

Inspection and Improvement of Security in School Facilities

- Research Report Concerning the School Facility Security Measures Inspection/Improvement Manual -

July 2007

Ministry of Education, Culture, Sports, Science and Technology
Secretariat Department of Facilities Planning and Administration

National Institute of Educational Policy Research

Introduction

A school is a place for children to study and be educated, as well as the place where they spend most of their day.

For locals in the community, it is expected to be a place for lifelong learning and the base of a regional community, which can also be used as a temporary evacuation site in case of disasters such as earthquakes. Therefore, schools should have a safe and secure facility environment for children and those who are concerned to the school.

Recently, it has been required to take further measures to secure the safety of children considering the occurrence of intrusion cases at schools and on school routes. The Ministry of Education, Culture, Sports, Science and Technology has been taking action plans to promote “Children Safety Project” as a comprehensive measure to enhance school safety since 2002. Guidelines were issued including “Crisis Control Manual against Invaders to School (December 2002)”, “Research Report concerning Security Measures of School Facilities (September 2004)” as a guideline for security measures of school facilities, and “Research Report Concerning School Facility Security Measures Inspection/Improvement Manual (June, 2006)” made in cooperatively by the Ministry of Education, Culture, Sports, Science and Technology and the National Institute of Educational Policy Research ”.

Although crime prevention measures necessary for school facilities have been employed by many schools, such as the introduction of ID cards for visitors and the creation of a “manual against suspicious invaders in schools”, it is also necessary to take continuous measures for daily inspections and security training to properly cope with invaders or any other harmful accidents. This must be done within limited human resources and budget for conducting practical security measures, as there are a number of issues to tackle for schools, such as daily educational activities and the learning and life styles of the students.

In this circumstance, the National Institute of Educational Policy Research conducted school security measures of schools and municipal offices who actively tackle these issues, in cooperation with the Ministry of Education, Culture, Sports, Science and Technology, to further promote security measures of school facilities.

This report summarizes: the current status and past activities of security measures taken by the Ministry of Education, Culture, Sports, Science and Technology in Chapter 1, case studies of schools and local authorities to actively take measures on each action item necessary for crime control in Chapter 2, outline of each case to show the background stories and status of the case studies of Chapter 2 in Chapter 3, and major items concerning the future inspection and improvement of security measures in school facilities based on the cases in this report in Chapter 4.

It is expected that this report will lead to opportunities for further inspection and improvement of security measures in future school facilities.

Inspection and improvement of Securities of School Facilities

-- Research Report Concerning School Facility Security Measures Inspection/Improvement Manual --

Contents

Introduction

Chapter 1 Safe and Secure Schools

1	Background	1
2	Current status	2
3	How to Use this Report	4

Chapter 2. Implementation and Case Study of Inspection and Improvement

1	The catalyst for the measures and study framework	5
2	Current status and extraction of problems.....	7
3	Manual and checklist	9
4	Improvements.....	11
5	Information sharing and review of inspection	13

Chapter 3 Case Studies

1	H University affiliated elementary/jr. high school (Hokkaido).....	15
2	K University affiliated school (Kochi Pref)	18
3	D Private Jr. High School (Kyoto Pref).....	21
4	S Elementary School, Shikii City (Saitama Pref).....	24
5	S Elementary School, Adachi Ward (Tokyo)	26
6	Kusatsu Education Committee (Shiga Pref).....	28
7	G Elementary School, Kyoto (Kyoto Pref.).....	31
8	K Elementary School, Osaka City (Osaka Pref).....	34
9	S Elementary School, Hashimoto City (Wakayama Prefecture).....	37
10	A Elementary School, Kochi (Kochi Pref).....	40

Chapter 4 Points from the Case Studies

1	Fulfillment of software based on the hardware review	43
2	Effectiveness of safety map-making of school facilities.....	43
3	Accumulation of small tasks and emergency measures.....	43
4	Use of existing crisis-management manual and checklist	44
5	Existing crisis-management manual and checklist.....	44
5	Creating a program for security training.....	44
6	Securing a rich educational environment.....	44
7	Enhancement of security measures with the community.....	44

Reference

-	Study Group Documentation and Checklist.....	45
-	Chapter 3 Case Study: Contact	64

1 Background

In recent years, suspicious people intruding schools and threatening the safety of students and teachers, as well as causing other harmful accidents to students on the school routes, have been a big social issue.

Under these circumstances, schools and school administrators are proceeding with the safety control of schools to secure the safety of children in schools. For example, operational safety measures, including entrance control of visitors and security training and facility/systems such as gate, door, interphones and monitor cameras. In addition, with the cooperation of parents, community volunteers and school guide leaders, patrols and security are enhanced in and around the schools. These can be considered to be community based security activities.

It will be necessary to aim for creating safe schools, with the cooperation of related organization and the groups, such as guardians, local populaces, and the police, by having the schools further promote safety and fire precautions at the school. It is vital to continuously advance with effective measures in the future.

- ◆ The ratio of schools with gate and fence taking security measures against intruders 87.1 %
 - * The gateway is limited, and the gate control is securing a lock in principle except the time for going school and home.
 - Monitoring the safety of children by teachers and volunteers when the gate is open for students to access.
 - Measures of hardware at the gate including installation of interphone, sensor for invasion monitoring, and security camera.
 - A system for the personnel to check the monitors of security cameras on a regular basis.
 - Countermeasures should be taken according to the above depending on the various conditions of schools and communities.
- ◆ The ratio of schools taking measures to find or eliminate intruders in the school site 84.5 % *
 - * - Installation of guide signage at the gate (at the entry to the site) to clarify the traffic line from the gate (the site entry) to the entry to the school building (reception).
 - Clear vision of the traffic line from teachers room, or which is located in a separate zone from the students area.
 - Patrols of school personnel, community volunteers and security guards in the site.
 - Countermeasures should be taken according to the above depending on the various conditions of schools and communities.
- ◆ The ratio of schools taking measures against entry of intruders to the school building 92.3%
 - * - A central system for the reception to check in all the visitors, in principle, such as guide of visitors and closure of the entrances of the school building not in use
 - Visitors are requested to check in or wear a ribbon or name card to identify themselves at the reception by teachers and school personnel and the community volunteers
 - A meeting space for visitors
 - Layout of teachers room to oversee the traffic line of visitors and the outdoor ground.
 - Countermeasures should be taken according to the above depending on the various conditions of schools and communities.
- ◆ The ratio of schools conducting patrols in and out of the school by the community volunteers 63.1 %
- ◆ The ratio of schools conducting an inspection on security measures of schools 90.8%.
- ◆ The ratio of schools using the security manual 97.5 %
 - * including schools which have their own "Crisis Control Manual" and use the manuals issued by the Ministry of Education, Culture, Sports, Science and Technology and the education committees

- Research concerning security measures of schools

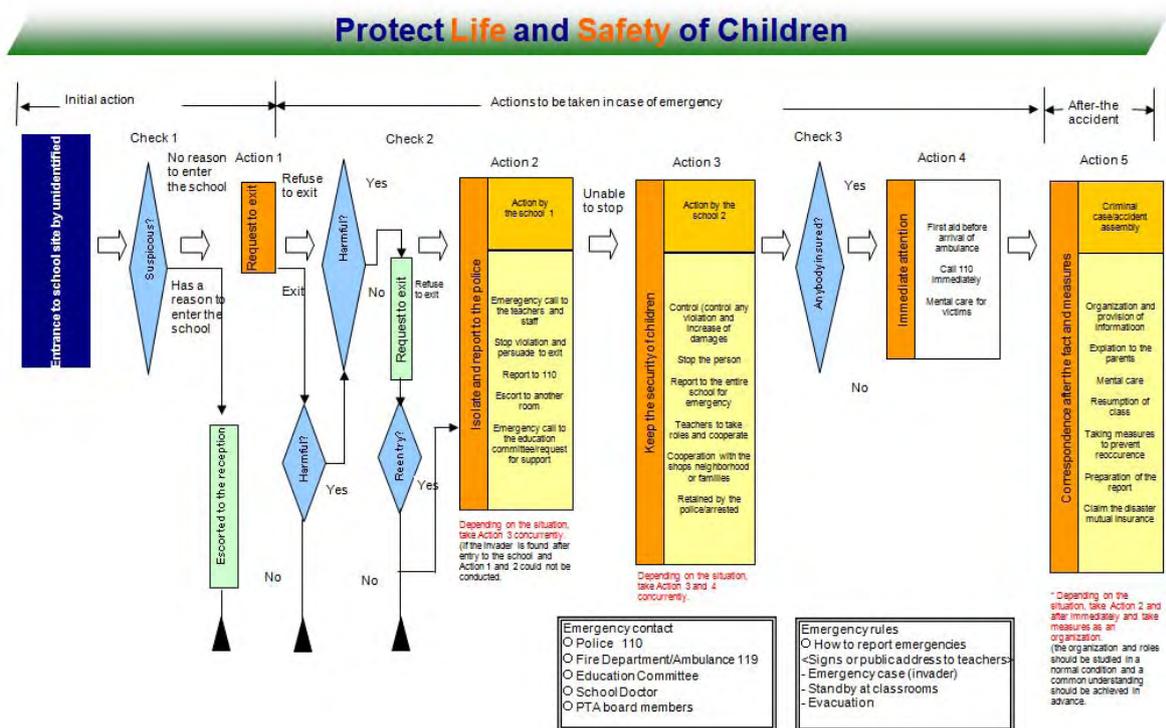
- (Ministry of Education, Culture, Sports, Science and Technology)(results as of March 31, 2006)

(Ministry of Education, Culture, Sports, Science and Technology HP:http://www.mext.go.jp/b_menu/houdou/19/01/07011602.htm)

2 Current measures

1. Crisis-control in emergency

- Since 2002, the Ministry of Education, Culture, Sports, Science and Technology has been promoting “the Children Safety Project” aiming to enhance school safety as a whole, in order to establish safe and secure schools.
- In 2002, "the Crisis-management Manual against Intruders to School” (December, 2002) was issued. It summarized the common notes in case of emergency situations, such as the entry of someone suspicious. This manual has been used as a daily reference by many schools to create the emergency flow and check list for inspection against intruders..



- Crisis control manual against entry of intruders to school"

- to cope with someone suspicious in schools (Ministry of Education, Culture, Sports, Science and Technology) "

- Besides this, school safety volunteers (school guard), who watch children in a school and/or on school routes, receive education and training. Committed security experts and former police officers are appointed as community/school safety guides (School Guard Leaders) for each school, in order to check security points and find areas which need to be improved.

- See the website of

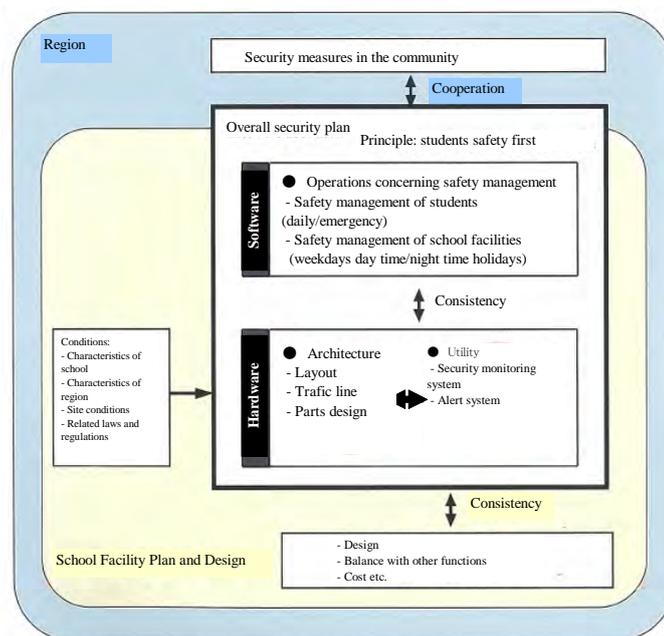
Ministry of Education, Culture, Sports, Science and Technology

HP:http://www.mext.go.jp/b_menu/houdou/17/12/05120900.htm for various notifications and publications concerning child safety in schools and on school routes.

2. Security measures of school facilities

- The Ministry of Education, Culture, Sports, Science and Technology supports various policies as part of the "Children Safety Project", while providing subsidies for required costs of security systems in school facilities. .

- "Security measures in school facilities" (November, 2002) proposes the basic concept in order to proceed with security measures in school facilities, and notes and remarks on the planning and provision of specific security measures. "School Facility Maintenance Guidelines" was revised (August 2003 and January 2004) to fulfill regulations concerning the security in school facilities.
- As a reference guide to the regulations concerning security under "School Facility Maintenance Guidelines", "Report concerning Security Measures of School Facilities" (September, 2004) was issued to increase public understanding.
- In this guide, as a basic concept of the security measures of school facilities, the inspection and assessment of the current status of a school facility was made. It also points out the importance of taking necessary preventative measures on a regular basis, and implementing these measures with the cooperation of parents, local authorities, organizations, architects, and security experts as necessary.



