



Campus Safety and Security Audit Toolkit

School Name

School Address

School Phone Number

School District

Principal

Dates of Audit

Safety Audit Team Members:

_____	_____
_____	_____
_____	_____

Development of School Safety and Security Audit Toolkit

The toolkit was developed as a collaborative effort between safety practitioners at the Texas School Safety Center and school safety and security professionals. The checklist items were developed by studying security audit checklists already available in several states, most notably, Virginia. Other items were developed by comparing those items, from state checklists, against the VSAT tool put forth from the Department of Homeland Security. The VSAT was a joint project of the Department of Homeland Security and the Texas School Safety Center and is currently under review. During the revision of the audit protocol and checklist, a focus group of school administrator was sent the following questions:

Pilot Test Questions for School Safety Audit Instruments

- Is the purpose of the tool clear to you?
- How motivated were you to participate in the safety/security assessment?
What motivated you/What would motivate you?
- Who is the best person to complete the assessments and why?
How much collaboration with other school or district staff did completing the tool involve?
- Are the instructions for the instrument adequate and understandable?
- Are the questions understandable/easy to answer?
 - Flag questions that are confusing/hard to answer.
- Would you change anything about the response formats?
- Are there any aspects of school safety and security that are not addressed by this tool that you would add?
- How long did it take to complete the tool?

The responses from our focus group were used to further refine the tool to bring it to the format which was first made available on the Texas School Safety Center Website in June of 2006.

Additional data concerning the tool has been collected at School Safety and Security Audit training sessions held throughout the state and various stakeholder meetings, including district superintendents, principals, other district administrators, transportation officials, and school law enforcement officers.

The new format of the School Safety and Security Audit Toolkit was developed with input from these trainings and meetings. We would like to thank the Harris County and Dallas County Departments of Education for their input, feedback and collaboration on the audit protocol. We would also like to thank Sherry Garrard of Sulphur Springs ISD for preparing the quick reference guide and facilitation guide for the entrance conference. We would especially like to thank Dr. Victoria Caulder from the Dallas Independent School District for her invaluable assistance with this task. And our special thanks to Jo Moss and the Central Texas School Safety Consortium for their guidance and feedback on all that we do.

School Safety and Security Audit

PURPOSE OF THIS DOCUMENT

The Texas School Safety Center designed this document* as an all-in-one toolkit to assist safety audit teams with their work. The toolkit is written for personnel who will be conducting the audit. The toolkit contains recommendations and instructions for conducting the audit, including a comprehensive Campus Safety and Security Audit Tool; as well as three optional survey instruments for your use: a staff climate survey, a parent survey and a student climate survey. There are also optional staff and student interview forms you may use. The level of safety at each school should be assessed according to multiple indicators and the response of the school should be data-driven.

The school safety audit checklist addresses the following areas:

1. Safety and Security of Site and Building Exterior
2. Access Control
3. Safety and Security of Building Interior
4. Type and Extent of Monitoring and Surveillance
5. Communication and Information Security
6. Development of Emergency Operations Plans
7. School Climate and Culture (including development and enforcement of policies)

BENEFITS OF CONDUCTING AN AUDIT

School safety is the responsibility of everyone—staff, students, parents, and the community. An audit, if used effectively, can provide a snapshot of the school’s safety and identify areas needing improvement. This proactive process can help ensure that students achieve their learning potential within a safe and secure environment while fulfilling the requirements of Senate Bill 11 (Texas Education Code § 37.108 (B)).

*Portions of the Campus Safety and Security Audit Tool have been adapted from the Virginia Department of Education’s School Safety Audit Protocol.

RECOMMENDATIONS BEFORE BEGINNING

- **Each district may create a safety audit team that will conduct the audits at schools in the district.** Team members should represent a variety of stakeholders including, but not limited to, central office administrators, teachers, school nurses, counselors, parents, law enforcement personnel, maintenance personnel, and community volunteers. The team should consist of three to six members.
- **To ensure neutrality and objectivity, team members should not audit their own facility.** For example, the principal in School A should be part of the team auditing School B. Team members can rotate off and on the team, depending on the school site being audited.
- **While a district or school may choose to contract with private organizations to conduct the safety audits, it is advantageous to use available resources within the school and community.** This helps to develop a sense of ownership throughout the school and community which is an essential component to maintaining safe schools. Outside consultants are less likely to maintain an ongoing relationship with staff, students, and parents.
- **It is not recommended that a single individual conduct the audit.** The team approach provides more objectivity, and the school benefits from the expertise that can be provided by a variety of individuals. Yet another advantage for the school is the opportunity to inform the community about the school's programs, procedures, and initiatives which focus on maintaining school safety.
- **Provide copies of the School Climate Surveys, if you choose to use them, to the principal 2 – 3 weeks ahead of time and advise that they be given to teachers, staff and a sampling of students in advance of the audit.** The results can be summarized ahead of the audit to help determine the safety needs of the campus.

Frequently Asked Questions about Texas Education Code 37.108 (Senate Bill 11)

- **What is the school's responsibility for being in compliance with TEC 37.108**

(a) The district is responsible for the implementation of a security audit as required by Subsection (b).

(b) At least once every three years, a school district shall conduct a security audit of the district's facilities. To the extent possible, a district shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity.

(c) A school district shall report the results of the security audit conducted under Subsection (b) to the district's board of trustees.

