Classroom Safety Checklist

Health & Safety · PreK–12

Prepare for emergencies, stock supplies, support health needs, reduce physical hazards, and keep supervision and reporting ready.

Emergency Procedures

- [ ] Post evacuation routes and secondary exits near the door.
- [ ] Review fire, lockdown, shelter-in-place, and severe weather procedures.
- [ ] Know your assembly area and student accountability process.
- [ ] Plan support for students with mobility, sensory, or medical needs during emergencies.
- [ ] Practice procedures with students in a calm, age-appropriate way.

Emergency Supplies

- [ ] Keep an emergency folder with current class lists and contacts.
- [ ] Check that the first-aid kit is stocked and easy to reach.
- [ ] Locate the nearest fire extinguisher, AED, and fire alarm.
- [ ] Keep a flashlight and spare batteries in an accessible spot.

Health & Medical Needs

- [ ] Review students' health plans and allergies with the school nurse.
- [ ] Know where emergency medications are stored and who is trained to give them.
- [ ] Follow school policy on food in the classroom and allergen awareness.
- [ ] Keep health information confidential and share it only with staff who need it.
- [ ] Post hand-washing and illness-prevention reminders.

Physical Environment

- [ ] Keep walkways, exits, and doorways clear.
- [ ] Secure tall furniture and heavy items to prevent tipping.
- [ ] Check cords, outlets, and equipment for hazards.
- [ ] Store cleaning products, sharp tools, and chemicals securely.
- [ ] Report broken furniture or maintenance concerns promptly.

Supervision & Reporting

- [ ] Actively supervise students during all activities and transitions.
- [ ] Test that your door locks work and know your school's door-locking procedure.
- [ ] Know how to report injuries and complete incident reports.

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- [ ] Review mandated reporting procedures and who to contact.
- [ ] Include safety procedures in your substitute plans.
- [ ] Review safety procedures after breaks and when new students arrive.

Notes