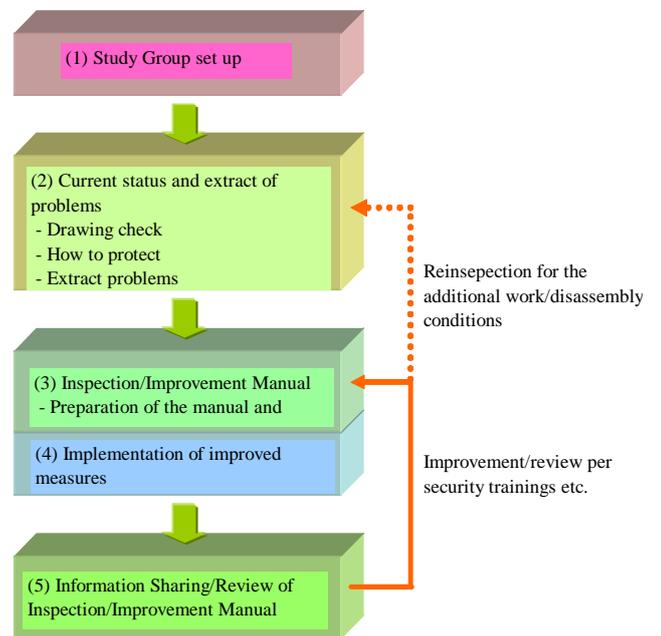
- Overall security plan conceptual diagram "Research Report concerning Security Measures of School Facilities (Ministry of Education, Culture, Sports, Science and Technology)"

3. Inspection and improvement manual for security measures of school facilities

- The importance of inspection and improvement to promote the security measures of existing school facilities has been pointed out. Establishing an effective check system, such as conducting inspection and crime control training, based on the security checklist and manual, as well as taking immediate measures against problematic issues, is being required.
- The Ministry of Education, Culture, Sports, Science and Technology, in collaboration with the National Institute of Educational Policy Research, has compiled the "Report concerning Security Measures of School Facilities" (September, 2004)" (hereinafter referred to as "Inspection/Improvement manual"), to introduce visions, procedures and notes for conducting security inspections and improvement measures for school facilities.
- This report shows major items and procedures required to conduct security-measure inspection and improvement for school facilities. (See next page)

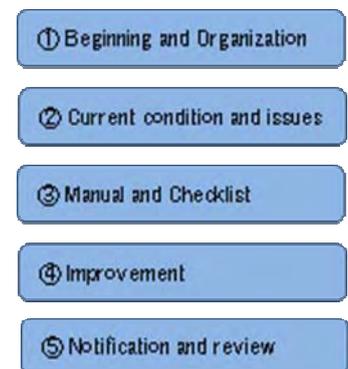
■ Flow chart of inspection and improvement concerning security measures of school facilities

- ① Study Group
A study group of school personnel e.g. teachers should be organized.
- ② Grasp of current status and detection of problems
The current status concerning the securities of existing school facilities should be confirmed to detect problems.
- ③ Preparation of inspection and improvement manual
To make a manual or checklist to implement security measures in a secure and continuous manner for inspection and improvement.
- ④ Countermeasures
Provide countermeasures against issues immediately.
- ⑤ Sharing and review of inspection and improvement manual and reviews
In order to positively implement the security measures, the parties concerned are well noticed for review and improvement depending on the results of inspection and crime prevention training.



3 How to Use this Report

- In order to further promote security measures of school facilities, each school and school administrator should review past activities, as well as actively and continuously promote the effective actions..
- This report plainly explains and introduces the case studies of schools and local authorities that positively work on the inspection and improvement of the security measures based on the past reports.
- The report comprises of:
 - ◆ Chapter 1, a background and current status.
 - ◆ Chapter 2, case studies of security measures based on the inspection and improvement flow chart above from the five aspects: 1) an opportunity to begin the emasures and organization, 2) extraction of the current status and issues, 3) use of manual and checklists, 4) implementation of improvement plan, 5) information sharing and review of the inspection and improvement measures (Refer to the figure below)
 - ◆ Chapter 3, the outline of the measures including characteristics and regional background of cases shown in Chapter 2.
 - ◆ Chapter 4, key points concerning the inspection and improvement measures of school facilities based on the case studies according to the past reports.
- This report provides a plain explanation of cases and aspects of security measures according to the past examples of each school and school administrators.
It is expected to be a clue of the inspection and improvement measures for school facilities.



■5 aspects of school facility

Chapter 2. Implementation and Case Study of Inspection and Improvement

This chapter shows the case studies of schools and school administrators who are actively working on the security measures, as a reference of inspection and improvement of school facilities.

1 Catalyst for Measure and Study Framework

■ Study group by parties concerned

- To review a security measure, it is effective to obtain various opinions from teachers, students, parents, community and educational committees as well as architecture and security experts to make balanced security measures. (2006 “Inspection/Improvement Manual”)

■ Points for Case Studies (Comments from the Study Group)

- As many parties concerned participate in the study, it is effective to fulfill the contents of the security manuals including evacuation guide, measures against intruders, a system for emergency contact to police and parties concerned and facility inspection and security trainings.
- As users of the facility, parents and community members participate in the study of security measures, a monitoring system by the whole community is achieved by the eyes of neighbors on the daily lives and patrols in and out of the schools.

① Catalyst, Study Framework

② Current condition and issues

③ Manual and Checklist

④ Improvement

⑤ Notification and review

Review of security measures in concurrence with rebuilding of the facility to be a complex with multiple functions. Elementary School S, Shiki City

- At the time of refresh work of the school building, a plan to combine the city library and public hall was raised.
- In the course of design, the tragic case of Ikeda Elementary School of Osaka Kyoiku University occurred. Therefore, the policy of the complication remained as it is while further measures were taken to prevent such accidents.
- In order to achieve the safety of the city library and school where unspecified number of people uses due to the characteristics of the complex, safety measures such as monitoring by the community members and installation of security cameras were implemented.



■ Entrance of elementary school, city library and public hall

- For effective management of the facility complex, "Operation Committee" by the representatives of the elementary school, city library, facility personnel, users of the facilities and the representatives of the community were established.

■ Member of Operation Committee (extract)

- Head of school and public hall
- Representatives of elementary school zone community
- Representatives of Children Group
- Representatives of public hall users
- Representatives of PTA

- This committee, which was originally formed to coordinate operational matters, is currently taking roles of operation including security measures, in addition to the earthquake and the fire control.
- The community members and facilities users are participate in the system of the study, which facilitates school patrols by volunteers and communication with the community.
- It is assumed to enhance the relationship with the community by increasing opportunities of exchange between the users or the library and public hall and the students.
 - Refer to School Outline (P24).

System of examination including outside specialists

- H university affiliated elementary and junior high schools
- After the occurrence of school intruders, security measures were taken in FY2001 but new criminal cases occurred even after 5 years in many places. Therefore, the current manual was reviewed.



■ Appearance of School Building

- For inspection and improvement of security measures, based on the past proposals of the security , many outside experts are invited to the study group in addition school groups, in order to obtain various and specific opinions for safety measures.

■ Study Group Members (extract) (outside)

- Lawyer, police officer, Administration Section, Education Committee of the City
- Security Company, Design Office
- Chairman of PTA

(School)

- General Manager, General Affairs Division, Manager of Facility Management Section, H University
- Principals, vice principals, representatives of teachers of H University Elementary and Jr. High School, Principal of H University Kindergarten

- The current status of the crimes and the point of measures were able to be heard from a variety of members including lawyers, police officers, the security company, and the specialist of construction, and architects. It helped to create an effective manual in a short term.
- The contents of the current security measure inspection and improvement were designed to be a sample of the security manual in order to enhance the security measures of other attachment schools of the university in the future.
- Comments of experts are effective to for the parties concerned to check the regular school life patterns, which will continue in the future.

・Outline (P15) of the school. See a similar example (P18).

Security measures by principal's leadership

- A elementary school, Kochi City

- This school has been taking various measures to secure the safety of students by the principal's strong leadership.
 - Current security measures
- After the occurrence of the school intrusion case, the members of "Kochi City Education Senior Network" organized by the former teachers were requested to patrol the school by the school.
- Afterwards, a school patrol group including the neighbors was organized. "The school patrol station" is provided near the main entrance for the members to come to the school whenever they can to patrol the school or monitor the students. Anything their noticed are recorded in the log book for the school to review.



■ School Patrol Station

- Although the school has the crisis control manual, the number of pages is too large to easily see. Therefore, the principal suggested to illustrate key items of the crisis control manual as well as to prepare a poster to distribute to the parties concerned.
- To attempt the improvement of consideration concerning security, the lecture meetings and the security study sessions are held for the teachers/school personnel and the students.
 - Effect
- As the principal make a proposal by himself as the head of the school, it was effective to implement the necessary security measures.
- The measures taken by this school is regarded as a model case of security for improvement of the security measures of public schools in the region.

・See School Outline (P40).

2 Current status and extraction of problems

■ Grasp of current state and extraction of problems

- It is important to understand the current status of the campus and surroundings in examining the security measures, and to extract the problems
- In this case, it is effective to prepare "School Facilities Safety Map" to make notes on the map. (From H18 "Check and improvement manual".)

■ From case studies (comments from the study group)

- It is effective to comprehensively understand the security measures by making the school facility safety map, which visually illustrates the locations of where at risk to allow intruders to enter the school, evacuation routes and the locations of security systems etc. on the map.

① Beginning and Organization

② Current condition and issues

③ Manual and Checklist

④ Improvement

⑤ Notification and review

From the school facility safety map

● K university affiliated school

- This school includes the kindergarten, the elementary school, and the junior high school in the annex, along with the special support school located in the university campus.
- The security measures were taken by each school but a study committee is established by the parties concerned to the school or the outside experts to prepare the common security manual.

■ Study member (extract)

(parties concerned to school)

- Professor, Education Department
- Assistant professor, Special Support School, Kindergarten, Elementary and Jr. High School
- Head of PTA

(Outside expert)

- Principal, A Elementary School, Kochi City
- Head of Regional Safety Promotion Department, Kochi Prefecture
- Security Safety Advisor

- In order to recognize the current status of the security, sing the site layout, all the study group member walked through the site to make a note of issues and recorded the photo.



- Note the issues on the layout and record the photos.

- From the viewpoint of the access control, the gate the primary alert line, the fence and its view.
- No inspections of parties concerned in the site of kindergarten, elementary and junior high schools have been conducted before. This inspection revealed the weak points of the securities and contributed to design the evacuation route in case of emergency.
 - See School Outline (P18). Similar examples (P15,P21,P34).

Precise check of the inspection as an opportunity to make the manual

● D private school

- Check items for manual preparation
- This school had no security measures but took measures against something noticed from the daily operation for inspection and improvement of the security measures of the school facility.
- It is not decided to study and create the security manual upon commitment of the Ministry of Education, Culture, Sports, Science and Technology aiming to enhance the security measures of the school facility.
- The study group was organized by the disaster/fire prevention committee (permanent) with the expert in the school and the security company.
- The inspection of the school facilities to create the manual was conducted by the school personnel and the result was thoroughly checked by the study committee.
- The assessment was made for three levels including 15 points: gate/entry, fence, staircases. Where needs to be improved was noted in specific with solution.
- The result of inspection was described on the layout for visually understandable.

私立D中学校のチェックリスト等事例
1)点検・改善チェックリスト作成例

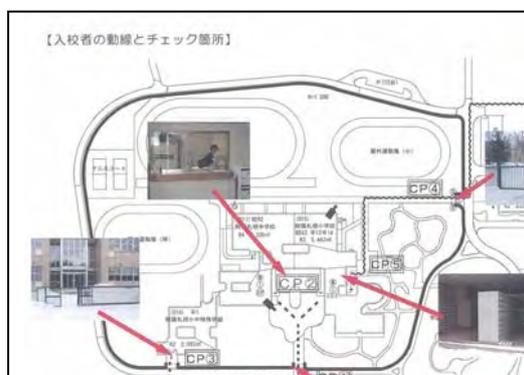
確認場所	具体的点検項目	評価	具体的な対策等	対策後の評価
① 中学正門	1 出入りのチェックを行っているか			
	2 門の高さや形状は十分か			
② 中学校南出入口 西側	1 柵は設置しているか			
	2 門前所からの乗道はいいか			
	3 柵の隙は必ず乗付に立ち寄るよう表示しているか			
③ 中学校南出入口 中央	1 柵は乗付が一旦停止できるように設置されているか			
	2 門前所からの乗道はいいか			

- Enhancement of regular inspection after the operation of the manual
- By creating the manual, check items concerning securities were added to the general inspection conducted by all the teachers and staffs before the school orientation (option).
- Security guards, cleaning vendors, and administrators of the school are employed full time so that they will be given instructions about securities in addition to their assignment.
- As the jr. high school is located in the campus, it has been arranged to take an overall measure in cooperation with the risk management committee of the university.
- Refer to the outline (P21).

Inspection from both hardware and software viewpoints

● H university affiliated elementary and junior high schools

- Verification with hardware
- Based on the school layout, all the study group members made the school facility visit to create the security map to show the security equipment in and outside of the school
- The inspection points include: the scope of the students activities, traffic line of visitors, the range of security camera and visual inspection of teachers, which revealed that there are some points where never noticed. .



■ Security facilities map (traffic line and blind spot.)

- Verification with software
- The current status was checked against the software measures, in addition to the hardware measures, including the reception of the gate security guard and the reception personnel, how to achieve the entry control at the entrance, ID card for visitors and parents to wear, and cooperation of parents for the school patrol. As a result of this, issues need to be solved were extracted such as the security guard shift, layout of the office, the blank time resulted from the shift change.



■ Reception office (there will be a protected window designed out of the school building to facilitate the visitors)

- See School Outline (P18)

3 Manual and checklist

■ Use of Manual and Check List

- In order to continuously implement practical security measures, it is effective to use Manual and Check List.

(2006 Inspection/Improvement Manual]

■ From case studies (comments from the study committee)

- In order to smoothly take measures of the securities, for instance, the risk management manual for earthquake, disaster and life style, which has been applied, may have additional items as securities.
- In order to continue the security measures, it is important to specify the inspection timing and roles of personnel considering the workload of teachers and staffs based on the common understanding of the parties concerned.

