This structure gives administrators a quick way to identify whether security investments are delivering operational value during an actual emergency, not just meeting a checklist of installed equipment.
Ratings: Yes = 1 Partial = .5 No = 0

1. Building Access & Locks

Question	Yes	Partial	No
All exterior doors remain locked automatically during instructional hours.	☐	☐	☐
Main entrance access is controlled and monitored automatically.	☐	☐	☐
Visitors must check in before accessing the school and captured on video.	☐	☐	☐
Classroom doors can be locked quickly and automatically during an emergency.	☐	☐	☐
Staff understand how to operate door locks and access controls.	☐	☐	☐
Lock and key/card access records are current and reviewed regularly.	☐	☐	☐
If an exterior door is ajar or unlocked, notifications will be triggered	☐	☐	☐

Section Score: _____ / 7

2. Surveillance Cameras

Question	Yes	Partial	No
Cameras cover all main entrances and exits.	☐	☐	☐
Cameras cover key interior and exterior areas.	☐	☐	☐
Camera images provide sufficient quality for identification.	☐	☐	☐
Camera footage is retained for at least six-months.	☐	☐	☐
Staff know how to easily access footage when required.	☐	☐	☐
Cameras are inspected and tested regularly.	☐	☐	☐

Section Score: _____ / 6

3. Emergency Communications & Paging

Question	Yes	Partial	No
The school has a functioning mass notification system that can easily be used in an emergency	☐	☐	☐
Emergency announcements can be heard throughout the building.	☐	☐	☐
Paging functions are simple and easy for trained staff to use anywhere within the building.	☐	☐	☐
Backup communication methods are available if the paging system fails.	☐	☐	☐
Staff understand emergency communication procedures.	☐	☐	☐

Section Score: _____ / 5

4. System Ease of Use

Question	Yes	Partial	No
Security systems are intuitive and easy for staff to operate.	☐	☐	☐
Access control, cameras, and communications can be managed efficiently.	☐	☐	☐
Staff receive regular training on security systems.	☐	☐	☐
Systems are documented with clear instructions and contacts for support.	☐	☐	☐
Security alerts can be communicated quickly to staff and responders.	☐	☐	☐

Section Score: _____ / 5

5. System Integration & Interoperability

Question	Yes	Partial	No
Access control (door forced/held open, unauthorized access) linked to camera.	☐	☐	☐
Authorized staff can view door status and camera feeds from common interface/dashboard.	☐	☐	☐
Lockdown triggers multiple systems (e.g., door locking, notifications, paging).	☐	☐	☐
Audio and strobe light systems can be triggered automatically from camera or door events.	☐	☐	☐
Security alerts are automatically sent to designated administrators or responders.	☐	☐	☐
Visitor management systems integrate with building access controls.	☐	☐	☐
Systems maintain synchronized date/time settings to support investigations.	☐	☐	☐
Authorized staff can assess an incident without logging into multiple systems.	☐	☐	☐
Key security systems are supported by documented processes and vendors.	☐	☐	☐
Systems can share information seamlessly with emergency responders, when required.	☐	☐	☐

Section Score: _____ / 10

6. Emergency Readiness

Question	Yes	Partial	No
Emergency procedures are current and accessible.	☐	☐	☐
Lockdown drills are conducted three times per school year, testing security technologies.	☐	☐	☐
Staff know how to secure classrooms and common areas.	☐	☐	☐
Security and life-safety systems are routinely tested and maintained.	☐	☐	☐
Deficiencies identified during drills or incidents are tracked and addressed.	☐	☐	☐
Lockdown actions automatically trigger locked doors, audio broadcasts, critical camera views and send alerts to admin/district/emergency responders	☐	☐	☐

Section Score: _____ / 6

Summary

Total Score: _____ / 37

Quick Interpretation

- **35-39:** Strong physical security posture with minor improvements recommended.
- **29-34:** Adequate security controls, but several gaps should be reviewed.
- **22-28:** Significant vulnerabilities exist; corrective action recommended.
- **Below 22:** Immediate review of physical security and emergency preparedness is advised.

Ask yourself: "If I received $10,000, $20,000 or even $100,000 tomorrow that was earmarked for security enhancement, do I have a plan as to where that money can best be utilized?"