- **How often should a school conduct a safety audit?**

Each school should conduct a complete safety audit every three years. A review of the recommendations set forth in the written audit report should be conducted annually.

- **Are schools required to complete a written report of the audit findings?**

Schools are required to report their findings to the Board of Trustees. This is most commonly reported in a written format.

- **Are schools required to submit certification of audit completion?**

Certification is not required at this time.

- **Is there a deadline for completing our first district audit?**

The first round of audits must be completed by August 31, 2008

- **What is the school's responsibility during the three-year interim between audits?**

It is recommended that the building administrator, in consultation with an audit team representative, conducts an annual review of the audit report. The intent of the annual review is to monitor the ongoing progress of the recommendations set forth in the report and to identify any additional needs or safety concerns which have developed since the audit was conducted.

Getting Started With Your School Safety Audit

The full audit process for one facility should take one to two working days.

During the course of the audit, team members should follow the Campus Safety and Security Audit Tool in this toolkit to ensure that all components of the audit are addressed. Team members may assess additional components which may be determined locally. The following section details the audit protocol recommended by the Texas School Safety Center.

B. Intruder Evaluation and On-site Visit

Prior to the on-site visit, a member of the audit team, who is not known at the campus, should conduct an intruder evaluation. The intruder evaluation consists of documenting the date and time of the assessment, areas of the school that were accessible, amount of time before intruder was observed or approached, and an evaluation of the visitor procedures that are in use at the school.

A form for completing the intruder assessment is available to download on the Audit page of our site.

PART ONE

- The audit team should schedule an on-site visit with the building principal two to three weeks in advance. In most cases, the on-site visit can be completed in one day. If the campus is very large, Part One activities may take longer than one day.
- Two or three of the audit team members should be adequate to manage the activities of Part One. Fewer than two members will not provide a comprehensive and objective assessment, and more than three members may disrupt the school's normal activity.

The specific activities during Part One include:

1. **Entrance conference** with the building principal and other members of the campus safety team to go over survey results, campus concerns, and answer questions. *(See below for how to conduct the entrance conference)*
2. **Walk-through** and visual assessment of the buildings and grounds using the Campus Safety and Security Audit checklist.
3. **Observation of students' lunch period** and movement in school.
4. **Observation of students' dismissal** from school.
5. **Brief exit interview** with the principal.

PART TWO

Following the on-site portion of the audit, Part Two activities may be conducted at the campus or another location. During Part Two, the entire audit team will meet to review the documents provided by the school and the results of Part One's audit activities.

The specific activities during Part Two include:

1. Examination of campus information and documents including:

- a. Campus EOP (including campus and site maps)
- b. Student Code of Conduct and Discipline data
- c. Information from Entrance Conference
- d. Data from School Climate Surveys
- e. Other school policies and procedures
- f. Other pertinent information provided by school personnel

(A full list of the necessary documents is provided on the following page).

2. Analysis of the results of the Campus Safety and Security Audit Tool.

3. A draft report submitted to the principal with findings and recommendations.

The final report to the board will be completed by the superintendent or designee.

Documents Needed for Review on Part Two:

- Campus Emergency Operations Plan
- Floor Plan of facility (see details below)
- Site Plan of facility (see details below)
- Phone locations and numbers
- Emergency contact numbers including home
- Aerial Photograph (if available)
- Student Code of Conduct
- Student/Staff IDs and ID policy
- Visitor Procedures
- Campus Improvement Plan
- Climate Survey results from staff, students, and parents (or interviews)
- Campus Discipline Referral Data

Floor Plans:

- All hallways and classrooms are clearly identified and labeled (on plan and doorways)
- All access doors to adjoining rooms identified
- All special education and science lab classrooms labeled
- All custodian closets, book rooms, lounge areas, and workrooms are identified, labeled, and numbered
- Locations of all interior hallway doors noted
- Location of central power control access panel identified
- Location of main physical plant identified
- Location of master keys to facility
- Location of emergency evacuation kits (“to go” boxes)
- Location of all roof access points identified
- Location of internal intrusion alarm panels and type listed
- Internal/External video camera locations identified
- Video camera monitoring sites labeled
- Location of cable TV access control
- Location of audio monitoring systems (PA system)
- Location of fire sprinkler controls
- Location of connection to external water source for fire department
- Location of school phones and pay phones (all numbers listed)
- Building evacuation routes identified
- Location of all fire extinguisher boxes (floor plans can be located inside for access)
- Location of all AEDs

*Portions of the Campus Safety and Security Audit Tool have been adapted from the Virginia Department of Education’s School Safety Audit Protocol.

Site Plans:

- Access points (location and number)
- Fenced areas (type of fence)
- Portables (labeled and numbered)
- Evacuation areas
- Incident command center
- Media staging center
- Family reunification center
- Public Safety Equipment staging area
- Bus evacuation area
- Exterior hallways and wings labeled
- Inner perimeter areas defined and labeled
- Location of outbuildings, sheds, greenhouses (labeled and numbered)
- Location of pipes, tanks, gas lines, etc.
- Athletic facilities clearly identified and labeled

Format for Written Report

Using the information from the Campus Safety and Security Audit Tool as well as the document review, the team will prepare a written draft report of the audit findings. Once the draft is completed, the report should then be submitted to the principal and superintendent. The report should include (minimally) both commendations and recommendations.

