# Intruder Detection Audit (IDA) Corrective Action Plan

## CORRECTIVE ACTION PLAN

### Statement of Commitment

DeSoto West Middle School is committed to keeping a safe and secure learning environment for all scholars, staff, and visitors. Following the Intruder Detection Audit conducted on September 1, 2026, the campus reviewed the identified finding on Door 9 and developed the following corrective actions to prevent future occurrences involving exterior doors that are broken, inaccessible, unlocked, unlatched, or otherwise improperly secured.

## Finding Addressed

### Exterior Door Security Deficiency

During the Phase 2 Exterior Door Audit, Door 9 was found to be locked but not latched. When assessed, the door opened despite being locked. The inspector was able to secure the door by pushing it fully closed, and a work order was sent. No other exterior doors were found to be unlocked, propped open, or improperly secured.

## Corrective Actions Implemented

### 1. Door Repair and Verification

The identified door deficiency was reported through the district maintenance work order process. Upon completion of the repairs, campus administration and the School Resource Officer will verify that Door 9:

- Closes completely without obstruction.
- Latch properly each time it is closed.
- Remains secured when assessed from the exterior; and
- Functions consistently during daily operations.

Documentation verifying completion of the repair and inspection will be kept as evidence of corrective action.

### 2. Campus Safety Training

A live safety training session will be conducted for all campus staff and substitutes on exterior door security requirements. The training will emphasize:

- Keeping all exterior doors closed and always locked.
- Confirming that doors fully latch after each use.
- Prohibiting exterior doors from being propped open.
- Reporting exterior door malfunctions at once; and
- Reinforcing individual staff responsibilities for supporting a secure campus.

Training attendance will be documented through a sign-in roster that includes participant names, training type, date, and location, as required by the Intruder Detection Audit submission process.

### 3. Exterior Door Monitoring Procedures

To strengthen campus security practices, DeSoto West Middle School will implement the following monitoring procedures:

- Weekly exterior door inspections conducted by campus administration and/or the School Resource Officer.
- Immediate reporting of any door that does not close, latch, or lock properly.
- Documentation of identified deficiencies and gave maintenance requests; and
- Follow-up verification once repairs have been completed.

These procedures will provide ongoing monitoring of campus access points and ensure a prompt response to security concerns.

## Preventative Measures

The campus will implement the following ongoing preventative actions:

1. Reinforce exterior door security expectations during staff meetings and safety briefings.
2. Maintain a routine exterior door inspection process throughout the school year.
3. Require immediate submission of maintenance requests for security-related door deficiencies.
4. Conduct periodic walkthroughs to verify compliance with exterior door security procedures.
5. Continue collaborating with campus administration, maintenance personnel, and the School Resource Officer to ensure that all exterior access points stay secure.

## Required Compliance Activities

### Safety and Security Committee Review

The audit finding and corrective actions will be reviewed during the next scheduled Safety and Security Committee meeting. Meeting minutes documenting the discussion and review will be kept for compliance verification purposes.

### Board Notification

The Intruder Detection Audit findings will be publicly noticed through the next available Board agenda. Documentation on the agenda will be kept in the campus compliance files.

## Documentation Submitted

The following evidence will be supported and sent through the Intruder Detection Audit Online Dashboard:

- Staff Training Roster
- Written Corrective Action Plan
- Door Repair Verification Documentation
- Board Agenda Documentation
- Safety and Security Committee Meeting Minutes

## Certification

I certify that the corrective actions outlined above have been implemented or are being implemented to address the identified findings and strengthen campus security procedures at DeSoto West Middle School.

**Submitted By:** September 21, 2026

**Name:** Demaki Jones

**Title:** Assistant Principal, DeSoto West Middle School

**Reviewed By:** _____

**Name:** Dr. Brittany Strickland

**Title:** Principal, DeSoto West Middle School

**Date:** 10/8/26

# Westside Energy Train Door Safety Training

For DeSoto West Middle School Adult Staff

**Ride the Safety Rails! Secure Our Future!**

NO VAMPIRES ALLOWED: Unauthorized Intruders Off Our Tracks!

## CORE EXTERIOR DOOR SAFETY RULES

- **CLOSED & LOCKED 24/7:** Never propped, always secure.
- **CONFIRM COMPLETE LATCHING:** Push and pull to verify.
- **NO PROPPING DOORS:** Keep entryways clear.
- **REPORT MALFUNCTIONS IMMEDIATELY:** Don't delay, notify maintenance.

## DOOR REPAIR & VERIFICATION PROTOCOL

→ **SUBMIT MAINTENANCE WORK ORDERS**

→ **ADMIN & SRO POST-REPAIR CHECKS:** Double-check for security.



## STAFF SIGN-IN & SIGNATURE ROSTER: Compliance Tracking

| DATE | STAFF NAME (PRINT) | SIGNATURE | BADGE # |
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All staff must review and sign-in after training.



Gemini Notebook

# West Door Safety Training

**To be determined**
**September 14, 2026 at 4:30 PM to September 14, 2026 at 5:30 PM**
**Instructor(s):**
**Active Participants: 25**

| | Signature |
|---|---|
| Cook, Adonis<br>West Middle School | |
| DeLoach-Basey, Nykima<br>West Middle School | |
| George, L'eron<br>West Middle School | |
| Heiskell, Wykennia<br>West Middle School | |
| Johnson, Shaun<br>West Middle School | |
| Jones, Demaki<br>West Middle School | |
| Kelley, Christy<br>West Middle School | |
| Kidd, Stoneysha<br>West Middle School | |
| Loyd, Joseph<br>West Middle School | |
| Mccuin, Dashya<br>Curtistene McCowan Middle School, West Middle School | |
| Mosby, Adrienne<br>West Middle School | |
| Mundy, Dominique<br>West Middle School | |
| Payton, Channon<br>West Middle School | |
| Pleasant, Taylor<br>West Middle School | |
| Porter, Deja<br>West Middle School | |
| Richard, Trina<br>West Middle School | |

# West Door Safety Training

**To be determined**

**September 14, 2026 at 4:30 PM to September 14, 2026 at 5:30 PM**

**Instructor(s):**

**Active Participants: 25**

| | Signature |
|---|---|
| Robinson, Theresa<br>DeSoto High School, West Middle School | |
| Roddy, Bryan<br>West Middle School | |
| Simpson, Ashley<br>West Middle School | |
| Sorrells, Brenda<br>West Middle School | |
| Strickland, Brittany<br>West Middle School | |
| Tolbert, Robert<br>West Middle School | |
| Turner, Jasmine<br>West Middle School | |
| Walker, Glen<br>West Middle School | |
| Ware, Alviana<br>West Middle School | |
| no name | |
| no name | |
| no name | |
| no name | |
| no name | |