① Beginning and Organization

② Current condition and issues

③ Manual and Checklist

④ Improvement

⑤ Notification and review

Internet based Checklist

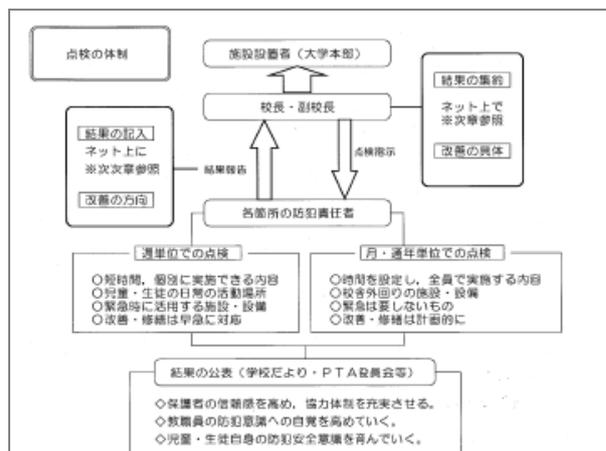
■ H university affiliated elementary and junior high school

- In order to secure the safety of students, daily and periodic inspections are indispensable to effectively function the security facilities and equipment.
- This school has all the teachers and staffs online so that they can check the securities on the check list on the web.

防犯に関する学校施設・設備等チェックリスト総覧

点検期	施設・設備名	担当者	最新点検実施日	評価	管理者確認	対応済
1 週	防犯カメラ	○				
2 週	モニターTV	○				
3 月	正門	□				
4 月	インターホン	○				
5 月	案内表示	△				
6 月	玄関	△				
7 月	受付	×				
8 週	校内放送システム	○				
9 週	各教室	○				
10 週	特別教室	○				
11 月	教室連絡電話	▽				
12 月	園陸	◇				
13 月	裏玄関	◇				
14 月	駐車場	◎				
15 月	外灯照明	×				
16 週	1階施設	□				
17 月	裏門	◇				
18 月	防犯ベル	△				
19 月	二斉配信システム	×				
20 週	避難口表示	○				

■ Check list online (Refer to P47)



■ Check system online (Refer to P48)

- The checkpoints are categorized into the checks required weekly, or monthly/yearly. By taking consideration of the workloads of the inspection personnel, the check list is clearly organized to show the date of inspection, assessment, approval of manager, and check marks to show the confirmation
- The results of the inspection are reported to the principal and the assistant principal.
- The results of inspection will be reported on the school memo and to PTA.
- It is effective to have the checklist online, which is also effective to grasp the current status of securities and increase the motivation on securities. Making the checklist Web leads to the improvement of the security

・Refer to School Outline (P15).

4 Improvement

■ Improvement to cope with the school conditions

- It is important to solve security issues from the viewpoints both from software and hardware immediately
- For items not to be solved immediately, the improvement plan is created to take a temporary measure including solution of the software.
- It is important to take measures for improvement according to the school conditions by various facility maintenance opportunities such as earthquake-proof retrofitting etc. (2006 Inspection/Improvement Manual)

① Beginning and Organization

② Current condition and issues

③ Manual and Checklist

④ Improvement

⑤ Notification and review

■ Points from case studies (comments from the study committee)

- If an immediate solution is difficult for security issues, it is important to consider a short or mid term improvement plan or to take measures by the regular operations such as patrol
- It is important to separate the improvement plans: the one relatively minor which the school can take measures and the other with major improvement which would require contractors.

Immediate measures and budget

■ H university affiliated elementary and jr. high school

- The issues extracted by the visit by the study committee, and as a result of the regular inspection, security and evacuation training, the following can be categorized to record on the security facility map:

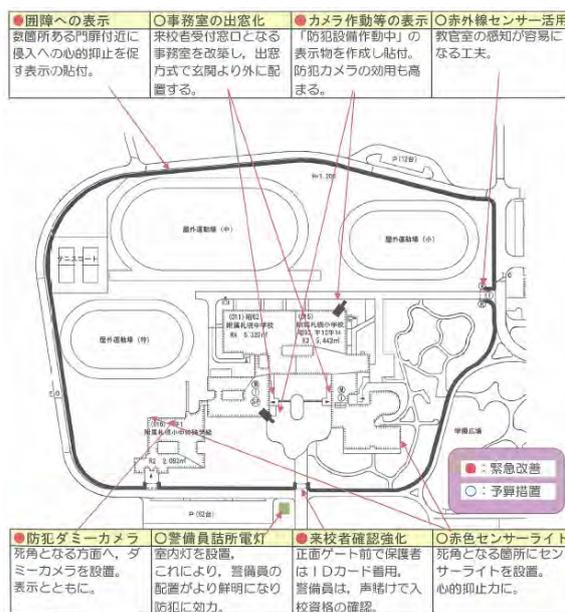
- ① Where needs to be improved in urgent
- ② Where the budget is required for facility maintenance and the budget needs to be studied immediately.

● Major items for urgency

- ① Signage on the fence: to place a security signage for crime prevention that mentally suppresses the target at the gates.
- ② Security camera: a signage “Security Camera in Operation” at wherever appropriate in the school to mentally suppress the target.
- ③ Strict ID check of visitors: the visitors and parents are requested to wear ID card. Security guards actively talk to the visitors

The major items which require budget solutions

- ① Projected window at the office: the reception office is refurbished to have a projected window to check the visitors.
- ② The red sensor light: It is useful for the improvement of the consideration of the risk management by taking



■ Security map to show the check points for urgency and budget required

- For items requires “budget”, the school facility committee of the school will consider the reasonability and the budget for the item.
- By taking an operational temporary measure such as patrol, it is effective to increase the consciousness of risk management. ·See School Outline (P15).

Prompt decision making to obtain the budget

- D private junior high school

- Daily inspection
- Although there is no specific format for daily inspections of the facility, the teachers notify the head of general affairs division and the personnel in charge of the facility of anything noticed for confirmation of the status and improvement of the condition
- Security guards, cleaning vendors, administrative personnel and PTA secretariat are in the school full time so that the parts requires repair will be informed to the office along with the patrol record and daily report.
- Organization and authority that swift decision-making is possible
- This corporation has university, 1 jr. high schools, 1 high school, 3 jr/high schools and 2 university attachment schools. These schools are financially independent. The principals are the chief of finance to execute the budget.
- Once the information is collected to the divisions concerned, an immediate measure can be taken upon approval of the divisions concerned such as the teachers committee to be held once a week, the fire and disaster prevention committee and the risk management committee.
- For minor repair works, for instance, repair of the fence can be made on the following day at the earliest at the sole decision of the head of general affairs division for an immediate action.
- This is an advantage of private schools to have the small organization and the budget is available to use.
- However, discussions will be required at the school personnel conference for major repair works or retrofitting (e.g. layout change of classroom or something related to the building structures). It will require a certain time to consider.



- A fence temporarily repaired. See School Outline (P21)

Communication between School and Contractor for Inspection and Improvement through evacuation training

- S elementary school, Adachi Ward

- Check through the evacuation training
- In this school, the evacuation training and the safety check are conducted according to "Emergency Manual in case of Fire/Earthquake and Intruders" every month. The evacuation training is disclosed to public once a year.
- The monthly safety check includes the safety check based on the check list by a teacher or staff who is in charge for the month, and report to the assistant principal as the supervisor of the facility.



- Monthly evacuation training (students are under the table)

- Defects found in the safety inspection can be fixed if the estimate is within the range allowable (no more than 500,000yen), at the sole discretion of the school.
- For what not applicable for temporary repair, the school will consult with the education committee of the ward. The committee member who is in charge of the issue will provide One Stop Service to communicate with the persons in charge at the school
- Scheduled repair works in the entire ward
- In Adachi ward, the following facility improvement measures are scheduled to conduct from FY2005 by securing the special budget by the educational policy division of the ward based on the subsidy system for security cameras, provided by Tokyo.
 - ① Installation of security camera
 - ② Autolock and interphone with monitor
 - ③ Increase of height for the gate and fences

·See School Outline (P26).

5 Information sharing and review of inspection and improvement

■ Review and information sharing by security training

- It is important to share the information of inspection and improvement of the security measures by the security training and manuals by the teachers/students, parents and neighbors.
- It is important to review the check items as required by reviewing any defects and issues for security found from the daily inspection and security training

① Beginning and Organization

② Current condition and issues

③ Manual and Checklist

④ Improvement

⑤ Notification and review

■ Points from the case studies (comments from the study group)

- While the security manual is important, it is necessary to have a measure to take immediately for emergency. It is effective to conduct training for security measures and provide a poster to illustrate the key points
- Fulfillment of security measures by the schools is effective to the safety measures such as patrol of the school and the student routes in cooperation with the municipal offices, neighbors.

To provide a poster to illustrate the key points of risk management

● A elementary school, Kochi

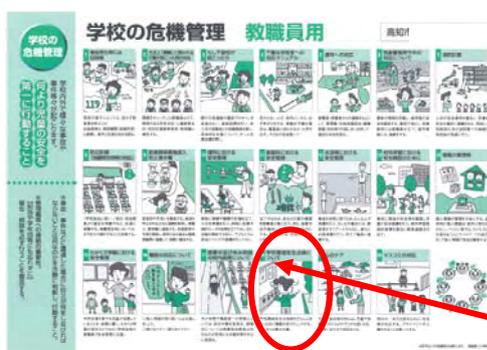
- In this school, "Risk management manual of the school" (bullying, truancy, injury, fire and others) including the security measures, which is annually updated.
- The manual shows the concept of the risk management and emergency measures, but it is hard to read because it has a number of pages and not handy to read. Therefore, in order to have something to see anytime and increase the awareness, the risk management poster was made to illustrate key points of the risk management manual for distribution.



■Poster for students (Reference P56)

- There are 3 different kinds of posters for teachers, children, and parents. For parents, it shows “requests for the parents for the safety of children. For students, it shows “What you need to take care in the school” as an appropriate advices.
- By placing these posters where they can see anytime, it is effective to increase the awareness against emergency.
- It is favorably received by the students. The school has many inquiries about this poster from other schools.

・See School Outline (P40).



■Poster for teachers (Reference P55)

“School Environment Safety Checklist” must be reviewed on a regular basis by one or more staffs. Be aware.

Review of the manual by security training

- S elementary school, Shiki City

● This is a complex of elementary school, public library and public hall. Due to the characteristics of the facility to allow uncertain number of people to access, three training are conducted annually (fire prevention, disaster prevention, and security) to improve the awareness of the parties concerned to the school and the students.

訓練種別	訓練内容	実施時期(予定)
総合訓練	○ 不審者対峙、消火、通報及び避難誘導訓練等を連携して行う。	毎年 5月(防火) 10月(防災)
消火訓練	○ 屋内消火栓、消火器の操作及び消火訓練等を行う。	2月(防火)
通報連絡訓練	○ 消防機関への通報訓練を行う。 ○ 校地への通報連絡訓練を行う。	
避難訓練	○ 避難及び避難誘導訓練を行う。	
安全防護訓練	○ 不審者との対峙訓練を行う。	
応急救護訓練	○ 負傷者への応急救護訓練を行う。	
地震想定訓練	○ 上記訓練内容に準じて行うとともに、防災機関や町会等で行う訓練に積極的に参加する。	

■ List of each training

● The security training is conducted according to the emergency flow as shown in “Risk Management Manual” common to the three facilities with different patterns of intruders every time. The contents are reviewed and updated as required.



■ Security tool at the teacher's room

● To notify the training to the parties concerned, it is linked with “Security Seminar for the safety of students” hosted by PTA or school patrols by volunteers, which is effective to improve the awareness of security. – See Outline (P24)

Regional activities through the community news

- G elementary school, Kyoto

● In Kyoto, the security activities by parents and community members are active so that it is common to conduct the community based security measures such as the observation of the students and patrol by the parents and the community members of all the school zones.

● In this school, such activities are taken as a PR material for distribution to the parents to improve the awareness of the parents and neighbors.

● This school is designated as a community school of the Ministry of Education, Culture, Sports, Science and Technology (under the school management conference system), and the student safety measures are always under study as a yearly theme of the activity.

● The local group, parents and volunteers are actively participating in the review of the measures.

● Through a periodical distribution of “Community Memo” the PR paper, the school is working on promoting the community activities.



■ “Community Memo”

- See School Outline (P31) and similar examples (P15).

Chapter 3 Case Studies

This chapter states the outline, characteristics, and regional backgrounds of the entire activities as shown in Chapter 2 for inspection and improvement to clarify the meaning and status of the activities.

1 H University affiliated elementary/jr. high school (Hokkaido)

● Outline

■ Scale

School	Number of classes	Number of students	Number of teachers
Elementary school	12	478	22
Elementary school/special class	3	24	
Jr. high school	9	374	21
Jr. high school/special class*	3	24	
Total	27	900	43

■ Situation in surrounding and feature

- H university affiliated elementary and junior high school is located in the H university main campus in Sapporo City north end where the rural area extends.
- The students of H university affiliated elementary and junior high school are from the whole area of Sapporo City.

- Most students go to school by bus, subway, JR, and streetcar. The shuttle bus for the school is available from the nearest station to the school.
- Other university affiliated kindergartens, elementary schools, junior high schools, and the special support schools are located in other campuses.



■ Main entrance of elementary/jr. high school

At the beginning

- After the school invasion case, the school started to enhance the security measures for both hardware and software in FY2001. After five years have passed, new criminal cases occurred in many places, the school decided to review the current manual.
- For further enhancement of the security measures of the school, based on the "Report Concerning Inspection and Improvement Manual of Securities of School Facilities" by the Ministry of Education, Culture, Sports, Science and Technology etc. in June, 2006 and "Support Project for Preparation of Security Manual" by the Ministry of Education, Culture, Sports, Science and Technology, the school decided to prepare the security manual with effectiveness. Therefore, it is aimed to be the good sample of the security manual of other university affiliated schools.

Organization

- To study the inspection and improvement manual, not only the school members but also the outside experts are invited to create the manual (14 people in total).

■ Key Members

- Parties concerned to the school

- Director, H university Secretariat General Affairs Department and Head of Facility Section

- Principals, assistance principals and the representative of teachers of H university affiliated Sapporo elementary and junior high school principal, deputy head, and teacher representative

- Director of H university each affiliated sub-school

- Outside experts

- Lawyer - crisis-management and responsibility of school from standpoint of administration of justice -

- Police - the entire crime prevention measures from the standpoint of police

- Education committee of the city - crime prevention measures of municipal school from standpoint of educational committee -

- Security company - school guard and crime prevention measures from standpoint of security guard -

- Architect office - crime prevention measures of school facilities from standpoint of design -

- PTA Chairman-wish from guardian's standpoint on school security

■Review session

The review session was held four meetings in about three months based on the theme for an efficient study.

