## *Documents Needed for Review on Day Two*

On Day Two, the following documents will be reviewed to ascertain how well the school is prepared to deal with everyday safety concerns as well as emergency situations.

- ❑ **Floor Plan of facility (see detail below)**
- ❑ **Site Plan of facility (see detail below)**
- ❑ Campus Emergency Operations Plan
- ❑ 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 and students
- ❑ Incident Analysis Report
- ❑ Campus Discipline Referral Data

**The Floor Plan should include the following:**

- ❑ 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)

**The Site Plan should include the following:**

- ❑ 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, etc.
- ❑ Athletic facilities clearly identified and labeled

## *Format for Written Report*

Using the information from the Campus Safety and Security Audit Tool and the document review, the team will prepare a written report of the findings of the audit, which will be submitted to the principal. 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: