

School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criteria or function, check 'implement'.

Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Interior
				Security
X				School files and records are maintained in locked, vandal proof, fireproof containers or vaults
		X		An up-to-date inventory is maintained for all expendable school supplies
X				All school equipment is permanently marked with an identification number
		X	X?	Secure storage is available during and after school for valuable items
X				There is a control system in place to monitor keys and duplicates
X				There is a policy for handling cash received at the school
		X	X?	A record of health permits is maintained
X				A record of Fire Inspection by the local or state Fire Office is maintained
X				If a classroom is vacant, students are restricted from entering the room alone
X				There are written regulations regarding access and control of school personnel using the building after school hours
		X		Staff members who remain after school hours are required to sign in and out
X				One person is designated to perform security checks at the end of the day:
X				Check that all classrooms and offices are locked
X				___ Check all restrooms, locker rooms to assure that no one is hiding there
X				___ Check all exterior entrances to assure that they are locked
X				___ Check all night lights to assure that they have been turned on
X				___ Check the alarm system to assure that is functioning properly
X				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
X				Law enforcement personnel and/or community residents monitor school grounds after school hours
X				There is regular maintenance and/or testing of the entire security alarm system at least every six months
X				Fire drills are conducted as required by Delaware Law
X				The bathroom walls are free of graffiti



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Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Interior (Cont.)
X				The entrance lobby is visible from the main office
X				Visitors are required to sign in
X				Proper identification is required of vendors, repairmen, etc.
		X		Visitors are issued ID cards or badges
X				Full and part-time staff, including bus drivers, are issued ID cards or other identification
X				Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school
X				Students are required to have written permission to leave school during school hours
				Lighting
X				The hallways are properly lighted
X				Bathrooms are properly lighted
X				Bathrooms are supervised by staff
X				Stairwells are properly lighted
X				Switches and controls are properly located and protected
		X		Access to electrical panels is restricted
X				The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored
				Doors
X				Faculty members are required to lock classrooms upon leaving
X				Multiple entries to the building are controlled and supervised
X				Doors accessing internal courtyards are securely locked
X				Mechanical rooms and other hazardous storage areas are kept locked
		X	X?	The school maintains a record of all maintenance on doors, windows, lockers, and other areas of the school
				Signage
X				Exit signs are clearly visible and pointing in the correct direction

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Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Exterior and Play Areas
				Play Areas
		X		Play areas are fenced
N/A				Good visual surveillance of play equipment is possible
N/A				Vehicular access to play areas is restricted
N/A				Playground equipment has tamper-proof fasteners
				Vehicular and Bicycle Parking
N/A				Visual surveillance of bicycle racks is possible
N/A				Visual surveillance of parking lots from main office is possible
N/A				Driver education vehicles are secure
		X		Students are issued parking stickers for assigned parking areas
		X		Student access to parking area is restricted to arrival and dismissal times
N/A				All areas of school buildings and grounds are accessible to patrolling security vehicles
		X		Student access to parking area is restricted to arrival and dismissal times
		X		Parking area has been designated for students who must leave school during regular hours to begin work
				Security
N/A				All areas of school buildings and grounds are accessible to patrolling security vehicles
X				There is a central alarm system in the school.
		X		High risk areas (office, cafeteria, computer room, music room, shops, labs, etc., are protected by high security locks and an alarm system
		X		Unused areas of the school can be closed off during after school activities
X		X	X	There is two-way communication between: ___ Classroom and main office ___ Duty stations and main office ___ Re-locatable classrooms and main office
X				Students are restricted from loitering in corridors, hallways, stairwells and restrooms
X				Students are issued identification badges
X				There are written regulations restricting student access to school grounds and buildings
		X		There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms
X				The school ground is free from graffiti, trash and/or debris

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				School Exterior and Play Areas-Security (Cont.)
		X		School grounds are fenced.
		X		Gates are secured by good padlock and chains after hours
				Signage
		X		Drug-free zone signs are posted
		X		Bus loading and drop-off zones are clearly defined
		X		Parent drop-off and pick-up areas is clearly defined
X				There is <u>only one</u> clearly marked and designated entrance for visitors
N/A				Signs are posted for visitors to report to main office through a <u>designated entrance</u>
X				Restricted areas are properly identified
				Landscaping
X				Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule)
X				All poisonous shrubs, trees and foliage have been removed
		X		Boundary edges are free from trees and telephone poles
				School Bus Zone
		X		Access to bus loading areas is restricted to other vehicles during loading/unloading
X				Staff are assigned to bus loading/drop-off areas
				Lighting
X				There is adequate lighting around the building
X				Lighting is provided at entrances and other points of possible intrusion
X				Accessible lenses are protected by some unbreakable material
X				Directional lights are aimed at the building
X				Exterior light fixtures are securely mounted
				Windows and Doors
		X		Entrances to school property can be observed from the school and are adequately secured after hours
X				If campus style, doors are locked when classrooms are vacant
X				Ground floor windows: no broken panes and locking hardware in working order
N/A				Basement windows are protected with <u>grill</u> or well cover
		X		Outside hardware has been removed from all doors except at point of entry

