

2013 Safety Audit Report Recommended Course of Action Report

Instructional Facility (Part 1 of 2)-Policy and Procedures								
	AHS	AMS	BES	MES	EBLC	Notes	Person Assigned Task	Date to be Completed
<b>Access Control/Visitors Procedures</b>								
Visitors must present photo ID to obtain visitors badge.	YES	YES	YES	YES	NO	New Procedures will be in place at beg. Of 2013-14 year	Principal	Complete
Visitors photo ID is retained until check out is complete.	NO	NO	NO	NO	NO	New Procedures will be in place at beg. Of 2013-14 year	Principal	August
Visitor badges list destination and/or person being visited.	YES	YES	YES	YES	NO	New Procedures will be in place at beg. Of 2013-14 year	Principal	August
There is a system for inspecting and approving items delivered to a facility.	NO	NO	NO	NO	NO	Research Training for Receptionist	McNabb	August
There is a system in place for dealing with suspicious and/or unauthorized deliveries.	NO	NO	NO	NO	NO	Research Training for Receptionist	McNabb	August
<b>Monitoring and Surveillance</b>								
Remote and isolated hallways are monitored by security cameras.	YES	YES	NO	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
Staff Members monitor stairwells during school hours.	NO	N/A	N/A	N/A	N/A	Teachers monitor stairwells	Principal	Complete
<b>School-Based Law Enforcement</b>								

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	AHS	AMS	BES	MES	EBLC	Notes	Person Assigned Task	Date to be Completed
School-based Law Enforcement officers are located on site.	NO	NO	NO	NO	NO	Estimated Cost of SRO Up To \$60,000	Superintendent	Discussion Item
<b>After the school day, staff members are assigned to check the following:</b>								
All classrooms are locked.	NO	NO	YES	YES	YES		Principal	Complete
All bathrooms are unoccupied and/or locked.	N/A	N/A	YES	YES	YES	N/A	N/A	N/A
<b>The Emergency Operation Plan</b>								
Includes law enforcement personnel as an integral part of the safety planning process.	NO	NO	NO	NO	NO		McNabb	August
Includes emergency management personnel and EMS (emergency medical services) as an integral part of the safety planning process.	NO	NO	NO	NO	NO		McNabb	August
<b>The EOP contains emergency procedures for the following:</b>								
Hazardous Materials Incident.	NO	NO	NO	NO	NO		McNabb	August
Persons with limited mobility.	NO	NO	NO	NO	NO		McNabb	August

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Persons with special health needs.	NO	NO	NO	NO	NO		McNabb	August
The emergency operations plan (EOP) includes a component for post conference, such as the availability of mental health services for student and staff.	NO	NO	NO	NO	NO		McNabb	August
A telephone checklist is available near all incoming telephones.	NO	YES	NO	YES	NO	Checklist posted	Principal	Complete
<b>The following emergency drills are conducted and documented regularly:</b>								
Evacuation of the building (monthly) - per fire marshal code.	NO	YES	YES	YES	NO	Principals keep drill log	Principal	Monthly
<b>Reunification procedures include:</b>								
Requiring parent/guardian photo identification prior to release of students	NO	NO	NO	NO	NO	Add to Reunification	McNabb	Complete
<b>School Climate and Culture</b>								
<b>Staff and Student Training</b>								
Key staff are trained in the National Incident Management System (NIMS).	NO	NO	NO	NO	NO	Research Training For Administration	McNabb	August



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All exterior doors are numbered on the outside.	NO	YES	YES	YES	NO	Will Create Numbers	Maintenance	August
<b>Buses and Parking</b>								
Bus loading and drop off zones are clearly marked.	YES	YES	YES	NO	NO	Will Visit With Principals and get these marked better.	Maintenance	August
Student drop off and pick up zones are clearly marked.	YES	YES	YES	NO	NO	Will Visit With Principals and get these marked better.	Maintenance	August
Access points for parking lots are gated.	NO	NO	NO	NO	NO	Not Necessary/feasible at this time	N/A	N/A
Parking lots are bordered by walls, chain link fence, or some physical barrier.	NO	NO	NO	NO	NO	Not Necessary/feasible at this time	N/A	N/A
Staff Members are required to obtain parking decals or some other form of identification to authorize parking on school property.	YES	NO	NO	NO	NO	Not Necessary/feasible at this time	N/A	N/A
School buses and other transportation vehicles are secured when not in use.	N/A	N/A	N/A	N/A	NO	Secured by depleting air from air brakes.	Barbara	Complete
<b>Play and Outdoor Recreation Areas</b>								
Recreation/practice areas are fenced to restrict unauthorized access.	YES	NO	YES	YES	NO	AMS Not Necessary/feasible at this time. EBLC secure playground.	Principal	Complete
Fences are in good condition and without gaps.	YES	N/A	YES	YES	NO	Maintenance will inspect and repair.	Maintenance	August