1. **Demographics.** The written report should begin with the demographic information that was covered in the School Characteristics portion of the audit tool (p. 13).
2. **Results of entrance conference interviews and School Climate Surveys.** Summarize the concerns of administrators, staff and students that were voiced at the entrance conference and from the staff/student School Climate Surveys, including a sample of comments that were made.
3. **Document review.** The report should then cover the document review with specific information about what documents were available and the usefulness of these documents.
4. **Safety audit components.** The report should cover each section from the audit tool, mentioning specific areas of concern.
5. **Commendations and Recommendations.** Finally, the report should summarize the findings with a list of commendations and recommendations as discussed below:

Determining Commendations and Recommendations

- **Areas of commendation can be identified by the items marked YES on the checklist.**

Sections that are predominately marked yes can be used to develop commendations.

A commendation will indicate that the school has made safety a priority in this area and has previously made plans, improvements, or developed policies to ensure student and staff safety.

Be specific in letting the school know the things they are already doing well.

- **Items marked NO will need to be considered as possible areas of concern.**

The committee should reflect on the following:

- Does the data indicate a need for this criterion to be in place at the school?
- Is this criterion considered a best practice in school safety?
- Is this criterion already in process on the campus?
- Will the addition of this criterion make the school a substantially safer place?

The committee will need to prioritize the needs of the campus while making recommendations for improving the safety of the campus. Cost/benefit analysis may be taken into account in deciding what recommendations to make.

Submitting a Written Report

The principal should submit the School Safety Audit Draft Report to the superintendent during the academic year in which the audit was conducted, along with any actions the campus has taken to mitigate any negative findings. The superintendent will write the official report of the district's campus audit to its Board of Trustees, in accordance with Texas Education Code § 37.108(B).

Quick Reference Guide - Security Audit Toolkit

The following areas of focus have been provided to facilitate the completion and annual update of a security audit assessment using the Toolkit.

<u>Sections</u>	<u>Areas of Focus</u>	<u>Pages</u>
A. School Characteristics and Surround Environment		17
School Characteristics	Enrollment, free and reduced lunch, special populations, and class changes	
B. Grounds and Building Exterior		18
Buses and Parking	Fencing, gates, covered mechanical and electrical equipment, shrubs, and exterior doors Loading zone, designated areas, signage, lighting and bike racks	19
Play/Outdoor Recreation Area	Fencing, compliance guidelines, emergency vehicle accessibility, bleachers and risers	19
Building Accessibility	Single point of entry, entry/exit procedures along with drug, weapon and drug-free signage	20
Keys and Identification	Master key/entry card control system, staff photo ID badges and student photo ID badges	20
Visitor Procedures	Signs, procedures, sign-in station identified, sign-in process, contractor/vendor sign-in	20
Deliveries	Designated receiving areas, delivery sign-in, science deliveries, delivered items inspected	21
C. Building Interior		
Interior	Doors numbered, lighting, emergency lighting, exit signs, fire extinguishers and restrooms	21
Cafeteria	Lighting, stove/sprinkler, freezer/opens from inside, shut-off locations for electrical/gas/water	22
Gymnasium Area	Lighting and windows protected and Steroid Law Notice posted in each PE area (7th and up)	22
Science Laboratory	Eyewash stations, master shut off switches, fire extinguishers, storage, MSDS sheets, etc.	23
Other Specialized Classrooms	Ventilation for paint booths, auto shops and welding booths and dust removal equipment	24
D. Monitoring and Surveillance		24/25
E. Communications and Information		
Communication	2-way communication, media guidelines, spokesperson and electronic back-up systems	26
F. Emergency Operations Plan (EOP)		27
	Updated EOP, floor plans, ICS, emergency procedures and reunification procedures	
G. Health Practices	Hand washing, Policies & Procedures	28
H. School Climate and Culture		29
	Physical environment, parent and student involvement, reporting, staff and student training	

Conducting the Entrance Conference for Part One

Part One will include informal interviews or “entrance conference” with administrators and randomly-selected staff and students. If a School Resource Officer (SRO) or security officers are assigned to the school, they should be included in the interview process. **The purpose of the entrance conference is to establish the context in which the school operates, determine the perceived level of safety among various users, and gather responses to portions of the Campus Safety and Security Audit Tool.**

The following are some suggested questions to guide the entrance conference.

Also use the Neighborhood and School Risk Factor tool (on the following pages):

- a. What are the most pressing safety needs in your school?
- b. What school safety activities does your school do best?
- c. What safety topics are most important for training and staff development?
- d. What are the biggest barriers to improved school safety measures?
- e. What other comments do you have regarding school safety?
- f. What factors not included below do you believe affect school safety?

Information from the entrance conference will be analyzed as part of the document review, which will take place later in the audit process. During that time, the audit team will review the documents listed above to ascertain how well the school is prepared to deal with everyday safety concerns as well as emergency situations.

**The additional items listed on the following page are directly tied to audit questions and are denoted with a star throughout the toolkit. Certain items pertain more to policy and may not be observable during a walk-through. This list is provided to facilitate entrance conference questioning and conversations with staff as appropriate. The item numbers refer to the location of the question within the audit checklist.*

Building Exterior

- 10. Is graffiti promptly removed after discovery?
- 12. Are there anti-intruder alarms?
- 27. Do windows have hardware in working condition?