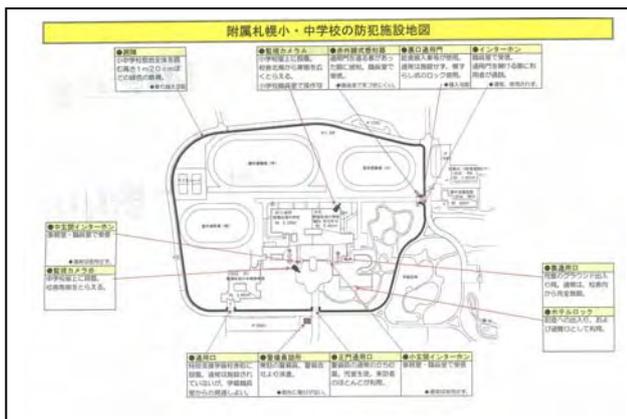
- The 1st: School facilities inspection and problems
- The 2nd: Review of Inspection and Improvement Manual draft (including Solution of facility issues)
- The 3rd: Manual idea examination and inspection report (including: finalization of parts to be improved)
- The 4th: Final review of manual draft

Current status and extraction of problems

■Current status

● Use of the security map of facility

The security equipment map where the arrangement of the security equipment inside and outside of the school building was prepared beforehand, for the study group members checked the equipment and the current conditions.



■Security equipment map

● Verification of software related measures

Inspection and review of the current conditions related to the software, based on the concept how to prevent someone suspicious from entering the school, including work flow of the security guards and reception, how to manage the entrance, IC card for visitors and parents, cooperation of parents to patrol the site.

● Verification of parents communication network

For a fast and accurate communication, the parent communication network was confirmed using the mobile phones

● Verification of security training

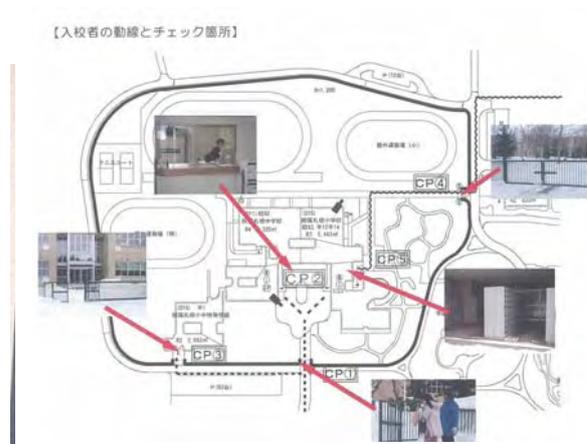
In the annual security training, the training was conducted to review the procedure, which uses the

secret signal between the teachers and students “Urgent broadcasting secret word” with an assumption that someone suspicious could enter the school from anywhere.

■Extraction of problems

● Traffic line and blind spot

Students activity range, visitors traffic line and the visible range of security camera and teachers are marked on the security map. As a result, some blind areas were found where it is difficult for the security cameras and teachers to check and see visitors from the outside.



■ Security Map (traffic line and blind area)



■ Indication of security camera (helps to prevent invasion)

● Blank time

The blank time issues were found, including the main gate security guard shift, layout of the office, projected window specification, and operation of the school assembly etc.

● Solution

In the study group, the security equipment and system issues were studied to find a solution on: 1) current situation, 2) effectiveness, 3) problems and 4) procedures to solve the issues.

Manual and checklist

Manual

- The school determined to prepare an effective and practical security manual to further enhance the security measures in reference to the procedures and notes of “Inspection and Improvement Manual concerning Security Measures of School Facilities” issued by the Ministry of Education, Culture, Sports, Science and Technology et. al. based on the current condition and the security measures of the school. It was intended to be a sample of the security manuals of other affiliated schools.

Checklist

- The checklist for regular check of the security equipment was prepared for priorities of the inspection as well as the category of check items for weekly and monthly/yearly inspections. The inspections will be conducted by the security supervisor. The result of inspection is disclosed on the School Memo and PTA board members meetings making the board of directors etc. public to the check.
- The check list uses a website of Internet to upload the personnel in charge, date of inspection, assessment, issues need to be solved and the current photo online. It is convenience not only to summarize the inspection results but also for all the teachers and staffs to know the current situation of the security conditions, which will contribute to increase their awareness of the security and performance.



■ Checklist online

Solution

- The solutions for issues on the security equipment and systems are based on the points extracted from the annual security and evacuation training and inspections to classify the level: 1) urgent matters (urgency), 2) improvement needed (budget issue). These issues are marked on the security map to illustrate the problems

so that the subcommittee of the school facilities will prepare the improvement plan from the viewpoint of the safety. The school facility committee will then review the plan from the budget viewpoint to implement the corrective measures.

Information and review of inspection and improvement measures

Information of inspection and improvement measures

- The security measures are informed to the parties concerned on the school memo or the school education orientations from time to time. In addition, this is disclosed on the website of the school “School News” on a timely basis. This School News is updated everyday and well received by the parties concerned to the school. The school memo can also be checked on the website.

Review of inspection and improvement measures

- The regular inspection and the annual security and evacuation training are assessed. The issues found through the assessment will be reflected to the security manual to constantly review the security measures.

Future tasks

- The security equipment and system will be upgraded continuously to achieve more practical solutions. Therefore, it should be promoted to cooperate with the outside experts and organizations as well as through hearing sessions with the parents, outside specialist and experts.

Comments from the study group

- The security related inspection and improvement manual was developed and actually implemented, which considerably helps to improve the awareness of the teachers and students on security.
- The Internet based security equipment regular inspection system has been effectively operated so that all the teachers can see the results of assessment and its progress at a glance. This also contributes to secure continuous security awareness.

2 K University affiliated school (Kochi Pref)

● Outline

■ Scale

School	# of class	# of students	# of teacher
Elementary school	9	60	27
Elementary school/special class	5	158	7
Jr. high school	21	737	33
Jr. high school/special class*	12	471	23
Total	47	1,426	90

■ Situation in surroundings and feature

- The special support school is located in the main campus of the university. Other kindergartens, the elementary schools, and junior high schools form the group are located in a separate campus in the residential area close the central part of Kochi City.

- The students of K University affiliated kindergarten and other schools go to school from a wide range of area in Kochi Prefecture.

Kindergarten and elementary school (from Kochi city)
 Junior high school (within one hour by public transportation use)
 Special support school (from a range of prefecture where practical)



■ Elementary school front gate

Beginning

- From the increase of crime cases occurred in school facilities, it is further required to secure the safety of the students and the facilities. This school is not an exception and is required to further review and improve the security measures including making the security manuals against someone suspicious and security training for the students and teachers.



■ Main campus of the university including the affiliated special support school

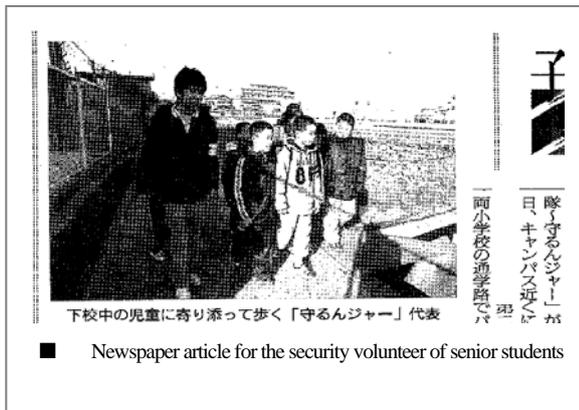
- No regular inspections were conducted from the viewpoint of the facility maintenance, the security measures common to all the affiliated schools of the university was reviewed and improved based on "Support Programs of Security Manual" by the Ministry of Education, Culture, Sports, Science and Technology.

Organization

- To create an organization of the project, the assistant principal of the affiliated school, PTA chairman, the university faculties and staffs are called for the meeting, as well as the outside specialists including a principal of a public school, Director of Regional Safety Promotion, Kochi Prefecture Police Department and a security advisor.
- Opinions were taken from the college students of Education Department of the University who participate in a security activity to patrol the school site.

■Key Members

- Parties involved with the school
 - Professor of Department of Education
 - Assistant principal of the affiliated special support school, kindergarten and elementary/junior high school
 - PTA chairman of the schools
 - Student volunteer representative
- Outside
 - Principal of a public elementary school (Principal of Elementary School A, Kochi)
 - Director of Regional Safety Promotion, Kochi Prefecture Police Department
 - Security advisor



■ Newspaper article for the security volunteer of senior students

Current status and problems

- The current status concerning the school security was confirmed twice by all the members of the study group based on the site map.
- This was the first overall inspection of the site of kindergarten, elementary and junior high schools by all the members. It was effective to reveal the site conditions and weakness in terms of security. It was also confirmed that the site inspection would help to design the evacuation route and cooperation of the parties concerned in case of emergency.



- K university affiliated kindergarten and elementary and junior high school site

- From the viewpoint of prevention of intruders, the current conditions including the gate, fence and visibility were confirmed and different types of inspections were made depending on the conditions of the schools.
- The issues will be noted on the map and the photos were taken to record.



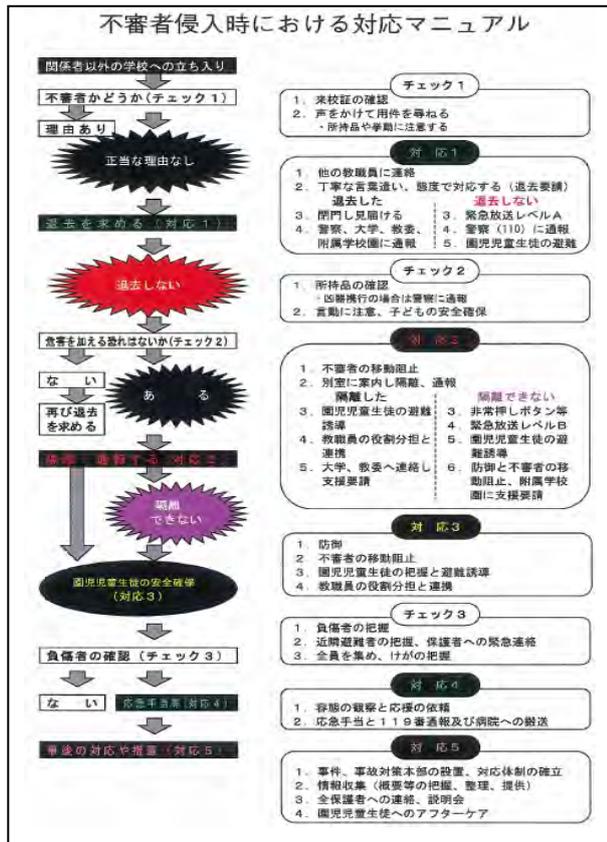
- The issues were noted on the site layout with the photo

Manual and checklist

- The manuals were prepared depending on the condition of each affiliated school and the communication between the schools.
- The checklist for regular inspections should be prepared for the one for daily inspection and the other for monthly inspection. The person in charge of the inspection will make a report to the manager.

■防犯チェックシート(様式2 No.4)		年 月 分															副園長:				
D-W-M-Yランク		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	記 事	改 善 状 況	
項目		破 れ 窓	ゴ ミ 散 乱	い た ず ら	錠 前	電 気 錠	ト ア ホ ン	防 犯 カ メラ	照 明 具	非 常 灯	廊 下 灯	内 線 電 話	埃 内 放 送	受 信 機 置	録 音 機 置	通 報 機 置	サ イ ン 他				
No.	場所																				
	給湯室																				
	教材室																				
	保健室																				
	職員室																				
	ピロティ																				
	スロープ																				
	倉庫																				
	遊戯室																				
	保育室(西)																				
	教材室																				
	保育室(東)																				
	保育室(西)																				
	教材室																				
	保育室(東)																				
	保育室(西)																				
	教材室																				
	保育室(東)																				
	1F西																				
	1F東																				
	3才児保育棟																				
	4才児保育棟																				
	5才児保育棟																				
	運動場																				
	遊具																				

■Regular inspection check list per room (monthly) See (P50).



■ Trees and branches cut by the parent volunteers

Information and review of inspection and improvement measures

- The security manual is distributed to the teachers and staffs of the affiliated schools. In the future, a print to illustrate the security policy will be provided for the students and parents to increase the awareness in the school security.

Future tasks

- Although this review session intended to prepare the security manual, other issues including disaster, fire prevention, safety management, lifestyle (bully, not-attending school) and mental care and press measures etc will also be covered.

■ Refer to the correspondence manual material when unidentified invades. (P49)

Solution

- The improvement plan is made according to the priority from 1st to 3rd for its urgency and feasibility.
- The improvement plan includes; repair of the fence which could allow intruders to enter the school as the 1st class, and change of the glass from the pale glass to transparent one to improve visibility as the 2nd class which would require expenses to spend.
- To solve the issue of visibility blocked by trees, which was found from this inspection, the parent volunteers will cut the branches.

■Comments from the study group

- Parties concerned to the school deepened their mutual understanding or view on the school security by participating in the inspection/improvement projects of the security
- As the security manual is now available, it is now necessary to promote a continuous and smooth security measures for teachers and students through the daily inspection, security trainings and security educations.

3 D Private Jr. High School (Kyoto Pref)

● Outline

■ Scale

Number of classes	24
Number of students	909
Number of school personnel	83

■ Situation in surroundings and feature

- It is in the region where it is located on the north side of Kyoto City. Stores, temples and residences are concentrated into the area.
- It is only 2 minutes by walk from the exit of a subway station. Many of the students use the train service, not only from Kyoto city but also other prefectures.
- It is located adjacent to a university. There is an access to the school through the university campus.
- There are total 5 of national cultural assess. 2 of those is the school facility so that visitors may enter the school site.

- Since the integration plan with the high school in a different site is underway, the security issues are under consideration with limited budget for investment while aiming certain effectiveness.



■ Beginning

- When a staff of the junior high school participated in "School Security Seminar" to hear the outline of the elementary school invasion case, this staff strongly felt the needs of safety measures of school facilities. Then, this school decided to apply for the "Support Program of Security Manual" provided by the Ministry of Education, Culture, Sports, Science and Technology.
- Neither criminal cases nor accidents occurred in the school and the awareness of the school staffs for the security was quite low. As the school realizes the importance of security and took this opportunity to start preparing the security manual.

- For the review of the building and utilities, the architects of the companies and the security company staff took in charge the discussion.



■ Entrance of Jr. High School

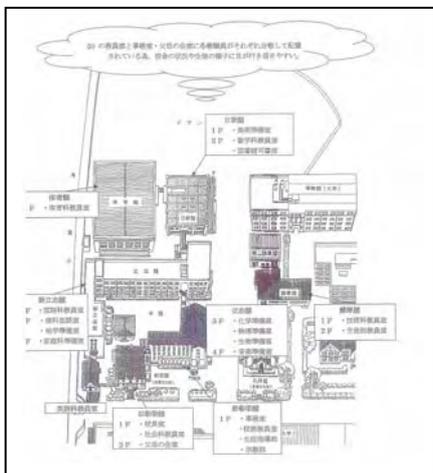
■ Organization

- An organization "Security Measures Inspection and Improvement Manual Development Committee" was organized based on the "Fire and Disaster Prevention Committee 6 members, permanent committee) including 2 school officials, 2 architects, 1 PTA representative and 1 security company staff.
- The junior high school site was adjacent to the university site so that the students will pass through the university site. Therefore, the university secretariat and the representative of the Facility Department joined the

■ Current status and problems

- Although no regular inspection for the school facilities were conducted concerning the school security, it was possible to take a prompt measure for repairs such as the cases of minor defects to be repaired on the following day of the request with the sole discretion of the director of secretariat or the head of General Affairs Division.

- Any items noticed by the teachers and staffs should be corresponded to the facility personnel for repair. Before the school orientation, all the teachers and staffs check the school facility to correct any defected items.
- As a daily inspection, the security guard makes the daily log and key status report and the patrol report every 1 hour for holidays.
- For preparation of this manual, the facility personnel checked the site as a whole from the viewpoint of the school security, as well as the individual inspection by the school officials and architects, the committee confirmed the safety and issues need to be solved in terms of the school facility safety.
- A visit to other elementary schools was conducted by the school personnel for their experiences of inspection and improvement of school facility securities. Opinions were also given by the school personnel.
- The facility and equipment are checked by the facility personnel and amended the contents based on the check list notified by the Ministry of Education, Culture, Sports, Science and Technology as a reference to cope with the actual condition of the school.
- The issues revealed from the inspection should be noted on the campus map. The report with photo was also prepared to share the information by the parties concerned.



- Campus map to describe the issues need to be solved (original, no description was added)

- The check list has two or more check items for 15 locations in total such as the gate or entrance. The assessment was made by 3 levels. Specific countermeasures should be described for the items with low point. The description should further be evaluated by the 3 levels of qualification. Items unavailable for

assessment (no countermeasures taken as of now) are provided with the expected schedule.

私立D中学校のチェックリスト等事例
1)点検・改善チェックリスト作成例

点検者: OO

現場での評価: A:行っている B:概ね行っている C:行っていない
対策後の評価: O:問題ない △:概ね問題ない ×:問題あり

確認場所	具体的点検項目	評価	具体的な対策等	対策後の評価
① 中学正門	1 出入りのチェックを行っているか			
	2 門の高さや形状は十分か			
② 中学校南面入口西側	1 鉄柵は設置しているか			
	2 門衛所からの見通しはいいか			
	3 来訪の際は必ず受付に立ち寄り表示されているか			
③ 中学校南面入口中央	1 鉄柵は車輪が一旦停止できるように設置されているか			
	2 門衛所からの見通しはいいか			
④ 中学校南面入口東側	1 鉄柵は外部の人が簡単に入れないような対策をとっているか			
	2 門衛所からの見通しはいいか			
⑤ 門衛所	1 内線電話が確保できているか			
	2 休日の非常時の連絡体制は整っているか			
	3 受付窓口はカーテンや掲示物で視線を妨げられていないか			
	4 安全管理マニュアルは設置されているか			
	5 防犯カメラは正常に作動しているか			
	6 防犯カメラ設置の看板(札)を適切な場所に設置しているか			
	7 来訪者に受付をするように表示されているか			
	8 名札は確認のしやすさになっているか			
⑥ 裏門	1 破損・隙間は生じていないか			
	2 パーテーションはフェンスの役割を果たしているか			
	3 十分な高さや形状を確保しているか			
	4 清掃が適切に行われているか			
	5 防犯カメラは正常に作動しているか			

■ Checklist to extract issues, Reference (P52)

Security and inspection measures

- A security enhancement method without the need to close the site was under study because of the features of the school as placing an importance of the history and tradition of the school while having a free and open atmosphere to raise the students to be independent.
- The junior high school site is surrounded by the main street with heavy traffic, the university street, street in the university site with a lot of traffic or people and high fence (adjacent to the passage to a temple). If a visibility is secured by a transparent fence or live fence, it is expected to suppress the intruders to come beyond the fence, as well as the visibility from the neighborhood for safety.
- By focusing on the access route from the university to the junior high school site, it was easy to take countermeasures
- In addition to the site conditions above, the security measures such as introduction of equipment and systems were studied.

- It is assumed that the check list to cover the current conditions and issues to be solved will be used, while the daily check list remains pending for now.
- After the manual is completed, the school security inspections were conducted twice a year before the school orientation (option) by all the teachers and staffs in addition to the regular report from the teachers and staffs, it was decided to add security items.
- As security guards, cleaning vendors and repair temporary workers are working for the school full time, other than the teachers and staffs, their views on the security were obtained for reference.

Solution

- AS the school is planned to move, the issues revealed from the inspections were corrected for a minor extent of repair works. For instance:
 - (1) As a security guard is assigned both for the university entrance and the junior high school site, it is a mental suppression for intruders to access the school. However, the university remains open and there is no gate between the junior high school and university, the access route to go to the junior high school site was limited to one through the janitor room.
 - (2) If an intruder commits to enter the site over the wall or fence, the location is clearly visible from the road with heavy traffic and the university passage. Therefore, it was decided to apply fences and live fences to limit the access. Any gap between the walls or fence was closed immediately.
- There is somebody in the site including security guards, repair personnel and cleaning vendors in the site, which is effective to mentally suppress the intruders.
- For retrofitting works with budget, the junior high school has the rights of the budget, the improvement measures can be taken only with the agreement of the school
- As there is a junior high school building adjacent to the university site, it is attempted to share the information and remain the communication of the security guards and cleaning vendors of both schools.



- The fence is newly established where invisible from the security guards

Information and review of inspection and improvement measures

- The study group was dissolved upon extract of the security issues of the school facilities and preparation of the manual, but the issues will continuously be discussed by “Fire and Disaster Prevention Committee” and “Risk Management Committee” as needed.
- The current report is distributed to all the teachers and staffs of the school, as well as to other schools to share the information.
- The school is working in collaboration with “Risk Management Committee” of companies and universities for easy communication.

Future tasks

- In order to maintain the security measures of the school facilities, it is important to increase the awareness on securities for teachers, staffs, security guards, cleaning vendors. Countermeasures against intruders to the school facilities should be further refined for both teachers and students to apply.
- The issue is how to develop the current measures after the integration of schools.

■ Comments from Study Group

- As the organization is relatively small and the budget is independent for the schools, a prompt measure can be taken against emergencies. This is one of the features of private school.
- While security guards, cleaning vendors and repair personnel are only assigned to their jobs, in the same manner as teachers and students, they are motivated to have the awareness of the school security.

4 S Elementary School, Shiki City (Saitama Pref)

● Outline

■ Scale

Number of classes	28
Number of students	810
Number of school personnel	41

■ Situation in surrounding and feature

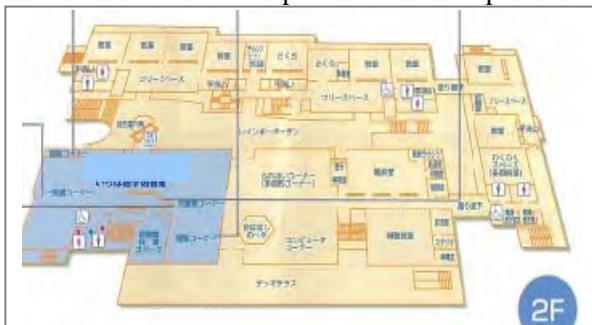
- S elementary school is the first public school in the city, which is located in the major commercial area in the city, near the three major roads. There is a public hall in the vicinity.
- Shiki Station is the nearest station to the school. Therefore, with the development of the area for many residences, the number of the school zone tends to increase.
- It is a complex of the elementary school, city library, and the public hall.



■ Front façade of elementary school

Beginning

- This school was planned to be in a complex with city library and public hall as a school open to the community, aiming "Improvement of educational power in the region" and "Socialization of the academic training".
- During the design and construction phase of the school (construction completed March 2003), the elementary school intruder crime case occurred. Therefore, it was decided to make the school facility security manual to secure the safety of the students.
- AS this is a complex for uncertain number of people to use such as city library and public hall, as well as elementary school, the security manual common to the three facilities were developed and went into operation.



- "F floor plan (yellow is the elementary school, and blue is the library)

Organization

- "Public Hall Operation and Management Committee" including the users of the facilities, including the representatives of neighbor, town meeting and children assembly, in addition to the administrator of the complex (elementary school, city library and public halls).

■ Key Members

- Parties concerned to the school
 - Head of public hall
 - Principal of elementary school
 - Representative of PTA
- Outside
 - Representative of town meeting
 - Representative of children assembly
 - Representative of the public hall users

Current status and problems

- By reviewing the security measures during the construction phase, the security measures were confirmed reflecting the design and construction, and necessary measures were taken.

■ Major security measures

- ① Many glasses are used for the wall to retain visibility from the public as “eyes of the community”
- ② Installation of security cameras to blind spots
- ③ All the teachers and staffs carry PHS for emergency call and whistle.
- ④ One security guard is stationed at the common entrance of the three facilities.

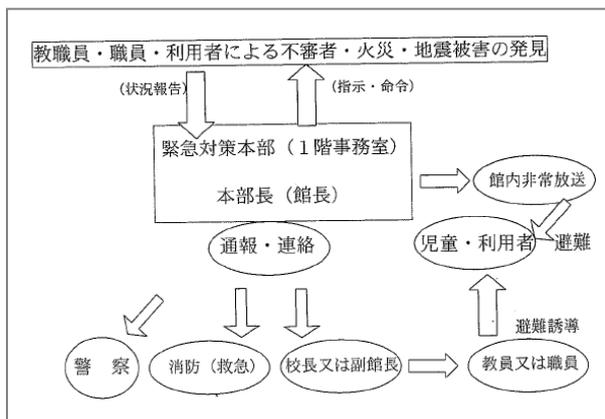


■ The wall glass with good visibility

Manual and checklist

■ Manual

- A common manual is available for elementary school, city library, and public hall is available.
- The manual refers to the procedures, organization and personnel in a normal condition and emergency against “accident/crime case, fire and earthquake”.



■ The initial flow in case of emergency

■ Checklist (daily inspection)

- Daily inspections by the full time security guards and regular inspections concerning fire are conducted by the municipal office partner such as the citizen volunteers.

Information and review of inspection and improvement measures

- The training of fire prevention, disaster prevention, and crime prevention is executed for three times a year to review and share the information with the parties concerned.

訓練種別	訓練内容	実施時期(予定)
総合訓練	○ 不審者対応、消火、通報及び避難誘導訓練等を連携して行う。	毎年 5月(防火) 10月(防災)
消火訓練	○ 屋内消火栓、消火器の操作及び消火訓練等を行う。	2月(防災)
通報連絡訓練	○ 消防機関への通報訓練を行う。 ○ 校地への通報連絡訓練を行う。	
避難訓練	○ 避難及び避難誘導訓練を行う。	
安全防護訓練	○ 不審者との対峙訓練を行う。	
応急救護訓練	○ 負傷者への応急救護訓練を行う。	
地震想定訓練	○ 上記訓練内容に準じて行うとともに、防災機関や町会等で行う訓練に積極的に参加する。	

■ Contents of training

- PTA hosted “Security Seminar for Children’s Safety” and “Violence Prevention Program to the Child” to the students at Grade 2 and the parents to increase the awareness against securities.
- Upon review of the risk management manual issued in 2003, the Management and Administration Committee issued the revision in October 2004. This was followed by another revision with the update of the emergency contacts and evacuation route in September, 2006.

Cooperation with the community

- The parents organized the citizen volunteer group for patrol of the school once a week.
- This facility complex is considered to aim “the community to protect and raise the children”. This slogan should be notified to general users, to raise their awareness for countermeasures against someone suspicious and daily greetings.

Future tasks

- To strengthen the cooperation of the school and the region further, the place of the alternating current of the user and the child in the public hall (adult education institution) is set as much as possible.

■ Comments from Study Group

- The unique feature of this case is to use “the eyes of the community” to the school in operation at the opportunity to integrate elementary school, city library and public hall by taking advantage of the change.
- As uncertain number of people comes to the facility, it is important to continue monitoring the facility by “the eyes of the community” through daily communication between people and greetings.