Additional Considerations

Common Integration Issues (Check Any That Apply)

- ☐ Cameras cannot automatically display relevant video when access control alarm occurs.
- ☐ Door access events and camera footage cannot be reviewed from a single interface.
- ☐ Lockdown procedures require manual actions in multiple systems.
- ☐ Paging/intercom system cannot trigger pre-recorded emergency messages.
- ☐ Security alerts are not automatically sent to key staff or administrators.
- ☐ School staff must log into multiple systems to assess an incident.
- ☐ Visitor management system is not connected to access control or security monitoring.
- ☐ Security systems from different vendors do not share information.
- ☐ Emergency responders cannot easily access camera feeds, floor plans, or building.
- ☐ There is no central dashboard for status of doors, cameras, alarms, and comms.

Warning Signs of Poor Integration (Check Any That Apply)

If you check any of the following, consider further review:

- ☐ During a lockdown, staff must manually lock multiple doors or areas.
- ☐ Need to make separate calls, announcements, and notifications during an emergency.
- ☐ Security incidents require checking multiple applications or systems.
- ☐ Camera footage cannot be quickly linked to a specific door or access event.
- ☐ Troubleshooting requires contacting several different vendors.
- ☐ New staff need extensive training to use security systems effectively.

Change the question from *"Do you have security systems?"* to *"Do the systems work together effectively during an emergency?"*, which is often where schools discover their biggest gaps.

Common Indicators of Integration Gaps (Check Any That Apply)

- ☐ Door alarms and camera systems operate independently.
- ☐ Staff must manually locate cameras after an alarm is received.
- ☐ Lockdowns require separate actions in multiple systems.
- ☐ Emergency announcements, text notifications, and door controls are not coordinated.
- ☐ Different schools within the division use incompatible security platforms.
- ☐ Systems were purchased at different times and don't communicate with each other.
- ☐ Camera and access control records cannot be reviewed together during investigations.
- ☐ No single dashboard exists to monitor doors, cameras, alarms, and communications.
- ☐ Staff need separate usernames and applications for each security system.
- ☐ Vendors are unable or unwilling to support interoperability between systems.

Integration Maturity Self-Rating

Level 1 – Standalone Systems

☐ Cameras, locks, and communications operate independently.

Example: A front door alarm sounds, but staff must manually open the camera system, locate the appropriate camera, and make separate phone calls or announcements.

Level 2 – Limited Integration

☐ Some systems share information, but manual intervention is often required.

Example: An access control alarm identifies a specific door, and staff can manually pull up associated camera views, but notifications and lockdown actions require separate steps.

Level 3 – Coordinated Security Systems

☐ Cameras, access control, and communication systems exchange information and support incident response.

Example: A forced-door event automatically displays related camera feeds in the security office and sends alerts to designated administrators. Staff can initiate a lockdown from a central platform.

Level 4 – Fully Integrated Security Platform

☐ Systems share data automatically, support unified monitoring, and enable coordinated emergency actions.

Examples:

- A lockdown button automatically:
  - Locks designated exterior and interior doors
  - Broadcasts a pre-recorded lockdown message
  - Sends alerts to administrators and district security
  - Displays critical camera views on monitoring screens
- A door-forced-open alarm automatically:
  - Identifies the door location
  - Displays nearby camera feeds
  - Sends a notification with live video links to designated staff
- School administrators can monitor:
  - Door status
  - Cameras
  - Intercom/paging systems
  - Alarm status
  - Visitor management from a single dashboard.
- Emergency responders can be provided immediate access to:
  - Building maps
  - Live camera feeds
  - Door status information
  - Emergency contact information
- Visitor management systems automatically:
  - Screen visitors against watch lists
  - Issue time-limited credentials
  - Grant access only to approved areas
  - Record entry and exit activity

Note: Level 4 does not require a single vendor. A school may achieve Level 4 using multiple vendors, provided the systems share information seamlessly and support coordinated incident response. The key question is not "Are the systems from the same manufacturer?" but rather "Can they work together effectively during an emergency?"

Top Three Improvement Priorities

1. _____
2. _____
3. _____

Comments (use extra pages if required):

_____

Completed By: _____ **Date:** _____

Please contact Gordon.Smith@Tridon.com with any questions or assistance interpreting results.