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Yes	Improve	No	Implement	Subject and Elements being Assessed
				Role of Law Enforcement
X				<i>Incidents of crime that occur on school property or at school-related events are reported to law enforcement</i>
X				<i>Law enforcement personnel are an integral part of the school's safety planning process</i>
X				<i>The school has developed an effective partnership with local law enforcement</i>
X				<i>The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both</i>
X				<i>Law enforcement personnel provide a visible presence on campus during school hours and at school-related events</i>
X				<i>Local law enforcement provides after hours patrols of the school site</i>
				Standards for Security Personnel
X				<i>This school does employ security personnel</i>
				<i>Pre-employment background checks are conducted for security personnel</i>
				<i>School security personnel meet a standard for training and qualifications</i>
				<i>Security personnel have clearly defined roles and responsibilities</i>
				<i>Security personnel are involved in the school's safe school planning process</i>
				<i>Security personnel are knowledgeable about youth service providers, both in and out of school</i>
				<i>Security personnel have powers of arrest on school property</i>
				Development of Crisis Response Plan
X				<i>The school has a Crisis Response Plan</i>
X				<i>The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies</i>
X				<i>Categories listed in the plan include at a minimum, those in the guidelines provided by the Department of Education</i>

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				Staff Development
X				The principal and administrative staff maintain a highly visible profile
	X			Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods
	X			Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Response Plan
	X			Administrators and staff are trained in personal safety
N/A				School security officers (not law enforcement) receive in-service training for their responsibilities
N/A				School Resource Officers (law enforcement) receive in-service training for their responsibilities
N/A				School volunteers receive training to perform their duties
X				Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies and state and federal laws
X				School safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan
X				Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers
				Opportunities for Student Involvement
		X		Students are represented on the School Safety team
		X		The school provides opportunities for student leadership related to violence prevention and safety issues
X				The school provides adequate recognition opportunities for all students
		X		Students are provided encouragement and support in establishing clubs and programs, etc
X				Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.)
				Level of Parent and Community Involvement
X				Evidence suggests that the community supports the school's programs and activities that teach safety and non-violence
X				School activities, services, and curricula reflect the characteristics of the students and the community
X				School safety planning reflects the neighborhood, including crime and hazardous conditions
X				Parents are an integral part of the school's safety planning and policy making
X				Parents are aware of behavioral expectations and are informed of changes in a timely manner
		X		Local businesses and other community groups are involved in the school's safety planning

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				Development and Enforcement of Policies
X				The Student Conduct Policy is reviewed and updated annually
X				A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification
			X	The school has a Crisis Response Plan in effect that is reviewed and updated annually
X				A chain-of-command has been established for the school when the principal and or other administrators are away from the building
X				The school has implemented pro-active security measures on campus, at school-sponsored activities and on all school property (i.e., school buses).
X				Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced
X				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
X				Parents are an integral part of student discipline procedures and actions
X				Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used
		X		The policy provides a system whereby staff and student may report problems or incidents anonymously
X				Specific policies and/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.
				Procedures for Data Collection
X				Violations of state and federal law are reported to law enforcement
X				An incident reporting procedure for disruptive incidents has been established
X				Records or data have been established and are analyzed to identify recurring problems
X				Accident reports are filed when a student is injured on school property or during school related activities
		X		The incident reporting system is reviewed and updated annually
				Intervention and Prevention Plans
	X			Students have access to conflict resolution programs
	X			Students are assisted in developing anger management skills
	X			Diversity awareness is emphasized
X				Programs are available for students who are academically at-risk
X				Students may seek help without the loss of confidentiality
X				Students and parents are aware of community resources

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				Miscellaneous
X				Does vandalism take place? If yes, check all areas that apply:
				<input type="checkbox"/> Classrooms <input type="checkbox"/> Locker rooms
				<input type="checkbox"/> Hallways <input type="checkbox"/> Play areas
				X Bathrooms
				<input type="checkbox"/> Other _____
				Vandalism takes place during: (check all that apply):
X				<input type="checkbox"/> Before School Hours X During School Hours
				<input type="checkbox"/> After school Hours <input type="checkbox"/> Weekends
				<input type="checkbox"/> Other : _____
		X		Do assault and battery incidents take place? If yes, check all areas that apply:
				<input type="checkbox"/> Classrooms <input type="checkbox"/> Locker rooms
				<input type="checkbox"/> Hallways <input type="checkbox"/> Play areas
				<input type="checkbox"/> Bathrooms
				<input type="checkbox"/> Other: _____
N/A				During what periods of the day do assault and fighting incidents happen?
				<input type="checkbox"/> Before school <input type="checkbox"/> Change of class
				<input type="checkbox"/> After school <input type="checkbox"/> Lunch period
				<input type="checkbox"/> Other: _____