5 S Elementary School, Adachi Ward (Tokyo)

● Outline

Number of classes	15 classes
Number of students	506 people
Number of school personnel	36 people

■ Situation in surrounding and feature

- The elementary school is located in a historical popular commercial district. The site is surrounded by residential buildings.
- Due to the redevelopment of the area in front of the nearest station to the school, the area is attracting more people.
- The station is for JR (Jouban Line), the subway (Hibiya Line and Chiyoda Line), Tobu-line and Tsukuba Express.

- There are office and residential buildings around the school. There is the public hot swimming pool in the complex.



■Elementary school

Beginning

- In the Adachi Ward education committee, the security policies for both software and hardware have been advancing by placing the safety measures as an important policy issue.
- The education committee has no inspection/improvement manual specialized in the security policy of the school facilities, the schools in the ward conducts a monthly evacuation training and safety inspection according to “Emergency Manual for Fire, Earthquake and Unidentified Persons”.
- In the evacuation training, the security equipment is actually used. The school and classrooms are also inspected.

- In S elementary school, although no inspection/improvement manual concerning the security equipment, the emergency alert device is actually used in the monthly evacuation training and the lock units in the school facility are also inspected during the safety inspection.

Emergency manual

- The emergency manual for earthquake using the emergency alert system as well as against unidentified persons was compiled in FY2006.

Current status and problems (Manual and checklist)

- According to the emergency manual for earthquake and against unidentified persons, monthly evacuation training and safety inspections are conducted on a monthly basis. Amongst, the evacuation training is open to public once a year.
- In the evacuation training, the emergency alert system is actually used to check the performance of the unit.
- In the safety inspection, a teacher or staff is assigned to responsible for each room, part of the school building and courtyard. Each personnel check each



■ Reception counter at the side of lift

room and part according to the check list and report to the principal if they find any defects.

- Due to the limited budget, items which the school is unable to take immediate measures, the school applies to the ward education committee personnel to take measures in cooperation as necessary.



■ Emergency alert system, monitor



■ Emergency alert system indicator

Solution

- If any defects are found according to the inspection, an emergency measure can be taken within the range of the budget at a principal's discretion.
- In November and December every year, each school conducts the facility inspection for the maintenance planning for the following fiscal year, the education committee of the ward is also informed of the needs.
- The improvement of facilities doesn't attempt the improvement only of a specific school but targets the

whole schools in the district.

- One of the trigger to improve the security policy for the whole ward is the start of subsidy for security cameras by Tokyo Metropolitan Government.
- With the start of this subsidy system, the education committee, policy committee prioritized the security issue and secures the special budget to take measures as below from FY2005.
 - ① Installation of security camera
 - ② Autolock system, interphone with monitor,
 - ③ Height increase of the gate and fence up to 1.5m

Information and review of inspection and improvement measures

- In the elementary schools, in order to support the system of the reception for visitors, the teachers and staffs say a ward to visitors in the school to identify someone suspicious, as a software measure.

Cooperation with the community

- The emergency alert system was introduced in B elementary school in the ward upon donation (1/2) from the community in 2003. In 2004, C elementary school introduces the same system with donation (all expenses). S elementary school introduces the system in FY2005.
- The education committee of the ward will study the movement to install the emergency alert system at the timing of refurbishment of the school facilities in the future.

Future tasks

- Cooperation with the community should be further strengthened. The monthly safety inspection continues to fulfill the cooperation with the community.

■Comments from Study Group

- The education committee realizes the need of security policies and evacuation of the schools and efforts were made to the facilities.
- With the monthly evacuation training and the safety inspection, the facility inspections are well conducted by the organizations. On a regular basis. The teachers and staffs have high awareness on security measures, a favorable cooperation system with the community is observed.

6 Kusatsu Education Committee (Shiga Pref)

● Outline

■ Scale

Kindergarten	10
Elementary school	13
Junior high school	6

■ Situation in surrounding and feature

- Kusatsu City is located in the southeast of Shiga Prefecture, and consists of the area that extends to the south north for 12km and 9km in east and west in shape.
- This region attracted many people as a traveler's town because of its location at the crossing of the routes Tokaido and Nakasendo from Edo era. In recent years, there are superb networks for transportation including JR Tokaido Bullet Train, Route 1 and Meishin Highway to access both east and west. The population increased as a residential town for Kyoto and Osaka

- As Shiga prefecture encourages universities to come to the prefecture, this region is considered to be a university town.



■ School Safety Assessment System

Beginning

- While it is important to take safety measures against crimes, while many criminal cases against schools occurred, it is also indispensable to take measures against natural disasters such as wind damage, flood and earthquake, as well as car accidents.
- For the safety measures concerning schools, the parties concerned should cooperate in an efficient way and review/improve the countermeasures against accidents. Therefore, various measures should be assessed before compiling "School Safety Measures Assessment System" for case studies as necessary. This has been applied to each school in the region.

Organization

- "Kusatsu City School Safety Measures Assessment System" was established in the education committee. (September, 2004)
- It is organized by schools (principals of elementary and junior high schools, principals of junior schools), PTA corresponding council, local federations, education committee, police, fire department, university (Hyogo Education University). (10 members, 7 staffs).
- As a joint project (e.g. research and system configuration, research committed by the city) with the expert of the school safety (a professor of Hyogo Education University), it was decided to create a manual specific to the region.

- In order to collect the ideas of teachers and staffs (managers, general teachers) and parents and reflect the ideas on the assessment system, a preliminary research was conducted. Based on the research results, the policy making committee studied the contents and format of the system.

■ Member of the study group

- Professor of Hyogo University of Education School
Department of Education
- Representative of Kusatsu Kurito Doctors Association,
Kusatsu City School Doctor Division
- Representative of autonomy federation
- Section chief, Kusatsu police station, life safety section
- Section chief, Kusatsu police station, regional section
- Head of Nishi Fire Department, Konan Local
Administration
- Principal, Kusatsu elementary school,
Kusatsu School Health Division
- Principal, Kusatsu junior high school,
Kusatsu School Health Division
- Chairman, Kusatsu PTA council
- Vice Chairman, Kusatsu PTA council
- Kusatsu education committee, as secretariat

Current status and problems

- In reference to "Checklist of Kindergarten and School Safety" of the Ministry of Education, Culture, Sports,

Science and Technology, a specific manual and checklist was developed by each school as they make their own policy to implement the inspections.

- Upon inspection by each school, “School Safety Assessment System” is used to review the check items on PC to make the database for evacuation.
- An assessment is made based on this System for each term. The assessment results shall be submitted to the education committee by the end of the terms (three times per year).
- During “the month for safety management of schools an kindergartens and securing children’s safety” in June, each school implement: (1) risk management manual review, (2) encouragement of teacher/staff awareness on risk management, (3) implementation of emergency training and seminars, (4) safety guidance for children to go to school/back home, and (5) raising awareness of security for the community, parents and children.

Manual and checklist

- The assessment items include security measures, prevention or decrease of damages from natural disasters, as well as prevention of injury and traffic safety.
- Based on the assessment items specified by the Ministry of Education, Culture, Sports, Science and Technology, the contents are modified to use according to the actual condition of Kusatsu city.
- In "School Safety Assessment System", there are items for managers and ordinary teachers (e.g. for the chief who is in charge of safety”.
- The assessment items includes: 1) securing daily safety, 2) security safety in case of emergency, 3) prevention of damages from natural disasters, and 4) timely report and first aid methods.

Examples

(Securing safety in terms of school facility: for managers)

- (1) Inspection and repair is conducted for the school gate, fence, outdoor lighting (e.g. security lighting), breakage of windows of entries of the school building, and the status of locks.
- (2) If any warning system (alarm bell and buzzer), a security monitoring system and alert equipment (e.g. school emergency call system, communication system with the police or security company) are installed, the work flow for the communication with the police and security company is established.
- (3) Check of items to block the sight such as trees.
- (4) It should be confirmed of any possibilities of the invasion through the bicycle parking, parking lots and adjacent buildings.
- (5) Measures have been taken against falling of students

from the height.

- (6) Repair works required for safety and facility management are applied or requested.

Example of item

(Prevention of damages from natural disasters, and evacuation related: for managers)

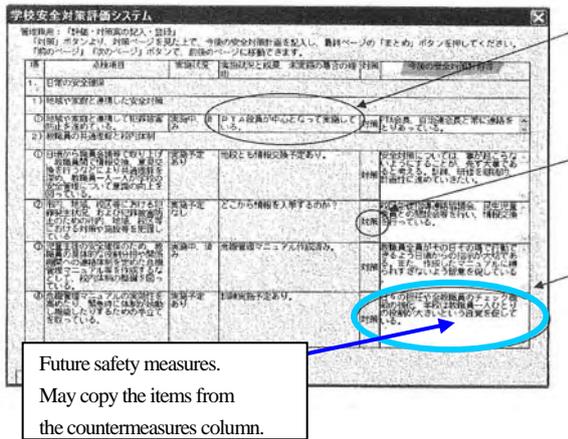
- (1) Any obstacles in the evacuation route, or around the fire facility and system. If found, it should be removed.
- (2) Operability of the fire water, fire extinguisher, fire plug, fire shutter, and fire doors are confirmed. Evacuation equipment is confirmed to be available to use.
- (3) The fire alert system and emergency public address systems are confirmed to be available to use.

- In addition to check the column of the implementation conditions, the status, achievement, reason of uncompletion and special notes should be recorded.

Check (1) inspection underway/completed, (2) will be inspected or (3) no inspection planned.

Note any comments or remarks related to the inspection conditions as required.

- Next, based on the conditions of implementation, "Future Safety Measures Plan” chart is completed. Examples of the countermeasures should be referred in the table of the assessment system for each school.



Solution

- “Future Safety Measures Plan” is submitted to the education committee (School Administration Section) to report the items in need of support from the education committee. If any repair works are needed, a report is submitted to School General Affairs Section to be in charge of facility maintenance from Administration Section.
- For improvement of facilities, this is not for specific schools but measures should be taken from a common view to the schools. Therefore, the common measures have been taken for all schools such as installation of fence or electric lock.
- Measures for crime and disaster prevention should be taken as an emergency measure. This is prioritized to other measures.

- The past safety measures for Schools in Kusatsu**
(Wide area)
- Security alarms are distributed to all students of elementary and junior high schools.
 - Facility; the fence by the road is newly established or repaired.
 - The hot line emergency alarm system to the prefecture police is installed in elementary and junior high schools.
 - Security tool “Sasumata” and “Net Gun” are provided for all schools by the end of 2004.
 - “School Safety Volunteer Patrol Project” is implemented at each elementary school zone.
 - The safety patrol for schools.
 - Electric locks for the school gate, etc.

Information and review of inspection and improvement measures

- In order to share this system by the schools in the city, a CD-ROM is distributed to each school for managers to recognize the procedure. The results of inspection are saved in a computer for the parties concerned to share the information.
- Managers of each school provides opinions on the system review such as the inspection item and assessment standard. Such opinions will be used to review the system.

Future tasks

- As there are difference of actual conditions and awareness of teachers and staffs for each school, it is necessary to consider a countermeasure against assessment methods not uniformed.
- Currently, the priority of the security for the school site has been shifted to the security out of the school site. It is necessary to consider how to create an assessment system for the traffic lines etc. around the schools.
- It is necessary to improve the procedure such as making a certain pattern of the inspection and assessment depending on the items.

■ Comments from the study group

- This is a unique attempt of the system on the assessment system, it is important for the education committee of municipal or prefectural government to play a key role on this.
- Although it could be a mean to make an assessment from the outside view, some items may be hard to assess in uniform.
- Through the general inspection of the whole school, the key role of the parties concerned gains more importance, which would activate the information exchange between the schools.
- The general inspection per term is expected to be effective to sustain the safety awareness of the parties concerned. On the other hand, as it could be stereotyped, it is important to consider an effective mean such as categorize specific inspection items for each term and annual assessment.
- The current system needs to be improved further. The future implementation and upgrade of the system are expected.

7 G Elementary School, Kyoto (Kyoto Pref.)

● Outline

■ Scale

Number of classes	28 classes
Number of students	824 people
Number of school personnel	39 people

■ Situation in surroundings and feature

- Based on the tradition “the community children is raised by the community”, the citizens are eager to the education of children .Therefore, the city is promoting to be the “education advanced city” according to the principle “the town making is from human making”.
- The city is planning its policy to secure the secure and safety of the life of citizens, not only the children, as the first priority.
- G elementary school is surrounded by the rich social environment with nature, traditional industries and traditional cultures.

- The school is actively promoting the task in cooperation of the school, family and community such as receipt of the designation of the community school by the Ministry of Education, Culture, Sports, Science and Technology.



■Elementary school main gate

Beginning

- Due to many occurrence of invasion of unidentified persons, it is necessary to take a particular measure depending on the actual conditions of schools, family and community on a regular basis. It was thought to be necessary for school, family and community to take measures or improve the condition to cope with various conditions.
- It is important for teachers and staffs to cope with the inspections and attempt the awareness of the security so that the inspection and assessment is implemented based on the check list.
- It is thought that it is important to be involved in the check of two or more school personnel, and to attempt the improvement of the crime prevention consideration of the school personnel, and executes the check evaluation by the checklist to the crime prevention measures.
- The security awareness was raised since the criminal cases in the elementary school of Fushimi Ward in 1999. To the contrary of the aim to have an open school, it is necessary to prepare the check list for both hardware and software to secure the safety of children.

linkai, Human Development 21st Century Committee representatives and the education community discuss the safety measures of children, and launched “Kyoto City Children Safety Committee” in April 2004 to promote a comprehensive and systematic safety measures. They hold the committees on a regular basis.

Kyoto City HP

<http://www.edu.city.kyoto.jp/taiikukenko/anzenskaigi.htm>

- In each school in the city, "School Safety Meeting (an organization of each school and its name varies depending on the schools) is established in cooperation with the schools, PTA, and the community.
- G elementary school is designated as a community school of the Ministry of Education, Culture, Sports, Science and Technology (School Operation Council System). Under the school Operation Council, “Community Committee” is launched to study activities to secure the safety of children.
- At the committee once a month, the autonomy federation, Juvenile Guide Meeting members, teachers and staffs to study aiming a city planning in a safe and beautiful environment.

