NSW GOVERNMENT | Education

Vacation Security Checklist

School Security Unit

To minimise security risks at your school during the vacation period, please consider the recommended strategies in the checklist below.

For advice on any of these strategies please call 9672 2000 to speak to one of our risk management officers.

- ❍ Minimise arson opportunities by removing rubbish, debris and dry vegetation and securely storing all inflammables.
- ❍ Remove or secure items such as bins, door mats and casual seating as these items may be used in acts of vandalism and to start fires.
- ❍ Ensure that your local emergency services have keys to facilitate after hour access.
- ❍ Valuable items such as computers and data projectors should be stored in secure rooms or offices so that they are not visible from outside the building.
- ❍ Only use external lighting in areas where light will provide casual surveillance opportunities from outside the school grounds. Do not illuminate internal areas such as courtyards as it may encourage the actions of vandals.
- ❍ Ensure that community users and staff accessing the school during the holidays correctly arm security systems and lock doors and gates when leaving.
- ❍ Please update your After Hours Contact details on FMWeb.
- ❍ Provide neighbours with the School Security Unit's 1300 880 021 hotline number to report security incidents or suspicious activity.
- ❍ Disconnect automated bells.
- ❍ Turn off all internal lighting.
- ❍ Lock windows and close blinds.
- ❍ Lock all internal and external doors.
- ❍ Turn off gas and water supply if facilities are unused during vacation period.
- ❍ Lock perimeter gates.