Buses and Parking

- 37. Are staff members (38. students) required to obtain parking decals or some other form of identification to authorize parking on school property?
- 39. Are the identities of school bus drivers verified before they enter school grounds?
- 40. Are school buses and other transportation vehicles adequately secured when not in use (e.g. fencing, signs, video cameras, etc.)?
- 41. Are school buses visually inspected by transportation personnel prior to use?

Building Access

- 45. Is there a policy, system, or practice for ensuring secure entry and exit?
- 58. Is written permission needed to remove students from the grounds (by custodial and non-custodial parents, friends, mentors, and relatives)?
- 59. Are students required to have written permission to leave grounds?
- 60. Are there written procedures to guide access to the building by staff before, during, and after school hours?
- 61. Are staff members who are present in the building after school hours required to sign in and out?

Keys and Identification

- 62. Is there a master key control system to monitor keys, entry cards, and their duplicates?
- 63. Are keys and/or entry cards audited annually?
- 66. Are all staff members required to wear photo ID badges?
- 67. Are staff members required to turn in photo ID badges upon termination of employment?

Visitor Procedures

- 71. Are visitors required to wear visible, dated identification?
- 72. Are contractors and vendors required to sign in?
- 73. Are contractors and vendors required to wear visible, dated identification?
- 76. Are visitors escorted, when deemed necessary within the school?

Deliveries

- 77. Are all deliveries accepted only at designated receiving areas?
- 78. Are all deliveries documented by having drivers sign a delivery log?
- 79. Is there a system for inspecting and approving items delivered to the building?

Building Interior

- 112. Can unused areas of the school be closed off when not in use after school hours?
- 113. Are lockers available to students?

Monitoring and Surveillance

- 163. Are remote and isolated hallways monitored by security cameras?
- 164. Are school buses equipped with security cameras?
- 165. Are security camera tapes retained for 30 days?
- 166. Is there a central security alarm system?
- 167. Is the central security alarm system connected to local law enforcement?
- 168. Is the alarm system in compliance with ADA requirements, taking into consideration people with hearing or visual impairments?
- 174. Do staff members monitor restrooms during school hours? How many times per day are they checked? _____ times per day.
- 181. Is security present if the building is used after school or on weekends?
- 182. Are specific persons designated to secure buildings after activities?
- 183. Does security personnel/law enforcement conduct daily visual inspections of the school for suspicious packages and other items?
- 184. Do local law enforcement/security personnel provide after hour patrols of the school site?
- 190. Is there a written process for pre-employment recruitment and training for security personnel and/or monitors?
- 191. Are there written job descriptions for security personnel and/or hall monitors?
- 192. Do security staff and hall monitors receive training annually?
- 193. Does the school require background checks on all school staff?

Communications and Information

- 204. Does the school communicate with parents throughout the year about what they should do in the event of a school emergency?

205. Does the school has clear guidelines for working with the media in the event of an emergency?
206. Are all safety-related parent or media inquiries directed to a designated spokesperson?
207. In the event of an emergency during school hours, are procedures in place to contact parents and the community with instructions?
208. Are there methods in place to communicate security instructions to staff in a rapid and timely manner?
209. Does the school staff protect sensitive information on internal security measures from being released to the public?
210. Are school files and records maintained in locked, vandal proof, and fireproof containers or locations?
211. Does the school regularly back up important computer files?
212. Does the school's computer network provide a secure means to communicate with local, state, and federal authorities?
213. Are filters or other mechanisms in place to monitor suspicious internet activity on school computers?

ASSESSMENT OF NEIGHBORHOOD & SCHOOL RISK FACTORS

Ask about these items at the entrance conference.

For each risk factor below, please indicate the extent to which you think it is present for your school:

	Not Present ▼	Minimally Present ▼	Moderately Present ▼	Extensively Present ▼	Don't Know ▼
Vandalism in neighborhood					
Graffiti in neighborhood					
Gang activity in neighborhood					
Crime in neighborhood					
Students adjudicated for weapons, drugs, alcohol, or assaults					
Trespassing on school grounds					
Parents withdrawal of students due to safety concerns					
High student mobility					
Low tolerance of difference: e.g. bullying, intimidation, harassment in school					
Lack of student support services					
Truancy					

Notes:

School Safety and Security Audit - Demographics

Directions: Answer the following questions regarding the school.

What Regional Educational Service Center (ESC) serves the district? _____

A. SCHOOL CHARACTERISTICS AND SURROUNDING ENVIRONMENT

Staff and Student Characteristics

How many staff members are at this facility? Staff _____

What is the total enrollment? Students _____

What percentage of students fit the following criteria?

Limited English proficient _____ %

Free or reduced lunch _____ %

Special education students _____ %

What is the school's average daily attendance? Students _____

Which of the following best describes the school: *(Check one item in each column)*

Regular public school

Urban school

Charter school

Suburban school

Have magnet program for part of school

Rural school

Totally a magnet school

Other (please specify): _____

Surrounding Environment:

It may not be possible to change the existing adjacent land use patterns. However, the audit should address the influences (both positive and negative) of the surrounding environment and the resulting issues related to safe school planning. The school is located... (Please check all that apply.)

Adjacent to an interstate highway.

Off a major (4-lane) road.

On a busy residential road (not divided by a median).

Near an industrial area.

Near a transportation hub.

Near railroad tracks.

Near a gas pipeline.

Near a park.

Adjacent to a business district (e.g. grocery, convenience, fast food, etc.)