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sharp edges, and protruding or loose bolts or screws.	N/A	N/A	YES	YES	NO	Maintenance will inspect and repair.	Maintenance	August
Playground edging is well-maintained and away from fall area of equipment.	N/A	N/A	NO	NO	YES	Replace Mulch and Border Estimated Cost \$1,000.00	Maintenance	August
Ground cover is adequate to provide protection from falls.	N/A	N/A	NO	YES	YES	Replace Mulch and Border Estimated Cost \$1,000.00	Maintenance	August
Ground cover is free from holes and worn trenches.	N/A	N/A	NO	NO	YES	Replace Mulch and Border Estimated Cost \$1,000.00	Maintenance	August
playground area (such as week block protruding from ground cover).	N/A	N/A	NO	NO	YES	Replace Mulch and Border Estimated Cost \$1,000.00	Maintenance	August
Benches/bleachers are well maintained (painted with no signs of rust or splinters).	N/A	N/A	N/A	NO	N/A	Research	Maintenance	August
<b>Building Access</b>								
The school has a designated a primary point of entry/exit to each building.	NO	YES	YES	YES	YES	Estimated Cost \$5000.00-\$30,000.00 (\$5000.00 Add Reception Desk to Entry and/or \$15,000.00 Secure Glass Doors in Hallway, \$30,000.00 Total Reconstruction Of High School Front)	TBD	<b>Discussion Item</b>

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The designated points of entry are monitored to control building access.	NO	YES	YES	YES	YES	See Above	TBD	Discussion Item
School staff monitor all entrances and exits during student arrival and departure.	NO	YES	YES	YES	YES	See Above	TBD	Discussion Item
Doors required for student passage are monitored.	NO	YES	YES	YES	YES	See Above	TBD	Discussion Item
<b>Building Interior</b>								
Interior doors (doors leading to the outside) are numbered on the inside.	YES	YES	YES	YES	NO	Will Create Numbers	Maintenance	August
Interior doors are numbered on the door or adjacent to the door.	YES	YES	YES	YES	NO	Will Create Numbers	Maintenance	August
Entrance doors to restrooms cannot be locked from the inside.	YES	YES	NO	YES	YES	Remove Lock	Maintenance	Complete
Restroom ceilings are well maintained (not water stained, missing, or cracked).	YES	YES	YES	YES	NO	Will Inspect/Repair	Maintenance	August
Handrails are appropriately placed and in good condition.	NO	YES	YES	YES	N/A	Lower and Repair	Maintenance	August
All chemicals, poisons, and flammable materials are stored properly.	NO	YES	YES	YES	YES	TBD	Yarbrough	Complete
<b>The following areas are locked when not in use:</b>								
Gyms.	NEVER	NEVER	RARELY	ALWAYS	ALWAYS	remain locked	Principals	Complete
Storage closets.	RARELY	MOSTLY	ALWAYS	ALWAYS	ALWAYS	remain locked	Marilyn	Complete

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<b>The following are locked when not in use:</b>								
Electrical panel access doors.	RARELY	NEVER	ALWAYS	NEVER	NEVER	Add Locks On Doors	Maintenance	August
<b>Gymnasium Area</b>								
Emergency lighting is properly installed and functioning.	YES	YES	YES	YES	NO	Not Necessary	N/A	N/A
<b>Vocational Training Areas:</b>								
<b>Welding Shop</b>								
Interior of the welding shop is clean and well organized.	NO	YES	N/A	N/A	N/A		Yarbrough	Complete
Material storage areas are clean and well organized.	NO	YES	N/A	N/A	N/A		Yarbrough	Complete
Fire Evacuation routes are posted.	YES	NO	N/A	N/A	N/A		Gilbreath	Complete
<b>Vocational Training Areas:</b>								
<b>Woodworking Shop</b>								
Fire Evacuation routes are posted.	YES	NO	N/A	N/A	N/A		Gilbreath	Complete
<b>Vocational Training Areas:</b>								
<b>Agricultural Shop</b>								
Interior of the agriculture shop is clean and well organized.	NO	YES	N/A	N/A	N/A		Yarbrough	Complete
Material storage areas are clean and well organized.	NO	YES	N/A	N/A	N/A		Yarbrough	Complete
Eyewash stations are present, functional, and flushed regularly to eliminate contamination.	YES	NO	N/A	N/A	N/A		Maintenance	August