Installation of system of examination

- In Kyoto City, the schools, PTA, *Hitozukuri 21 Seiki*



■G Elementary School Community.

- G elementary school PTA is actively participating in the discussion of security. PTA raised many opinions and proposals, which are effectively used to make specific countermeasures.

Current status and problems

- The site is checked in accordance with “Security Checklist” for three times a year (at the end of terms) and the results of inspection and future improvement plans are reported to the education committee in writing.
- An inspection is conducted once a month based on “Safety Checklist” to take measures for improvement based on the results of inspections.

Manual and checklist

■ Use of crime prevention checklist

- In the city education committee, the checklist including 45 check items of 12 subjects is presented to each school, such as precautions of the school, identification of visitors, management of facility and equipment, and emergency countermeasures against unidentified persons.
- Each school has their own checklist to cope with the individual situation of the school, family and community based on the above.
- Each school make an assessment of the checkpoints for three times a year (April, September and January) as A (almost ok), B (never done) and C (not applicable). As a results of the assessment, the column “Future Improvement Plan” is shown in the education committee.

評価 A(おおむね行っている) B(行っていない) C(該当しない項目である)

点検項目	評価	今後の改善計画
4 施設・設備面の管理状況		
(1) 校門、園障、校舎等の鍵の管理に注意し、又日頃から点検・補修に留意しているか	B	
(2) 校舎裏や自転車置場等目の届かない場所を把握し、巡視するなど特に注意しているか	B	
(3) 防犯カメラ・モニター・感知センサーを適切に作動させ、活用しているか	B	
(4) 夜間機械警備システム作動確認を行っているか	B	

3 levels: A, B or C Future Improvement Plan

(1) 校門、園障、校舎等の鍵の管理に注意し、又日頃から点検・補修に留意しているか	■Security Checklist
(2) 校舎裏や自転車置場等目の届かない場所を把握し、巡視するなど特に注意しているか	
(3) 防犯カメラ・モニター・感知センサーを適切に作動させ、活用しているか	
(4) 夜間機械警備	

■ Use of Safety Checklist

- The education committee proposes “Safety Inspection List (example)” including maintenance and management of school facilities, other than the checklist.
- Each school prepares the safety inspection list in accordance with the individual conditions based on the above Safety Inspection List (example).
- Each checkpoint is assessed once a month (15th of every month “School Safety Day”). According to the result of inspection, the improvement plan is made.
- This is a list for inspection for various locations including regular classroom, stairs, corridors, restrooms and washrooms in detail. All the teachers and staffs including the classroom teachers check the items for confirmation of the school safety personnel, head teacher and principal.

安全点検表(例)

点検項目	場所 階段 昇降口												点検者	
	4月	5月	6月	7月	8月	9月	10月	11月	12月	1月	2月	3月		
1 出入口付近にじゃまになる物が置いてないか														
2 扉・引戸はなめらかに開閉できるか														
3 階段の滑り止めが破損していないか														
4 照明器具・スイッチ・コンセントに危険はないか														
5 手すり・その他破損はないか														
6 階段・踊り場に破損箇所はないか														
7 階段・踊り場に障害物はないか														
8 非常口(扉)の作動に異常はないか														
9 非常口(扉)の前後に障害物はないか														
10 消火器・消火栓に異常はないか														
11 防火扉は完全にはたらくか、また危険はないか														
12 その他危険はないか														

安全点検表(例)

点検項目	事後措置
1 出入口付近にじゃまになる物が置いてないか	
2 扉・引戸はなめらかに開閉できるか	
3 階段の滑り止めが破損していないか	
4 照明器具・スイッチ・コンセントに危険はないか	
5 手すり・その他破損はないか	
6 階段・踊り場に破損箇所はないか	
7 階段・踊り場に障害物はないか	
8 非常口(扉)の作動に異常はないか	
9 非常口(扉)の前後に障害物はないか	
10 消火器・消火栓に異常はないか	
11 防火扉は完全にはたらくか、また危険はないか	
12 その他危険はないか	

■ Safety check list (example) Stairs and Entrance

Solution

- The checklist has “inspection items”, “assessment” and a statement of “future improvement plan” for implementation of improvement of the situation.
- While minor items are covered by the school budget, for those which need to be approved by the education committee, any request is received and confirmed at the time of the reporting for three times a year.
- If any repair works are required for school facilities, Education Environment Maintenance Group, in charge of facility maintenance, is informed to take measures.
- Kyoto City has the policy to prioritize the measures for the security and safety of children, more than any other policies.
- Kyoto City is the one the grass root activities are popular. The community members are actively participating the school operations including safety measures. This is a good environment to use the power of the community for the improvement policy (e.g. Guardian Team organized by the community volunteer members for all school zones).
- G elementary school has security cameras and IP phones covered by the education committee budget. They also have proposals of safety measures such as autolock systems and emergency alert at the main entrance. Some have already been applied.

Information and review of inspection and improvement measures

- Each school has some members to conduct the inspections to improve the awareness of security. The results of the inspection are informed to all the teachers and staffs to share the information.
- Annual security training with participation of the police, is conducted to share the information with the pertinent organizations.
- The checklist will be revised as necessary upon inspection of each school. Each school update their own checklist
- G elementary school encourages the parents and the community to increase their awareness on security by posting news about securities on the PR paper for distribution to the parents.



■ School PR brochure

Cooperation with the community

- Kyoto City is a region where the activities by the guardian and the community members are actively conducted. Each school takes the community based security measures including the guardian activities and patrol of the area by the parents and neighbors.
- “Kyoto City Children Safety Network News” is issued to cover the discussion of Kyoto Children Safety Meeting and activities of the parents and the community volunteers for distribution to each school, kindergarten and parties concerned to encourage the awareness of security of the parents and the community members.
- The city places an importance on the view to protect the schools by the eyes of the community. Therefore, in the security checklist, an item concerning “the community based activities” is added for further assessment and improvement of the security measures.

11 地域ぐるみでの取組の状況

(1)	日頃から、警察等関係機関、PTAや自治会等と連携して、学校周辺での不審者等の情報を速やかに把握できるような体制があるか
(2)	PTAや自治会等と協力して、学区パトロールや声かけ運動等子どもを見守る取組が行なわれているか
(3)	PTAや自治会等と協力して、通学路の安全点検、登下校時・授業中・放課後の学校内外の巡視等の取組が行なわれているか
(4)	登下校時や校外学習時に緊急事態が起こったとき、子ども110番の家をはじめ、地域住民が子どもの避難誘導や通報に協力してくれるような体制があるか
(5)	緊急時に、学校や関係機関からの注意・依頼の文書が各家庭に配付されるなど、速やかに周知されるような体制があるか

Security Checklist

■ Comments from the study group

- It is important to take measures for safety management of schools not only by the schools, but also parents, community members etc. Kyoto City is working on the safety measures in cooperation of schools, families, community and the pertinent organizations.
- G elementary school is taking security measures using the community.
- The community based security measures are taken in cooperation with parents and community including Children Safety Patrols with Checklist of School Traffic”.

8 K Elementary School, Osaka City (Osaka Pref)

● Outline

■ Scale

Number of classes	13 classes
Number of students	327 people
Number of school personnel	25 people

■ Situation in surrounding and feature

- The school is located in so-called downtown where has residents, commercial districts and small factories, and the community activities are actively conducted
- The community members has a strong feeling to protect schools so that the volunteer based patrol team “Anzen na Machizukuri Net, Safety Town Planning Network” for monitoring the safety and traffic of students. Various activities are conducted to secure the safety such as the city-employed “Safety Guide for Children” and patrol of the ward office personnel.



■Elementary school main gate

Beginning

- As a measure of the education committee after the elementary school invasion case in 2001, security measures have been such as installation of interphone with monitor, auto-lock equipment or monitoring camera for all schools (kindergarten, elementary school and special support school) as well as emergency hotline system to Osaka Prefectural Police Department.
- In each school in the region, all the teachers and staffs have roles for security measures in cooperation such as preparation of the unique security manual based on “Security Manual for Schools – Preparation Guide” (September, 2001) and “Safety Measures Policy for Schools”(April, 2005).



■ Emergency alert equipment

Organization

- With “Security Committee” by the teachers and staffs, the manuals are reviewed every year, which is also used to share the information with all the teachers and staffs at the beginning of every fiscal year.
- Opinions from PTA, community members, education committee as well as experts concerning architecture and security measures are taken as a reference as necessary.

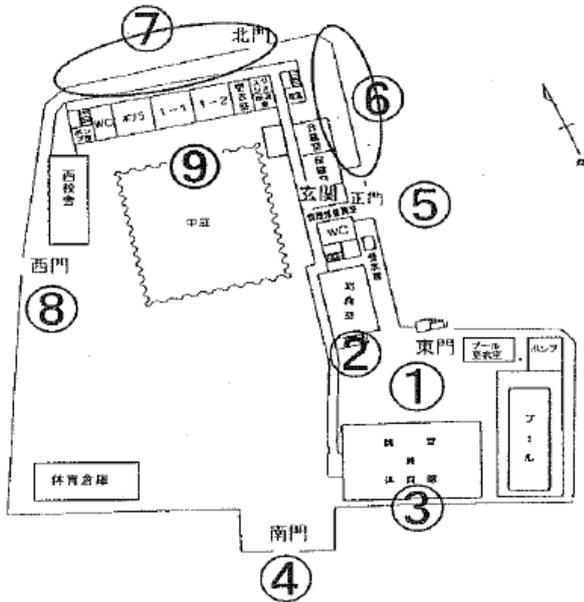
(1) 安全対策委員会
校内体制・施設の定期的な点検を図り、機能的な危機管理を行う。



Current status and problems

- Inspections are conducted for the current situation of safety measures for the facility, and it is noted on the school map to describe the issues in writing. This is effective to grasp the current situation and extract issues to be solved.

- The checklist is not available. The issues on the school map are shared.



■ Current status check on the school map

- Besides, “Children’s Safety Instructors (School Guard Leader)” who are the former policemen patrol area in and out of the school for once a day or more for safety inspection on securities from the view of experts on the facility and school.

Solution

- Improvement plans on the issues found from the security inspections are reviewed and informed to the school facility manager (head teacher). Any issues not solved with emergency countermeasures are reported from the school to the education committee for consultation.
- There are 298 school elementary schools in Osaka city. The education committee takes measures for the individual schools. K elementary school has the community to observe the security and a monitoring system to see the main gate from the teacher’s room, while some schools have security cameras to monitor the status.
- K elementary improved the facility such as replacement of pale glass to transparent one for the teacher’s room and janitor room for better visibility of the school. In addition, the system to protect children’s

safety by “Hagukumi Net, Fostering Network” to fulfill the security for children as well as monitoring of students on the way to home or school.

- If no measures can be promptly taken, attentions are given to the students not to play in the area. Warning signs are also posted in the area etc.



■ School guard leader’s safety check



■ School management room near front gate



■ Interphone of school gate

Information and review of inspection and improvement measures

- Security Seminars are conducted by the former policemen for training against unidentified intruders. Such training with the experts contributes to increase the awareness of teachers and staffs for security.
- In the security training intended for the students, “Children’s Safety Instructors” advices how to improve the training.
- The safety countermeasure manuals are reviewed on a yearly basis to check the key points. This is to confirm the security system after the personnel who took the training is transferred, and to share the key information about the security.
- Other than the above, the security measures are proliferated through brochures for students and parents as well as websites.

Cooperation with the community

- The school is surrounded by so-called a downtown. As there are small factories facing the road, the security awareness of the community is high naturally. The community has a strong cooperation system of the residents with high awareness of security.
- The elementary school education council organized “*Hagakumi Net, Fostering Network*” and “*Anzen na Machizukuri Net, Security Town Planning Network*” to monitor the students on the way to home and school.

Future tasks

- Only instructions are given to students such as not to visiting areas unmonitored by the school. The block fence was replaced by a net fence. Accordingly, the hardware needs to be provided as necessary for improvement.

■ Comments from the Study Group

- Security issues found from the studies are indicated on the school map for the school parties concerned to share and use the information. This contributes to improve the security measures for inspection and improvement forms various viewpoints.
- Measures are taken from wherever possible such as replacing pale glasses with transparent one for the teacher’s room. As there are invisible areas, the school personnel make patrol or safety inspections in the school or routes for the students to use. The school is open to the community in cooperation with the community for the safety of children.

9 S Elementary School, Hashimoto City (Wakayama Prefecture)

● Outline

■ Scale

Number of classes	8 classes
Number of students	114
Number of school personnel	16

■ Situation in surroundings and feature

- This school is located in an area where farmers houses from the old time and residential areas, which was developed around 1989. The community relationship is not so strong as the residents were from other areas, though PTA and school activities are active and make fruitful results. The open school for holidays and night time also contributes to healthy fostering youngsters.
- The school is small and the number of classes is only 8. The school buildings is designed to be a simple configuration including 2 3story building, gym and outdoor swimming pools

- There is a kindergarten adjacent to the school in the same area as the elementary school. There is no fence between the kindergarten and elementary school.
- There is a local passage, which leads to the residential area from the main gate to regular gate.



■ Elementary school

Beginning

- The school has been making efforts to the school facility maintenance. However, after the occurrence of the school crimes in 2001, the security manual was developed to take security measures against unidentified persons to enter the school.

Organization

- The manual was developed upon review of the draft by the teachers and staffs in each department and group, and approved by all the teachers and staffs at the staff meeting including the school principal.
- Given instructions by School Guard Leaders on facilities and system securities, the parties concerned other than teachers and staffs are working on revising the manual.

Current stauts and problems

- The safety inspections are conducted on a daily basis by a staff in charge. Once in a term, the school has "Facility/System Safety Inspection Day" for a manager to check the status of security equipment and its location etc. according to the checklist.