In or near a flood plain

School Safety and Security Audit Tool

Directions:

Perform a walk-through of the facility assessing the criteria below. Use a check to indicate the status of the corresponding criterion. Use **ONLY** one check per criterion. Document the comments in the appropriate column.

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
1. The school has a marquee (or some other sign) visible from the road clearly indicating the school's name.					
2. Grounds are fenced in appropriate areas.					
3. Grounds are visually separated from adjacent properties.					
4. Gates, if present, are secured when not in use					
5. The perimeter of the school building is clear of debris and obstructions.					
6. The perimeter of the school building is clear of safety hazards.					
7. Mechanical, electrical and other equipment on ground level is surrounded by a protective enclosure.					
8. Shrubs and foliage are trimmed to allow for good line of sight and to prevent people from hiding behind them.					
9. The exterior of the building is free of graffiti.					
10. *Graffiti is promptly removed after discovery.					
11. Ground floor windows have functional locks and unbroken panes.					
12. *There are anti-intruder alarms.					
13. Signs are posted to indicate any restricted areas.					
14. Access to the roof is restricted (no climbable plantings or architecture).					
15. All trailers/portables are secured to their location.					
16. All trailers/portables are labeled.					
17. Areas surrounding trailers/portables are adequately lit.					
18. Paved pathways are positioned to provide the shortest walk between the two points they connect.					
19. There are subtle barriers between paved pathways and adjacent soft grass, flowerbeds, or dirt areas.					
20. Deep recesses at entries are inaccessible when school is closed.					
21. Double exterior doors have a sturdy center mullion.					
22. All exterior doors have non-removable hinge pins.					
23. Exterior doors, unless designated for entry, lack exterior hardware.					
24. Exterior doors allow for keyed re-entry.					
25. All exterior doors are numbered on the outside.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
26. The exterior numbers are clearly visible from the street.					
27. *Windows have hardware in working condition.					
Buses and Parking:	N/A	N/A	Yes	No	Comments
28. The bus loading zone is visible from the main office or monitored by staff.					
29. There are provisions in place to prevent the line of buses from creating a visual obstacle where crime may occur.					
30. Bus loading and drop off zones are clearly marked.					
31. Parent drop off and pick up areas are clearly marked.					
32. Fire zones can be quickly cleared of cars and/or buses if necessary.					
33. Parking lots are adequately lit.					
34. Access points for parking lots are gated					
35. Parking lots are bordered by a wall, chain link fence, or some physical barrier.					
36. Parking lot has signs to direct staff, students and visitors to designated parking areas.					
37. *Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.					
38. *High School students are required to obtain parking decals or some other form of identification to authorize parking on school property.					
39. *The identities of school bus drivers are verified before they enter school grounds.					
40. *School buses and other transportation vehicles are adequately secured when not in use (e.g. fencing, signs, video cameras, etc.).					
41. *School buses are visually inspected by transportation personnel prior to use					
42. *Overnight parking is not allowed and signs are posted.					
43. Parking lots are in view of the building or monitored by security.					
44. Bicycle parking is in view of the building or monitored by security.					
Play/Outdoor Recreation Areas:	N/A	N/A	Yes	No	Comments
45. Play and recreation areas are protected with fencing.					
46. Play areas and equipment comply with Consumer Product Safety Commission (CPSC) guidelines.					
47. Vehicular access is restricted around play areas.					
48. Emergency vehicles can access play and recreation areas easily.					
49. Bleachers are well maintained (painted with no signs of rust).					
50. The risers between bleacher seats are protected to prevent entrapment and children from falling.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
Building Access	N/A	N/A	Yes	No	Comments
51. *There is a policy, system, or practice of ensuring secure entry and exit.					
52. There is a single point of entry/exit to each building.					
53. The designated points of entry are monitored to control building access.					
54. Exterior access to the auditorium, where available, is controlled and monitored.					
55. School staff monitors all entrances and exits during arrival of students.					
56. School staff is present to monitor all entrances and exits during departure of students.					
57. Signs are posted listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).					
58. *Written permission is needed to remove students from grounds. (by custodial and non-custodial parents, friends, mentors, and relatives)					
59. *Students must have written permission to leave school grounds.					
60. *There are written procedures to guide access to the building by staff before and after school hours.					
61. *Staff members present in the building after school hours are required to sign in and out.					
Keys and Identification:	N/A	N/A	Yes	No	Comments
62. *There is a master key control system to monitor keys, entry cards, and their duplicates.					
63. *Keys and entry cards are audited annually.					
64. *The school has a Knox box or other system to provide quick access to keys by law enforcement.					
65. The Knox box is updated as needed.					
66. *All staff members are required to wear photo ID badges.					
67. *Staff members are required to turn in photo ID badges upon termination of employment.					
68. *Students are required to wear photo ID badges. (Identify whether high, middle, or elementary school)					
Visitor Procedures:	N/A	N/A	Yes	No	Comments
69. Visitor policy/procedure signs are posted at all entrances.					
70. Visitors are required to show picture ID and sign in.					
71. *Visitors are required to wear visible, dated identification.					
72. *Contractors and vendors are required to sign in.					
73. *Contractors and vendors are required to wear visible, dated identification.					
74. Sign-in stations/desks are identified and staffed.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
75. The supply of visitor ID badges is located out of reach of visitors.					
76. *Visitors are escorted, when deemed necessary within the school.					
Deliveries:	N/A	N/A	Yes	No	Comments
77. *All deliveries are accepted only at designated receiving areas.					
78. *All deliveries are documented by having drivers sign a delivery log.					
79. *There is a system for inspecting and approving items delivered to the building.					
80. The main entrance is observable from the main office.					
81. Exterior doors are numbered on the inside.					
82. The inside numbers on exterior doors are a maximum of three feet above the floor.					
83. Stairwells are uniformly and adequately lit.					
84. Hallways are uniformly and adequately lit.					
85. Hallways are free of graffiti.					
86. Restrooms are uniformly and adequately lit.					
87. Restroom walls and stalls are free of graffiti.					
88. The main entrances to the restrooms have hardware that prevents locking from inside.					
89. There are no lay-in ceilings in the restrooms or ceilings are equipped with clips or device to prevent removal.					
90. Doors and locks are in good condition.					
91. Classroom doors can be locked from the inside.					
92. Classrooms have curtains and/or window shades.					
<i>The following are locked when not in use</i>	Always	Mostly	Rarely	Never	Locations
93. Classrooms					
94. Gyms					
95. Locker Rooms					
100. Auditorium					
101. Cafeteria					
102. Labs and shops					
103. Hazardous materials storage areas					
104. Common area is uniformly and adequately lit.					
<i>The following are kept locked and access controlled:</i>	Always	Mostly	Rarely	Never	Locations
105. Electrical panel access doors					
106. Doors opening into interior areas like courtyards during non-classroom hours					
107. Boiler rooms and mechanical rooms					
108. Air vents					
109. Custodial closets					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
110. Handrails are appropriately placed and in good condition.					
111. All exit signs are lit, clearly visible, and point in the correct direction.					
112. *Unused areas of the school can be closed off when not in use after school hours.					
113. *Lockers are available to students.					
a. If yes, are locker bays well lit?					
114. Hallways leading to exit doors are free of obstructions.					
115. Emergency lighting is properly installed and functioning.					
116. All interior glass (doors, windows, etc.) is properly installed and repaired.					
117. Floor coverings are properly installed and in good repair (no loose tiles, shredded carpet, etc.).					
118. All chemicals, poisons, and flammable materials are stored properly.					
119. There is adequate access to fire extinguishers.					
120. There is adequate access to first aid supplies.					
121. There is adequate access to AEDs.					
122. Staff is aware of CPR and AED-certified personnel.					
123. Valuable items are secured (i.e., computers, video cameras).					
Cafeteria:	N/A	N/A	Yes	No	Comments
124. The cafeteria is uniformly and adequately lit.					
125. A UL 300 compliant hood system is in place over the stove.					
126. The hood is inspected every three months.					
127. The freezer door can be opened from the inside.					
128. A type K fire extinguisher is present in kitchen area.					
129. Cafeteria staff know location of electrical/gas/water shut-offs.					
Gymnasium area:	N/A	N/A	Yes	No	Comments
130. Lighting fixtures and windows are protected in play/gym areas.					
131. Steroid Law Notice is posted in a conspicuous location in each building where a physical education class takes place. (7 th grade and up)					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
Science Laboratory:	N/A	N/A	Yes	No	Comments
132. Room meets space requirements: (40 - 45 sq. feet/elementary student) (50 sq. feet/secondary student)					
133. Communication system is present. (intercom/telephone)					
134. Eyewash stations are present.					
135. Emergency Showers are present (high school only).					
136. Fume hood is present (high school only).					
137. Master Shut off switches are accessible to staff: Water, Electricity, Gas					
138. Protective clothing is available for each student (lab aprons/gloves/goggles).					
139. First Aid Kit is accessible.					
140. Fire Blanket is accessible (high school only).					
141. Fire Extinguisher is accessible.					
142. Chemical Spill Kit is accessible (high school only).					
Materials/Supplies stored as required:	N/A	N/A	Yes	No	Comments
143. Corrosive materials cabinet is labeled.					
144. Flammable materials cabinet is labeled.					
145. Chemical storage (HAZCOM) is labeled.					
