

Coppell Independent School District

Summary Report to Superintendent and Board of Trustees

August 18, 2008

Safety and Security Audit

I. Introduction

The purpose of conducting this School Safety Audit was to evaluate the security and safety level of schools in accordance with Senate Bill 11, Section 37.108. Other requirements under Senate Bill 11, Section 37.108 include presenting the results of the School Safety Audit to the school district's board of trustees and the Texas School Safety Center, adoption and implementation of a multi-hazard Emergency Operations Plan for use in schools and school districts.

Secondary Instructional Facilities

Coppell High School
Coppell Middle School-East
Coppell Middle School-North
Coppell Middle School-West
The Education Annex (AEP/DAEP)

Elementary Instructional Facilities

Austin Elementary
Cottonwood Creek Elementary
Denton Creek Elementary
Lakeside Elementary
Lee Elementary
Mockingbird Elementary
Pinkerton Elementary
Town Center Elementary
Valley Ranch Elementary

II. A Scope and Methodology

As a District we contracted with Region 10 Service Center to audit all of the District's facilities. After conducting the audit Region 10 sent results to the campus principal for review. Included in the results was recommendation for security improvements. The scope of Region 10's audit did not include demographic data, student surveys, parent surveys, or district-wide historical data. Although each school was audited individually many had the same security issues in common.

At each campus the auditor and team members of the audit team met with the principal preceding the audit. During that meeting the principal provided the lead auditor copies of floor plans, handbooks, etc., as requested. The audit team would then spend the day inspecting the facility, making observations, and interviewing some of the staff. Documentation of the audit was taken from inspections, observations, and interviews.

III. Summary Reports

Safety and Security Audit Instructional Faculty Findings:

- **Building Access:**
 - Exteriors are in good repair – free of graffiti and with trimmed trees and shrubs.
 - The exterior doors, to the degree practical, are kept locked or monitored during the school day.
 - Exterior doors are not numbered from the outside.
 - The windows have functional locks and unbroken panes.
 - Exterior doors have non-removable hinge pins.
 - Access to the roof is restricted (no climbable plantings or architecture).

- **Buses and Parking:**
 - Bus loading and drop off zones are clearly marked.
 - Fire zones can be quickly cleared of cars or buses if necessary.

- **Interior Facility Assessment:**
 - Fire alarms are connected to all parts of buildings.
 - Fire exits are posted and fire extinguishers have been inspected within the past year.
 - Visitors are registered and ask to wear name tags.
 - Buildings are in good repair, free of graffiti and other vandalism.
 - Classrooms are not kept locked when there is not a class present.
 - IDs are not consistently worn by the staff.
 - At the beginning of the audit process security cameras were present on secondary campuses and in the planning stage for elementary campuses. (There are now cameras present on all elementary campuses).
 - Emergency drills including fire and lock down are conducted on all campuses.

Recommendations:

- It is a highly recommended practice for teachers to secure classroom doors throughout the day. This enables staff to quickly and efficiently secure their classrooms in event of an intruder emergency.
- Staff should be reminded to display ID badges throughout the day. Students should be trained to notify a teacher or other trusted campus staff member if they see an adult on campus without a CISD badge or visitor sticker.
- The main entryways of the elementary campuses, while under visual access of campus office staff, are not restricted to visitors who may enter the campus while the office staff is busy and may go unnoticed. Discussion with maintenance is needed to brainstorm a method to alert the office staff when someone enters the building. This method might take form of an “alert” buzzer that would sound when people enter the building so that office staff would be made aware of their presence.
- An SRO officer and fire department personnel should attend at least one planning meeting of all campus emergency planning teams. Their input would be very valuable in planning for emergencies unique to that campus.
- Records of both lock down and weather drills should be maintained on each campus and in the office of the Director of Student Services. After each drill, staff should meet and debrief the performance during the practice drill. Discussions for future drills could include “surprise” scenarios, such as blocked exits and/or an intruder during lunchtime to further prepare the campus for emergencies.
- Exterior doors should be numbered on all campuses. This measure would assist the efficiency of emergency personnel when locating the entrance where an event is taking place.

IV. Conclusion

The Coppell Independent School District is commended for the knowledge, enthusiasm, and dedication of its Superintendent and Board of Trustees regarding safety and security. By commissioning this survey, the district has demonstrated its commitment to establishing effective and efficient programs to ensure that teaching and learning occur in safe, secure environments.

This report is limited by the scope, sequence, and parameters identified in the Scope and Methodology section of this report. The independent campus audit reports as produced by the auditor were compiled by CISD staff into a general report that will be more useful for District training and operational purposes. It is intended that the report be one source among many used by the Superintendent in overall decision-making regarding emergency planning and facility safety and security.

The audit was conducted by Dr. Paul Lupia over approximately an eighteen month period and the final report was received in April of 2008. The audit was intended to promote safety and security awareness in the District. It should be recognized that the scope of this audit was not as intensive as a “security survey”, “threat assessment”, or “vulnerability assessment” (terms generally used in the security profession) and should not be considered a substitute for such. A commercial security survey, conducted by a licensed security consultant, involves far greater scrutiny, time, and expense than the current audit.

This report is solely for the information of the Superintendent and is not to be used as a reference or distributed for any purposes to anyone except under the Superintendent's direction. As the findings of this study were derived primarily from interviews, limited observations, and reviews of selected documents, it should be tested and confirmed by other information and observations available to the Superintendent.