Safety Security Audit Checklist

School:_____   Date: _____

District: _____

Directions: Use the following checklist to assss the school's strengths and areas of
improvement in the Safety and Security of Buildings and Grounds.

KEY: In compliance=Element is in place and needs no improvement.
Improve=In place but is functioning at a minimal level and can be improved.
Not in Place=Element is mising or not implemented.
Implement=The school is in the process or plans to implement the missing criteria or function.

Notes: At the end of each section:
1. Document specific observations, ideas, recommendations, or suggestions for
improvement in the areas indicated on the checklist.

2. Write down questions you may have (even if you don't have time to find the answers right away.)

3. Remember that sometimes a situation may not have anything other than a
temporary solution. It is still important to note the problem, and suggest short and long
term solutions.

In Compliance	Improve	Not in Place	Implement	**Building and Grounds**		
				Safety audit(s) conducted on a regular (annual) basis		
				External lighting properly working		
				External lighting at entrances equal to 10 foot candles		
				External lighting in parking lots equal to 2 foot candles		
				Are you able to see and identify a face 75 feet away		
				Does landscape provide an unobstructed view of the area (clear visibility between 3 and 7 ft.)		
				Are entrances overlooked by windows		
				Are there gathering areas by entrances that create surveillance opportunities		
				Provisions for closed campus (including lunch and study hall periods) are in place		
				Controlled access to building (lock doors, one entrance monitored)		
				Clear visitor procedures including		
				Visitor signs (directing visitors where th office is, which door to use, etc.)		
				Visitor check-in		
				Visitor ID badges		
				Staff ID badges		
				Student ID badges		
				Hallway supervision - monitored by staff, parents and volunteers		
				Classroom communication addressing all rooms/duty stations		
				Phones		
				Email		
				Intercom		
				Other (list)		
				Alternative forms of communication available in the event of an emergency		
				Walkie-talkies		
				Cell phones		

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				Other (list)
				Video cameras on site
				Hallways
				Cafeteria
				Parking lots
				Other
				Video cameras monitored
				Video cameras record
				Video records kept, how long
				Electronic lock system in place
				There is a control system in place to monitor keys and duplicates
				Working locks on classroom doors
				Locks for lockers supplied by school
				Provisions to implement building wide intercom alert
				School files and records are maintained in locked, vandal proof, fireproof containers or vaults
				An up-to-date inventory is maintained for all school equipment
				All school equipment is permanently marked with an identification number
				Secure storage is available during and after school for valuable items
				There is a policy for handling cash received at the school
				A record of health permits is maintained
				A record of fire inspection by the local or state fire marshal's office is maintained
				If a classroom is vacant, students are restricted from entering the room alone
				There are written regulations regarding access and control of school personnel/community members using the building after hours
				Staff members who remain after school hours are required to sign and out
				One person is designated to perform security checks at the end of the day
				Check that all classrooms and offices are locked
				Check all restrooms, locker rooms to assure that no one is hiding there
				Check all night lights to assure that they have been turned on
				Check the alarm system to assure that it is functioning properly
				The telephone numbers of the principal or other designated contact person(s) are provided to the police departments so the police can make contact in the event of a suspicious or emergency situation
				Law enforcement personnel and/or community residents monitor school grounds after school hours
				There is regular maintenance and/or testing of the entire security alarm system at least every six months
				Fire drills are conducted as required
				Other emergency drills are conducted
				The bathroom walls are free of graffiti
				All areas of school buildings and grounds are accesseible to patrolling security vehicles
				There is a central alarm system in the school
				High risk areas (office, cafeteria, computer room, music room, shops, labs, etc.) are protected by high security locks and an alarm system
				Unused areas of the school can be closed off during after school activities
				Students are restricted from loitering in corridors, hallways, stairwells and restrooms
				There are written regulations restricting student access to school grounds and buildings
				There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms
				The school ground is free graffiti, trash and/or debris

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				Notes:

In Compliance	Improve	Not in Place	Implement	**Play areas**
				Play areas are fenced
				Good visual surveillance of play equipment is maintained
				Vehicular access to play area is restricted
				Playground equipment is inspected and maintained on regular basis
				Notes:

In Compliance	Improve	Not in Place	Implement	**Vehicle and bicycle parking**
				Visual surveillance of bicycle racks is possible
				Visual surveillance of parking lots from main office is possible
				Dirver education vehicles are secure
				Students/staff are issued parking stickers for assigned parking areas
				Students access to parking area is restricted to arrival and dismissal times
				Notes:

In Compliance	Improve	Not in Place	Implement	**Role of Law Enforcement**
				Incidents of crime that occur on school property or at school-related events are reported to law enforcement and a log is kept by the school
				Community partners (fire, police, etc.) are an integral part of the school's safety planning process
				The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both

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				Law enforcement personnel provide a visible presence on campus during school hours and at school-related events
				Local law enforcement provides after hours patrols of the school site
				Notes:

In Compliance	Improve	Not in Place	Implement	**Standards of security personnel**
				This school does employ security personnel
				Pre-employment background checks are conducted for security personnel
				School security personnel meet a standard for training and qualifications
				Security personnel have clearly defined roles and responsibilities
				Security personnel are knowledgeable about youth service providers, both in and out of school
				Security personnel have powers of arrest on school property
				Notes:

In Compliance	Improve	Not in Place	Implement	**Development of Crisis Response Plan**
				The school has a crisis response plan
				The school has established a well-coordinated emergency plan with its community partners and response agencies
				Categories listed in the plan include at a minimum, those in the guidelines provided by the Department of Education
				Notes:

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In Compliance	Improve	Not in Place	Implement	**Development and enforcement of policies**
				The student conduct policy is reviewed and updated annually
				A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification
				The school has a crisis response plan in effect that is reviewed and updated annually
				A chain-of-command has been established for the school when the principal and/or other administrators are away from the building
				Behavioral expectations and consequences for violations are clearly outlined in the code of conduct, including sanctions for weapon and drug offenses and all other criminal acts
				Parents are an integral part of student discipline procedures and actions
				Alternatives to suspensions and expulsions have been built into the discipline poilcy and are consistently used
				The policy provides a system where staff and student may report problems or incidents anonymously
				Specific polices an/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc.
				Pre-employment background checks are conducted for all staff
				Notes:

In Compliance	Improve	Not in Place	Implement	**Procedures for Data Collection**
				Violations of state and federal laws are reported to law enforcement
				An incident reporting procedure for disruptive incidents has been established
				Records or data are analyzed to identify recurring problems
				Accident reports are filed with students/staff/or others are injured on school property or duing school related activities
				The incident reporting system is reviewed and updated annually
				Notes:

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In Compliance	Improve	Not in Place	Implement	**Intervention and prevention plans**
				Students have access to conflict resolution programs
				Students are assisted in developing anger management skills
				Diversity awareness is emphasized
				Programs are available for studnets who are at-risk
				Student may seek help without the loss of confidentiality
				Students and parents are aware of the community resources
				Notes:

In Compliance	Improve	Not in Place	Implement	**Dress Code Policy**
				Provision banning hats in buildings (wearing, tilted, backwards, display)
				Provision banning gang attire (colors, logos, indicators)
				Prohibit attire that disrupts the orderly educational environment including sexaully provacative clothing (mid drift tops, spaghetti straps, clothing which exposes and displays undergarments, etc.)
				Provision banning clothing, which advertises drugs, alcohol, tobacco, weapons, gangs, hate groups, etc.
				Wallet chains prohibited
				Provision banning coats in class
				Review building rules permitting student attire which conceals weapons and other contraband
				Provision requiring and/or allowing for school uniforms
				Notes:

In Compliance	Improve	Not in Place	Implement	**Discipline Guidelines (Handbook, Board Policy, etc.)**
				Attendance policies with consistent enforcement component