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Agricultural chemicals are properly secured and stored with MSDS on file.	YES	NO	N/A	N/A	N/A		Gilbreath	Complete
<b>Monitoring and Surveillance</b>								
Security cameras are stationed outside the school.	YES	YES	YES	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
Security camera locations provide maximum coverage of grounds.	NO	NO	NO	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
Security cameras are stationed inside the school.	YES	YES	YES	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
The bus loading area is monitored by cameras.	YES	YES	YES	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
The parent pick-up/drop-off area is monitored by cameras.	YES	YES	NO	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
The play/recreational areas are monitored by cameras.	YES	NO	NO	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
The formal and informal gathering areas are monitored by cameras.	YES	YES	NO	YES	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
<b>Communication Systems</b>								
<b>There is 2-way communication between the office and the following staff/areas</b>								
Classrooms	YES	YES	YES	YES	NO	Not Necessary	N/A	N/A
Cafeteria	YES	YES	YES	YES	NO	Not Necessary	N/A	N/A
Playground	N/A	N/A	YES	YES	NO	Not Necessary	N/A	N/A
Portable Classrooms/Buildings.	YES	N/A	N/A	N/A	N/A			

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Band Hall.	YES	YES	N/A	N/A	N/A			
Each of the areas listed above are equipped with a system capable of initiating communication in an emergency.	YES	YES	YES	YES	NO			Complete
<b>Health Practices</b>								
Hand washing signs are posted.	YES	YES	NO	NO	YES		Principal	Complete
Hand sanitizer is available to staff and students.	YES	YES	YES	YES	NO	Not applicable due to safety concerns with this age child.	Hinsley	Complete
<b>Administration Building - Policies and Procedures</b>								
<b>Visitor Policies and Procedures</b>								
Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	N/A	N/A	N/A	N/A	NO	New Procedures will be in place at beg. Of 2013-14 year	Principal	August
<b>Department Safety and Security Policies and Procedures</b>								
All deliveries are documented and drivers sign a delivery log.	N/A	N/A	N/A	N/A	NO	Not Necessary		
There is a system for inspecting and approving items delivered to the building.	N/A	N/A	N/A	N/A	NO	Investigate Training	McNabb	August

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There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/A	N/A	N/A	N/A	NO	Investigate Training	McNabb	September
Emergency communications systems and procedures are tested according to a written schedule and using defined performance standards.	N/A	N/A	N/A	N/A	NO			Complete
A video monitoring system is in place and can record in a high quality format that allows quick review.	N/A	N/A	N/A	N/A	NO	Estimated Cost \$1,000.00-\$1,500.00 Per Camera	Technology/Maintenance	Discussion Item
<b>Building Exterior</b>								
The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	N/A	N/A	N/A	N/A	NO	Obtain Sign From Maintenance	Maintenance/Principal	August
There are adequate sign, postings, or window decals directing all visitors to the main site entry.	N/A	N/A	N/A	N/A	NO	Metal Sign on Building	Maintenance/Principal	August
The location of the reception area is clearly marked.	N/A	N/A	N/A	N/A	NO	Mark	Principal	August
The facility exterior is well maintained.	N/A	N/A	N/A	N/A	NO	Not Necessary at this Time		
Visitor parking areas are clearly identified and segregated from staff parking areas.	N/A	N/A	N/A	N/A	NO	Not Necessary at this Time		

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Exterior lighting fixtures are well maintained and provide adequate illumination.	N/A	N/A	N/A	N/A	NO	Flood lamp to light sidewalk and parent parking.	Maintenance	August
<b>Building Interior</b>								
The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	N/A	N/A	N/A	N/A	NO			Complete
The facility has at least two independent methods of communication for emergencies.	N/A	N/A	N/A	N/A	NO			Complete
The main entrance is monitored by a receptionist or security personnel responsible for controlling access.	N/A	N/A	N/A	N/A	NO	Doors Remain Locked	Principal	Complete
<b>Stadium - Policies and Procedures</b>								
<b>Pedestrian Safety and Egress</b>								
Parking lots are designed to control vehicle speed using speed bumps, raised walkways, curved drives, curb stops.	Yes	N/A	N/A	N/A	N/A	Speed Bumps are present		n/a
<b>Facility Safety and Security</b>								

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Concession Booths are equipped with means to communicate with security personnel.	NO	N/A	N/A	N/A	N/A	Use Cell Phones		Complete
<b>Emergency Operation Plan</b>								
<b>Situation and assumptions</b>								
Maximum enrollment and enrollment figures for the school.	NO	NO	NO	NO	NO		McNabb	August
Information on students/staff with disabilities.	NO	NO	NO	NO	NO		McNabb	August
<b>Attachments</b>								
Incident Command System Organizational Chart and Summary	NO	NO	NO	NO	NO		McNabb	August
Master Schedule.	NO	NO	NO	NO	NO		McNabb	August
Special needs student, faculty, staff.	NO	NO	NO	NO	NO		McNabb	August
<b>District/Campus Website</b>								
It is recommended that the following NOT be posted on a School or District Website or posted without thought of possible unintended use.								

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	AHS	AMS	BES	MES	EBLC	Notes	Person Assigned Task	Date to be Completed
Photos of faculty, staff or students (other than group or activity photo).	YES	YES	YES	YES	YES	Valissa will work with teachers to remove items.	V. Jones	August
Personal information about staff or students and their family.	YES	YES	YES	YES	YES	Valissa will work with teachers to remove items.	V. Jones	August