

TRAUMA-INFORMED CARE SAFE AND SECURE PHYSICAL ENVIRONMENTAL SCAN FOR SCHOOLS (S&SPE SCAN)

Tool Purpose: The S&SPE Scan is designed as an environmental scan for your school or district as it relates to the Physical Environment within Domain 5, Safe and Secure Environment. It is designed to evaluate environmental components of your physical environment.

Tool Structure: The S&SPE Scan consists of up to twenty-five (25) questions for different areas within your building using a three-point scale.

Tool Completion: The S&SPE Scan should be completed individually by students, parents, staff, and other stakeholders. Responses across the organization should be aggregated and discussed by the team to develop a workplan for moving forward to having a physical safe and secure environment.

Tool Directions: Using the three-point scale, indicate the degree to which you agree that your organization meets the following standards:

0 = Did Not Observe

1 = No

2 = Yes

Date of Assessment: _____ Reviewer: _____

Outside Area (Parking Lot/Bus Loading/Playground):

	Did Not Observe	No	Yes
1. Physical environment shows evidence of ongoing attention to safe practices	0	1	2
2. Parking lot is safe with lights	0	1	2
3. Bike racks are available and lighted	0	1	2
4. Bus loading area is safe and lighted	0	1	2
5. Playground is safe without hazards	0	1	2
6. Building doors are locked with video surveillance of the area	0	1	2
7. Entrances are supervised by an adult before and after school	0	1	2
8. Visitor parking is designated/adequate	0	1	2
9. Entire outside area is clean	0	1	2
10. Signage in all outside areas is positive, clear, concise and welcoming	0	1	2
11. Signage clearly indicates how to access the school	0	1	2
12. Signage clearly indicates weapons are not permitted on premise	0	1	2
13. Paint colors are soothing/calming (non-institutional)	0	1	2
14. Building is free from damage/hazards	0	1	2
15. Outside area is supervised when students are present	0	1	2

Outside Area Total: _____ / _____ 30 _____

Front Office Area:

	Did Not Observe	No	Yes
1. A welcome sign is posted at the entrance to the school	0	1	2
2. The initial greeting at the school was welcoming	0	1	2
3. Staff is welcoming/respectful/caring/calm	0	1	2
4. The front office is a friendly environment with adequate seating for visitors	0	1	2
5. There are calming aspects to the front office such as a fish tank, waterfall, fountain, or plants.	0	1	2
6. Office lighting is soothing/calming (non-fluorescent lighting; natural lighting)	0	1	2
7. Furniture is clean, comfortable and allows for confidentiality while filling out paperwork	0	1	2
8. Walls and floors are free from damage and dirt.	0	1	2
9. English/Spanish reading materials are available	0	1	2
10. Signs are in more than one language based on the students and families in the community.	0	1	2
11. Signage is positive, clear, concise and pay attention to transition needs.	0	1	2
12. All-important materials and forms are provided in more than one language based on the community.	0	1	2
13. Written information is available on school and community programs.	0	1	2
14. Artwork is empowering, hopeful, culturally diverse and soothing/calming	0	1	2
15. Conference rooms are sound proof for confidentiality	0	1	2

Front Office Area Total: _____ / 30 _____

Common Areas (Hallways/Bathrooms/Lunchrooms/Gymnasiums):

	Did Not Observe	No	Yes
1. Staff is friendly/respectful/caring/welcoming/calm	0	1	2
2. There are plants visible	0	1	2
3. There is calming music playing without an echo	0	1	2
4. Smells in the common areas are soothing	0	1	2
5. Paint colors are soothing/calming	0	1	2
6. Common areas are safe and clean	0	1	2
7. The lighting is soothing/calming (non-fluorescent lighting; natural lighting)	0	1	2
8. Artwork is empowering, hopeful, culturally diverse and soothing/calming	0	1	2
9. Signage is positive, clear and helpful and pays attention to transition needs	0	1	2
10. Hallways and all "out of the way" locations are well lit.	0	1	2
11. Artwork is created by students or provides positive messages to students.	0	1	2
12. Signs and materials are available in other languages spoken by students.	0	1	2
13. There are comfort/meditation/quiet rooms/areas available for staff and clients	0	1	2
14. Furniture is clean and comfortable	0	1	2
15. Bathrooms are safe and free for anyone to use with private spaces included	0	1	2
16. Student accomplishments are posted/celebrated	0	1	2
17. Signage is free from negative language	0	1	2
18. Walls are free from damage and dirty	0	1	2
19. Hallways, lunchrooms, gymnasiums, libraries and other large group areas are supervised while students are present.	0	1	2
20. Students physical needs for healthy food and clean water can be met in the environment	0	1	2

Common Areas Total: _____ / _____ 40 _____

Classrooms /Staff Offices:

	Did Not Observe	No	Yes
1. Counseling/student support takes place in offices, not cubicles (including screening and triage)	0	1	2
2. Student support/teachers/administrators offices are welcoming/engaging	0	1	2
3. Staff is friendly/respectful/caring/welcoming/calm	0	1	2
4. Manipulatives and/or soothing kits (play dough, crayons, stress balls, figit items) are present	0	1	2
5. Academic and resource materials are accessible for all students.	0	1	2
6. Classrooms are inviting, uncluttered and offer a variety of seating for learning activities.	0	1	2
7. There are plants visible	0	1	2
8. Staff offices are reflective of the individual staff (i.e. pictures, etc)	0	1	2
9. Offices are sound proof for confidentiality or have mechanisms to ensure confidentiality (i.e. white noise machines)	0	1	2
10. The paint colors are soothing/calming	0	1	2
11. The floors and walls are clean and undamaged	0	1	2
12. The lighting is soothing/calming (non-institutional/non-fluorescent lighting; natural lighting)	0	1	2
13. Artwork is empowering, hopeful, recovery-focused, culturally diverse and soothing/calming	0	1	2
14. Signage is positive, clear and concise	0	1	2
15. Consumer rights (including Trauma Rights) are posted several places and clearly visible	0	1	2
16. Triage areas are private and allow for confidentiality	0	1	2
17. Treatment areas are free from chaos (i.e. loud noises, slamming doors, loud intercom systems)	0	1	2
18. Furniture is clean and comfortable	0	1	2
19. Seating allows for personal space	0	1	2
20. Temperature in classrooms is comfortable	0	1	2

Classrooms/Staff Offices Total: _____ / _____ 40 _____

Additional Comments:

1. What did you like most about the environment? _____

2. What did you like least about the environment? _____

3. What are three things that need to be done immediately to improve the physical environment?

1. _____
2. _____
3. _____