146. Material Safety Data Sheets are available for each material.					
147. Any Mercury is labeled, coded for compatibility, kept in appropriate containers, and locked.					
148. GFCI Electrical Outlets are present in rooms with water.					
149. Forced air ventilation is in use.					
150. Broken Glass Container is available.					
151. Sink with hot water is present.					
152. Emergency procedures are available.					
153. Second exit is clearly marked.					
154. Exit Signs are visible.					
155. Fire Drill Instructions are posted.					
156. Safety Symbols are posted.					
Information from the Science TEKS Toolkit: The Charles A. Dana Center at The University of Texas. For more information, please see: http://www.utdanacenter.org/sciencetoolkit/safety/texas_safety.php					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
Other specialized areas:			Yes	No	Comments
157. Paint booths, auto shops and welding booths are well ventilated and exhaust directly to the exterior.					
158. Dust removal equipment in shops is in working condition					
159. Equipment and tools are accounted for daily and stored appropriately.					
D. Monitoring and Surveillance			Yes	No	Comments
160. Security cameras are stationed outside the school.					
161. Security camera locations provide maximum coverage of grounds.					
162. Security cameras are stationed inside the school.					
163. *Remote and isolated hallways are monitored by security cameras.					
164. *School buses are equipped with security cameras.					
165. *Security camera tapes are retained for 30 days.					
166. *There is a central security system.					
167. *The central security alarm system is connected to local law enforcement.					
168. *The alarm system is in compliance with ADA requirements, taking into consideration people with hearing or visual impairments.					
169. School Resource Officer(s) or School-Based Law Enforcement are located on site.					
170. School security officers (non-law enforcement) are located on site.					
171. School security/law enforcement provides a visible and regular presence on campus during school hours.					
172. Staff members monitor hallways during school hours.					
173. Staff members monitor stairwells during school hours.					
174. *Staff members monitor restrooms during school hours: _____ times per day					
175. The bus loading area is monitored. If so, how: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
176. The parent pick-up/drop-off area is monitored. If so, how: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence					
177. Play/recreational areas are monitored. If so, how: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence					
178. Formal and informal gathering areas are monitored (mini-plazas, patios, courtyards, entrances, parking lots, etc.). If so, how: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence					
179. Parking lots are monitored. If so, how: <input type="checkbox"/> Camera <input type="checkbox"/> Direct line of sight <input type="checkbox"/> Patrols/staff presence					
180. *If the building is used after school or on weekends, security is present.					
181. *Specific persons are designated to secure buildings after activities.					
182. *Security personnel/law enforcement conducts daily visual inspections of the school for suspicious packages and other items.					
183. *Local law enforcement/security personnel provide after hours patrols of the school site.					
<i>After the school day, staff members are assigned to check the following:</i>	N/A	N/A	Yes	No	Comments
184. All classrooms locked.					
185. All bathrooms unoccupied and/or locked.					
186. All exterior doors locked.					
187. All security lights are on.					
188. Building alarm is activated.					
189. *There is a written process for pre-employment recruitment and training for security personnel and/or monitors.					
190. *There are written job descriptions for security personnel and/or monitors.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
191. *The school requires background checks on all school staff.					
There is a 2-way communication between the main office and:	N/A	N/A	Yes	No	Comments
192. Classrooms					
193. Local law enforcement					
194. School-based security staff					
195. Playground staff					
196. Portable classrooms/buildings					
197. Ball fields					
198. School nurse					
199. Custodial staff					
200. School buses					
201. All classrooms are equipped with a system to communicate in an emergency.					
202. The school has access to a weather radio and monitors it regularly.					
203. *The school communicates with parents throughout the year about what they should do in the event of a school emergency.					
204. *The school has clear guidelines for working with the media in the event of an emergency.					
205. *All safety-related parent or media inquiries are directed to a designated spokesperson.					
206. * In the event of an emergency during school hours, procedures are in place to contact parents and the community with instructions.					
207. *A method is in place to communicate security instructions to staff in a rapid and timely manner.					
208. *School staff protects sensitive information on internal security measures from being released to the public.					
209. * School files and records are maintained in locked, vandal proof, fireproof containers or location.					
210. * The school regularly backs up important computer files.					
211. *The school's computer network provides a secure means to communicate with local, state, and federal authorities.					
212. *Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
<i>The Emergency Operations Plan (EOP) is:</i>			Yes	No	Comments
213. Multi-hazard in nature.					
214. Contains Incident Command System and is NIMS compliant.					
215. Reviewed and updated on an annual basis.					
216. Developed by a school safety planning team representative of all school staff.					
217. Law enforcement personnel are an integral part of the safety planning process.					
218. Emergency management personnel are an integral part of the safety planning process.					
219. Fire department personnel are an integral part of the safety planning process.					
220. There is an updated map of the school's layout with room numbers, evacuation routes, utility shut-offs, location of first aid kits, etc.					
221. An updated copy of the map is provided to local law enforcement, fire, and hazardous materials response units.					
222. The school has an established chain of command that will handle emergency response.					
223. The school has designated an on-site (located in line of sight of the campus) incident command post.					
<i>There are emergency procedures for the following:</i>			Yes	No	Comments
224. Bomb Threats					
225. Hostage Takings					
226. Intrusions					
227. Kidnappings					
228. Acts of Violence (e.g.,shootings)					
229. Hazardous Materials Incidents					
230. Transportation Accidents					
231. Natural Disasters					
<i>The following emergency practice drills are practiced and documented on a regular basis:</i>			Yes	No	Comments
232. Lockdown (3 times a year)					
233. Lockout					
234. Shelter in place					
235. Evacuation of building (monthly)					
236. Evacuation of site					
237. Reverse evacuation (outside-in)					
238. Duck and Cover (e.g. tornado, earthquake) (bi-yearly)					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
239. The evacuation plan includes procedures for persons with limited mobility.					
240. The evacuation plan includes procedures for persons with special health needs.					
241. The evacuation plan includes an alternative evacuation site.					
242. The school has a plan for sustaining school occupants for 72 hours.					
<i>Procedures for reunification and release of students to parents include:</i>			Yes	No	Comments
243. Two confidential reunification sites.					
244. Traffic control plan.					
245. Counselor designee to notify parents of student injury, death, arrest, etc.					
246. Holding area for students which is out of sight from parents					
247. Parents' photo identification is required for release of students					
248. After Action Reviews are held after drills, exercises, and actual emergencies.					
249. The EOP includes a component for post-crisis response, such as the availability of mental health services for students and staff.					
250. All staff (including custodial and food service staff) is trained in the implementation of the EOP.					
251. Substitute teachers are provided safety plan training and information.					
252. Key staff is trained in the National Incident Management System (NIMS).					
253. The school maintains evacuation and disaster recovery kits.					
254. A telephone threat checklist is available near all telephones.					
Health Practices			Yes	No	Comments
255. Hand washing supplies are available in all restrooms.					
256. Hand washing signs are posted.					
257. Hand sanitizer is available to staff and students.					
258. The school has policies and procedures to prevent the spread of infectious diseases.					
259. The school has a representative on the district's School Health Advisory Committee.					
260. The school keeps a record of all student injury and illness.					
261. The school has a written AED policy.					
262. The school complies with all health department regulations.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
General Observations <ul style="list-style-type: none"> Look for clues in physical environment. Converse with staff and students if possible; listen carefully. What types of student programs or activities are there? 					
Student Code of Conduct			Yes	No	Comments
263. The Code of Conduct is reviewed and updated annually.					
<i>The Student Code of Conduct includes statements regarding</i>			Yes	No	Comments
264. Anti-bullying, anti-harassment, and anti-violence policies.					
265. Interviewing policies of student by law enforcement or CPS personnel.					
266. Locker search policies.					
267. Dress code.					
Disciplinary Procedures:			Yes	No	Comments
268. Disciplinary practices focus on the root causes of problems and provide problem-solving strategies.					
269. Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced.					
270. Alternatives to suspensions and expulsions are built into the disciplinary policy.					
258. Procedures used to make decisions about student behavior are well-known to students and staff.					
Parent and Student Involvement:			Yes	No	Comments
271. Parents are an integral part of the school's safety planning and policy development.					
272. Students are represented on the school safety planning team.					
273. Students are actively involved in promoting a positive school climate.					
274. A large percentage (>60%) of students participate in extracurricular activities.					
Reporting:			Yes	No	Comments
275. There is some type of anonymous hotline whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers).					
276. There are standard definitions and procedures to identify school crime included in the school code of conduct or student handbook.					
277. There is a process in place to systematically collect and review discipline referral data.					