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				Consequences combined with interventions component
				Provisions for police involvement in criminal-related matters
				Zero-tolerance policy - drugs, alcohol, tobacco, weapons, gangs, hate groups, harassment, bullying
				Swearing and profanity prohibited
				Harassment prohibited (sexual, racial, etc.)
				Graffitti and vandalism prohibited
				Respect for student and school property component
				Restrict public display of affection component
				Hallway pass provisions
				Suspension and expulsion provisions
				Review of building rules that permit school personnel unontrolled access to back packs, book bags, and gym bags during the school day.
				Behavior profile procedures in place to identify students who are at-risk
				Ban back packs, book bags, and gym bags or restrict access
				Ban purses or restrict access
				Restrict coats and jackets to locker
				Policies in place limiting the use of cell phones, picture phones, and pages
				Notes:

In Compliance	Improve	Not in Place	Implement	**Safety Policies**
				Record of storm drills
				Record of fire drills
				Record of emergency procedure drills
				Staff development and training specific of safety
				First aid training
				CPR training
				Bus safety training
				Training for defusing disruptive and assaultive students
				Emergency plan training
				Student and parent notification policies regarding school rules and post crisis
				Bus trip policy (daily transportation, athletic, field trips, etc.)
				Locker search policy
				Student pick-up policy
				Safety audit policy
				Student searches policy
				Faculty vehicle search policy
				Student vehicle search policy
				Crime Stoppers and Safety hot line
				Drug testing (bus drivers) policy

Safety Security Audit Checklist

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			Pre-employment background checks are conducted for all staff	
			Staff supervision of students policies	
			Reasonable suspicion policy (alcohol, drug testing)	
			Policies that foster building of relationships between students and adult school personnel	
			Metal detectors	
				Entry points
				Hand held
			Policy on use of drug dogs	
			Notes:	

Equipment/Resource Audit

School: _____   **Date:** _____

Type of Equipment	Have ?		# of Items	Location	Working Order?	
	Yes	No			Yes	No
Walkie-Talkies						
Cellular Phones						
Pages						
Telephones						
Building Plans						
Fire Extinguishers						
Air Horns						
Bullhorns						
E-Mail						
CPR-Trained Staff						
First Aid Trained Staff						
Flashlights						
Emergency Generators						
Crisis Kit						
Notes						

CRISIS KIT CONTENT CHECKLIST

School: _____   **Date:** _____

Type of Equipment	Have ?		# of Items	Location	Working Order/Expired?	
	Yes	No			Yes	No
Bag/Container for Kit						
Air Horns						
Flashlights						
Master Keys - Building						
Padlock Keys - Building						
Student Locker Master Keys						
Light Switch Keys						
First Aid Kit/Supplies						
Whistle						
AM Portable Radio						
Spare Batteries						
Clipboard						
Pens/Pencils						
Solar Blanket						
Dust Masks						
Botl Cutters for Padlocks						
Roll of Duct Tape						
Roll of Caution Tape						
CPR Mouthpiece						
Pair of Work Gloves						
6 Pair of Latex Gloves						
Scissors						
Safety Goggles						
Pry Bar						
Student Roster & Emergency Release Cards						
Faculty/Staff Roster & Emergency Release Cards						
Pry Bar						
Utility Knife						
6 Small Mirrors to Assist in Checking for Bombs						
6 Black Magic Markers						
Sticky Notes						
2 Short Range Walkie-Talkies						
Fire Pull Station Locations						
Utility Shut Off Locations						
Other (Please List)						

Notes	

Other Safety/Security Concerns:

_____

_____

_____

_____

_____

Additional Notes and Observations:

_____

_____

_____

_____

Audit completed on: _____
                                    (Date)

Audit Team: _____
                              Print Name / Position / Signature

_____
                              Print Name / Position / Signature

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                              Print Name / Position / Signature

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                              Print Name / Position / Signature

A formal recommendation will be written and copies provided to the Superintendent and the School Principal within 30 days of the safety audit.