School Guard Leader (the former policemen) to patrol in and out of the school, upon commission by Hashimoto City every term, from a viewpoint of experts. Then, consultations are made with the school parties concerned for improvement of the status.

- The current status and troubleshooting are monitored using the checklist and through regular inspections.

Manual and checklist

- For inspection of the school facility and system, a personnel in charge of each room and unit of the school facility such as classroom, corridor or balcony is designated and an inspection checklist is available for inspections.
- The "Safety Checklist" includes the list for maintenance and inspection of the school facility and another list for security. This is available to check the status of security equipment and system as well as its locations.
- The list has a column to shows the results of inspection for each check item. Any defects can be written in the column. Requirements for any issues to be solved are reported to the facility manager (head teacher and office staffs with the list.

安全点検表		
防犯関係施設・設備関係		
点検日(平成 年 月 日)		
場所	点検項目	点検結果
通 報 係	1 通字機(黒字)カメラ付きインターホンが正常に作動するか、故障・破損はないか	はい いいえ
	2 連絡用インターホン(職員室・体育館・保健室)が正常に作動するか、故障はないか	はい いいえ
	3 緊急通報装置	1階 はい いいえ
門 扉	4 正門門扉	
防 犯 機 具	5 非常階段	
	6 さすまた	
	7 防犯用はし	
改 善 点	8 備置スプレー	
	9 来校者受け	
	「いいえ」の箇所	
其 他	10 非常階段	
	11 窓や戸の開閉に支障はないか、破損はないか	はい いいえ
	12 机・イスに破損やねじのゆるみはないか	はい いいえ
	13 照明器具が破損したり、落下の恐れはないか	はい いいえ
	14 床・壁・柱・戸等に画鋲等が出ていないか	はい いいえ
	15 TV・掲示物等に落下の危険はないか	はい いいえ
	16 戸締りが壊れる危険性はないか	はい いいえ
	17 刃物(ナイフ・はさみなど)は定位置に保管されているか	はい いいえ
	18 必要な箇所の歯錠が完全にできるか	はい いいえ
	19 掃除道具は整理され、破損はないか	はい いいえ
	20 コンセントにゴミ等がたまっていないか	はい いいえ
	21 通行の妨げになるものはないか	はい いいえ
	22 窓や戸の開閉に支障はないか、破損はないか	はい いいえ
	23 掲示板に画鋲等が出ていないか	はい いいえ
	24 落下の恐れのあるものはないか	はい いいえ
	25 発火の恐れのあるものを覆っていないか	はい いいえ
26 点検されているか	はい いいえ	
改 善 点	「いいえ」の箇所の現在の状況と行なった改善策	
	Troubleshooting measures are noted here.	

Safety check list material(P52)

- Moreover, the school prepares the security manual and flow chart against crime and unidentified for security training, upon reference to “Risk Management Manual against Unidentified to School” or “Case Studies for School Safety” by the Ministry of Education, Culture, Sports, Science and Technology.
- Besides, in addition to the facility inspection, monitoring measures of the students are under study. According to “School Patrol List”, the principal, head teacher and a teacher on a day duty patrol the school five times a day.

Solution

- If any defects are found upon inspection based on the above-mentioned "Safety Check list", the managers and staffs promptly cope with the situation, or if no troubleshooting is taken, the school applies to the education committee for request of repair etc. for troubleshooting.
- The troubleshooting items are prioritized to make an action such as installation of interphones and volunteer

patrol requests. For items not resolved, measures are taken such as evacuation training based on the security manual, measures against unidentified and communication with the school visitors.

- S elementary school is surrounded by the fence and gate for the entire school. The main gate and students gate are closed during the school hours
- The student gate is installed with an interphone, as the sight is blocked to the gate. The main gate with visibility and located near the teachers room will be provided with interphones in the future.
- 11 Wakayama Children Safety Guards and 43 volunteers to protect children are patrolling the school area for the students to go home and school, other than the patrol around the time of going home by Juvenile Center, as a security measure.
- Besides, information about unidentified are reported to the parents by emails or document through Hashimoto City Secure and Safety Mail network.



■ Alert system set up in the school



■ Warning system set up in the school

Information and review of inspection and improvement measures

- Security measures and promotion of security awareness are encouraged through various activities such as security training seminars and information sharing. Through this, parties concerned are well informed of inspection and improvement of the situation, which are considered to be practical and effective.
- In specific, the manual is used and informed through activities such as the biannual security training including evacuation training based on the flow chart against unidentified.
- Security measures are informed through documents concerning the safety for students and teachers as well as encouragement for them to participate in the security seminars.
- The safety checklist and manual are reviewed and updated according to opinions of experts such as School Guard Leaders.

Cooperation with the community

- Security measures in cooperation with the community are prioritized, by taking a risk from reliance on the security equipment.
- For instance, the community residents are requested to take a walk on the way for the students to go home

and school. Some parents take this route for taking a walk with their dog.

- The community is requested to actively participate in the patrol of the school passage with the encouragement from Health Fostering Council of the junior high school zone.

Future tasks

- Periodic inspection of facilities and equipment is effective for the safety of the entire school. It is also effective to improve staff's awareness of risk management. The school is hoping to upgrade the security equipment in the special building which was newly constructed in FY2004.
- Consultations are underway with the education committee for measures including installation of interphone in each classroom and North building and provision of crime prevention sprays.

■ Comments from the study group

- With the participation of experts such as the former policemen, various information is available as issues unnoticed by teachers and staffs are revealed.
- The map and photos are not used for the safety inspection because this school size is small and all the teachers are staffs tackles the issue, which facilitates to have the common understanding of the status and issues. However, to deepen the mutual understanding with the outside parties, it would be effective to cover and assess the status. Assuming the transfers of persons who were in charge of security personnel, the maps and photos are important.

● Outline

■ Scale

Number of classes	29
Number of students	917
Number of school personnel	50

■ Situation in surroundings and feature

- The school is surrounded by a residential area. It is also in an educational area as located adjacent to university, private six-year high school education school.
- This is a relatively large elementary school with 29 classes. The number of students, which tended to decrease, currently increased slightly because of the doughnut phenomenon of Kochi City.
- The school has a strong tie with the graduates and

the community members as well as the security patrol by volunteers.

- Other than the security, the school focuses on education of environment, welfare, food and human rights.



■ Elementary school main gate

Beginning

- Crime events to damage children frequently occurred and the safety measures for children became a social issue. The school, parents and citizens started to pay more attention on the safety.

Organization

- Kochi City studies a security manual with teachers and school staffs according to individual situations of the schools in the city, in cooperation with School Guard Leader, Juvenile Center personnel, policemen, parents, and community members (e.g. the community correction personnel, Juvenile Fostering Council and *Hirakareta Gakko Zukuri Suishin Inkai*, Open School Promotion Committee).
- A elementary school studies the security manual by 10 staffs including the principal and teachers.

Current stauts and problems

- With the occurrences of school crimes, the school area patrol was started. The policemen and the principal also patrol the school site.
- Afterwards, various security measures were taken by the entire school such as organization of “School Patrol Team” by the community members and PTA, maintenance of the security manual and implementation

■ School Patrol Team

- “School Patrol Team” by Kochi City Senior Network members, who retired the school, and citizens, upon request of the school in February 2004.
- Major activities of “School Patrol Team” include monitoring the school site and students as they come to school whenever they can.
- There is a janitor room near the main gate. Anything noted during the patrol are recorded on the daily report for the school to check on a regular basis.



■ School Patrol Team Room

- 50 members are currently registered to the Team (as of 2006). New members must be introduced to all students to remember the person.



■ School Patrol Team Members on the board of the school

Manual and checklist

- School Risk Management (FY2007) was prepared by revising the manual of the risk management (e.g. bullying and truancy, injury, and fire and others) available, to add countermeasures against unidentified in 2007. It was distributed to the teachers, staffs and the pertinent offices. This manual includes the risk management policy and emergency and emergency countermeasures.
- The items of the risk management manual is as below, to cover potential situations in the school. This manual covers the measures against visitors, unidentified and post-events in "14 Unidentified".

1. Bullying, 2. Non attending school, 3. Learning difficulty class, 4. Physical penalty, 5. Human Rights Violation, 6. Complaints to Teachers and Staff, 7. Loss of Official Documents, 8. Injury, 9. Accidents (e.g. during experiments), 10. Shop Theft, Disappear from home, Escape etc. 11. Fire, 12. Earthquake, 13. Wind Disaster/Flood, 14. Unidentified, 15. Others.

■ Items of risk management manual of school

Solution

- While Kochi City provides security cameras for all the elementary schools, the school has security cameras to monitor the status from the principal's office and the teacher's room. These are provided as one of the annual plans upon priority of items by the education committee.
- There are security alarms to alert the principal's office and the teacher's room in case of emergency with an emergency lamp. There are *Sasumata*, the security tools provided in various areas of the school.

Information and review of inspection and improvement measures

■ Poster

- As Risk Management Manual including many pages is too thick to take a look, posters with illustrations are provided and distributed as an easy-to-see material to have it in hand and easy to understand.
- There are three different kinds of posters, for teachers, students and parents. Keywords familiar to them are used in the poster for specific instructions.
- The school received many inquiries from other schools. Upon principal's permission, the poster is widely provided for them.



Check "School Environment Safety Checklist" on a certain day by several people. Stereotyped flow is useless.

■ Poster for Teachers. Reference (P55)

■ Enhancement of security education

- Various security seminars are held to improve the awareness of securities.
 - (1) Seminars for teachers
 - (2) Lectures for students
 - (3) Security lectures and risk prediction education for the students of Grade 1-3.

Cooperation with the community

- A volunteer group by the university students in the adjacent area “*Mamorunja*” the Kochi Children Protection Team patrols the school area (6 areas).
- The security countermeasures are checked by School Guard Leaders of the former policemen on a regular basis.

Future tasks

- Although it is difficult to dispatch security guards because of the financial situation, paid volunteers may be assigned to check the school site and security monitors.
- It is assumed that interphones and remote control electric locks at the main gate would be effective to prevent crimes.

■ Comments from the study group

- The school takes various safety measures including the school patrol team and security education for students under the strong leadership of the principal. It can be said that this school is an advanced school for operation of security measures.
- It is thought that these measures as a model school of the region could contribute to improve the security awareness of the entire Kochi city.

Chapter 4 Points from the Case Studies

This chapter summarizes the key points for necessary improvement by taking security measures of the existing school facilities, based on the inspection and improvement case studies collected in this study, which derive from the past report

1 Fulfillment of software based on the hardware review

- School facilities should be inaccessible to intruders and visible from surroundings to prevent intrusions by suspicious people. It is important to consider a facility environment which can cope with emergency cases of intrusion.
- It is important to recognize the current situation of “our school and its surroundings”, become aware of the issues and take necessary measures.
- In order to do to this (above), it is also important to understand the current state of "Our school and surroundings", to detect the problem, and to execute necessary improvements.
- In the occurrence of security breach cases, it is important to maintain sufficient software and countermeasures against problems, such as measures to be taken against intruders, as well as evacuation and emergency contact plans for contacting relevant organizations such as the police, a network to contact the parents, daily inspections, and the maintenance of the security manual etc.

2 Effectiveness of safety map-making of school facilities

- In order to recognize the current status of a facility, it is effective to make "School facilities safety map" (Hereafter, referred to as "Safety map-making") to make an overall understanding of the security measures by showing the locations of wherever weak against intruders, evacuation route, location of security systems on the floor plans of the school or each floor to visually present the safety elements.
- The safety map-making allows not only the managers such as principals but also teachers, staffs, parents, students and neighbors to check the facility from a multiple view to deepen the common understanding on the parties concerned. To allow the students to participate in this activity would be one of the safety educations, as well as evasion of danger.
- It is effective to have the experts of architecture and security to review the security measures.
- It is important for the safety map making to extend the target area not only inside the school but also the peripheral roads, assumed routes of persons suspicious to access the school, and school roads.
- It is important to update the safety map in line with the change of school facility such as additional construction/disassembly, change of seasons such as leaves of trees, transfer of teachers and change of board members of PTA and other reasons.

3 Accumulation of small tasks and emergency measures

- In the school site, the human resources and budgets are limited for security measures, as there are many issues to solve for education, learning environment and lifestyle of students on the daily life. It is important to have an organization to act in case of emergency, daily inspection, necessary improvement measures and small actions to

continue.

- In order to continue effective security measures, it is effective to use the manual and checklist, and important the security training.

4 Existing crisis-management manual and checklist

- For instance, it is effective to start from addition and update of security measures of school facilities to be included in the risk management manual such as earthquake, disaster prevention and lifestyles which have been maintained in the schools, in order to smoothly take measures of the security measures.
- In order to continue the security measures, it is important to set the timing of inspection and roles of the parties concerned in consideration of the workloads of teachers and staffs based on the common understanding other parties concerned.

5 Program-making of security training

- Through the security training assuming intrusion of someone suspicious, it is important to be aware of the contents of the security measures and the method of communication as well as to extract the security issues.
- It is important to take various patterns of security training such as assuming the access route of two or more persons suspicious, or measures during the events such as athletic meets where a number of visitors are expected.
- It is important to review and correct any defects of evaluation guide, communication and system operation which were revealed as a result of the security training in an immediate manner.

6 Securing of rich educational environment

- In taking security measures, it is important to have a view of “a general quality improvement” of the educational environment, in order to avoid unnecessary situations to isolate the school from outside or deteriorate the educational environment while the crime prevention measures are fulfilled. In addition to the increase of the safety against disasters and accidents, it is important to take the security measures as one of the environmental update including greening and appearance improvement.

7 Enhancement of security measures with the community

- It is important to promote the school safety with the community as it is effective to review and update the environment with multiple eyes of the community by using the cooperation of the community volunteers such as the school patrols or for the neighbors and parents to come to the school through the open school to the community.
- Enhancement of security measures in the school is expected to improve the safety of students on the school routes by patrolling of the community members, in cooperation with the municipal authorities and neighbors.