Criterion	Not Assessed	Not Applicable	Yes	No	Comments
General Climate:			Yes	No	Comments
278. Respect for diversity is emphasized school-wide.					
279. Hallways and public spaces are clean and in good repair.					
280. Staff members are visible in hallways supervising/interacting with students.					
Staff and Student Training:			Yes	No	Comments
281. Administrators, teachers, and other staff members receive annual training in conflict resolution and problem-solving skills.					
282. Administrators, teachers, and other staff members receive annual training in bullying prevention.					
283. Staff knows proper procedures for checking suspicious packages.					
284. Staff is trained to be on the lookout for anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.)					
285. Staff knows how to respond to threats from students, including threats found in school work, notes, journals, or overheard by other students.					
286. Front office staff (including student workers) knows how to respond to a bomb threat or other threatening/suspicious phone calls.					
287. Students receive training in positive social skills, violence prevention, conflict resolution, and communication/decision-making skills.					
288. Students receive training specifically on bullying prevention.					
289. Students receive training in sexual harassment/gender respect.					
290. The school has implemented a character education or social skills program school-wide.					
Referral Resources:			Yes	No	Comments
291. The school has a Student Assistance Program.					
292. The school has a process to identify and serve the needs of students most at-risk for engaging in disruptive and disorderly behavior.					
293. The school has staff members that are trained to identify and work with potentially dangerous students.					
294. There is a well-developed network of service providers to which students can be referred.					

