

District Summary Executive Report
Audit Conducted January 25-27, 2011

Key Recommendation (district-wide):

1. The District's Emergency Operating Plan (EOP) lacks some components that may be critical in the event of an emergency. It is recommended that all suggested components be reviewed and considered for addition to the District's plan.
2. Each school within the district has an Emergency Operations Plan or Crisis Plan, but not all recommended components are in each plan. It is recommended that all suggested components be reviewed and considered for addition to the plan.
3. District/school identification badges are not used by staff. It is recommended that all staff wear identification that properly identifies them as district personnel.
4. Not all instructional facilities have fire alarms that are connected to local fire departments or are central reporting where appropriate agencies will be contacted. It is recommended that all instructional facilities have fire alarms that are connected to local fire departments or is central reporting where appropriate agencies will be contacted.
5. Key staff has not been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS). It is recommended that all key staff be trained in the National Incident Management System (NIMS) and the Incident Command System (ICS).
6. Exterior doors for all campus buildings are not systematically numbered around each building. It is recommended each exterior door at each building be systematically numbered on the outside and inside.
7. Fire zones are not clearly marked at some of the district's facilities. It is recommended that local fire authorities be consulted with to determine if additional fire zones are needed.
8. Not all schools have designated points of entry that are monitored and controlled. It is recommended that each school have designated points of entry and each be monitored and access controlled to ensure building security.
9. At some schools, the check-in/check-out procedures need to be more thorough to ensure proper identification of visitors. It is recommended visitor practices be reviewed.

10. Most classroom doors in the district do not have the ability to be locked from the inside. It is recommended that classroom doors have the ability to be locked from the inside with hardware meeting fire code.
11. Surveillance cameras are not used at most district schools. It is recommended that each campus have surveillance cameras with the ability to monitor areas such as bus loading areas, parent pickup/drop off areas, play/recreation areas and student gathering areas.
12. Throughout most of the district, staff awareness and handling of unidentified persons intruding on school property needs improvement. It is recommended staff be trained to look for unidentified individuals on school property, how to greet them if observed and proper procedures of how to escort them to the office for check-in.