proactively identify inappropriate searches, potential safety, or behavioral concerns.)

☐ Yes

☐ No

106. Does the district/school have a written cybersecurity policy? (Policies may include password practices, logging off computers after use, and securing devices at the end of each day.)

☐ Yes

☐ No

107. Do school staff complete mandatory cybersecurity awareness training on a regular basis?

☐ Yes

☐ No

108. Does the district/school have a cybersecurity incident response plan?

☐ Yes

☐ No

109. Has the district/school undergone a cybersecurity assessment within the last 12 months (For assistance, contact the New Jersey Cybersecurity and Communications Integration Cell (NJCCIC).)

☐ Yes

☐ No

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110. Is the district/school a registered member of the NJCCIC? (The membership is no-cost, for more information visit cyber.nj.gov)

☐ Yes

☐ No

111. Has the district/school reported any cybersecurity incidents to NJCCIC as required under P.L. 2023, c.19? (This law mandates public agencies, including schools, to report cyber incidents to the NJCCIC within 72 hours.)

☐ Yes

☐ No

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Communications

112. Does the school have a public address (PA) system that is clearly audible in all areas of the facility?

☐ Yes

☐ No

113. Can school staff operate the PA system independently in the event of an emergency (e.g., initiate a lockdown)?

☐ Yes

☐ No

114. Are communication systems (PA system, two-way radios, phones) tested regularly to ensure functionality?

☐ Yes

☐ No

115. Are a sufficient number of handheld two-way radios available and accessible to key staff members?

☐ Yes

☐ No

116. Is there a reliable backup means of communication (e.g., bullhorns, battery-powered radios) in case of power or system failure?

☐ Yes

☐ No

117. Are emergency equipment and supplies (e.g., first aid kits, AEDs, bleeding control kits) regularly inspected and maintained?

☐ Yes

☐ No

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118. Does the school limit the posting of sensitive information (e.g., campus map, staff schedules, security features) on its public website?

☐ Yes

☐ No

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Outside Events and Activities

119. Do all outside organizations using the school facility (before/after school, weekends, or breaks) follow the school's emergency procedures and protocols?

☐ Yes

☐ No

120. Has each organization submitted a signed Statement of Assurance confirming that their employees and volunteers have been trained on the safety procedures in accordance with N.J.S.A. 18A:41-7.c?

☐ Yes

☐ No

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School Safety Planning and Training

121. Is the School Safety and Security Plan reviewed and updated annually?

☐ Yes

☐ No

122. Is the School Safety and Security Plan disseminated with all staff, including new hires, long-term substitutes, and other part-time staff, at least annually?

☐ Yes

☐ No

123. Does the school provide regular training to staff on safety procedures and their responsibilities during emergencies?

☐ Yes

☐ No

124. Are all staff and students participating in required monthly security drills in accordance with N.J.S.A. 18A:41-1?

☐ Yes

☐ No

125. Does the school administration meet regularly with staff to discuss safety and security concerns?

☐ Yes

☐ No

126. Does the school have a trained multidisciplinary Behavioral Threat Assessment and Management Team in accordance with N.J.S.A. 18A:17-43.4?

☐ Yes

☐ No

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127. Does the school have any staff certified Stop the Bleed Instructors?

☐ Yes

☐ No

128. Does the district/school have a comprehensive Reunification Plan?

☐ Yes

☐ No

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Additional Information

129. Additional Information: Use this section to provide additional facility information or to further elaborate on any question(s). Identify the section and question number.