D. Follow-up to the On-site Visit

Following the visit, the audit team will meet to review the documents provided by the school. Using the information from the audit tool and the documents, the team will prepare a draft report of the findings of the audit, which will be submitted to the principal. The report should include (minimally) both commendations and recommendations.

The draft report should begin with the demographic information that was covered in the School Characteristics portion of the audit tool, (p. 9) as well as the concerns of administrators, staff and students that were voiced at the entrance conference or from interviews or surveys.

The draft report should then cover the document review with specific information about what documents were available and the usefulness of these documents. Then the report should cover each section from the audit tool, mentioning specific areas of concern.

The next section should list the results of the staff/student safety surveys (found on pp. 34-38), including a sample of comments that were made. Finally, the report should summarize the findings with a list of commendations and recommendations as discussed below:

The principal should submit the School Safety Audit draft report to the superintendent during the academic year during which the audit was conducted, along with any actions the campus has taken to mitigate any negative findings and an action plan to address long range safety goals. The superintendent will create the official audit report about the results of the campus audit for its board of trustees.

References

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Virginia Department of Education. (no date). Auditing schools for safety. Retrieved May 15, 2006, from <http://www.pen.k12.va.us/VDOE/Finance/Facilities/Safety.htm>

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SCHOOL SAFETY

Saving Lives When Seconds Count



ITEMS FOR THE INCIDENT COMMAND KIT

- 1. Signage for the command post
- 2. Vests to identify Incident Command positions
- 3. Emergency Plan and support documents
- 4. Radio, cell phone, pager
- 5. Master Keys
- 6. Maps, floor plans, photos
- 7. Writing surface such as a white board
- 8. Bullhorn or whistle
- 9. Flashlights with extra batteries
- 10. Battery-operated radio
- 11. Disposable camera
- 12. Clipboards, paper, pens, pencils, markers, etc.
- 13. Lists and rosters (phone, students, health, staff, district, etc.)
- 14. Student release or sign-out forms
- 15. Telephone book
- 16. Yearbooks and school pictures

NOTES
