

Denton ISD Security Audit Report to Board of Trustees – Nov. 11, 2008

Prepared by Theresa Grant, RN

Senate Bill 11 (attachment A) enacted in Sept. 2005 requires all Texas school districts to conduct security audits and report results to the superintendent and school board. The audit tool, which can be viewed at the link below,

<http://cscs.txstate.edu/txssc/downloads/TxSSC/Audit/Campus%20Safety%20and%20Security%20Audit%20Toolkit%202008.pdf>

was made available to districts from the Texas School Safety Center in the spring of 2006, and Denton ISD conducted three pilot audits at Wilson, Strickland, and Guyer High during the fall of 2006 and spring of 2007. As a result of those pilots, a multi-disciplinary security audit team was formed (attachment B), the audit tool was refined, training sessions were held for the audit team members, principals and staff were educated about the process, a schedule was developed, and the audit calendar (attachment C) was implemented with the completion date for all campuses to be May, 2008.

The requirement from Senate Bill 11 is that all buildings (including non-campus buildings) be completed by the fall of 2008 - we are working on our fall schedule for Central Administration, Clear Creek East, Technology, the Service Center, Special Ed. Services, Transportation, Collins Stadium, the Natatorium, Insurance Portable, PDC, Elm St. Building, the Wellness Center and the ATC.

Additional to this report to the DISD Board of Trustees, the District Audit Report (DAR, attachment D, annotated) was required to be sent to the Texas School Safety Center by Oct. 31, 2008. That has been done.

While this state requirement certainly falls into the unfunded mandate category, the intent and outcomes benefit our students, our employees, the district and our community. These audits provided a structured foundation for assessing our current safety status and data from which to initiate needed changes in our safety and security measures. They were conducted with a great deal of collaboration involving community emergency responders, and resulted in some thoughtful and productive communication, including table-top drills, risk analyses, and surveys among students, employees, and parents. Intruder assessments made independently by the Denton Police Department provided us with insights regarding our visitor procedures and building access.

And while it might be much nicer to believe that our world is always a safe one for those we love and care for, reality points us in a different direction.

The potential for danger from the weather, intruders with intent to harm, man-made environmental dangers, natural disasters, weapons and other elements of potential concern is intrusive in our society and schools are certainly not immune. All of those considerations were brought to the forefront as we conducted our audits. The cooperation at the campus level was stellar, and responses solicited after each audit were positive as to the process.

Each campus received a written report after the audit process was completed and the post-audit conference had been conducted. Smaller, campus-specific concerns that could be addressed immediately were taken care of through HEAT tickets that Operations handled swiftly. Broader, district-wide concerns are indicated in the four recommendations made in this report at the end. Great care was taken to provide an objective means of assessing needs and making these recommendations using the state-recommended structure, all the while including refinements that would reflect and respect the uniqueness of our district with locally-developed surveys, letters and forms (attachments E).

In reflection, the process was and will continue to be beneficial to all of us who care about the health, safety, and security of our students, employees, and building visitors. There are already many excellent procedures in place for protection, communication, emergency responses, and risk/danger identification...all contributing to an outstanding learning environment in our district. Our principals and other administrators are charged with huge responsibilities in many areas, and they had many shining moments in the audits. We will continue the process of assessing, planning, implementing and evaluating safety and security measures in Denton ISD with our wonderful people here.

District-wide recommendations resulting from security audits:

1. Our surveys indicated that the front office staff in each building feel very vulnerable and exposed, and they are most often the first employee that a disgruntled person comes into contact with on the campus. They have requested and we have already scheduled staff development sessions for them to provide them with skills to:
 - recognize early signs during confrontation that could indicate escalation into more dangerous behaviors,
 - develop skills to defuse those situations
 - be prepared to implement a personal protection plan and participate in lockdown procedures for campus safety

We will conduct post-session surveys to reassess their comfort level in dealing with those situations.

2. Finding a balance between “educational aesthetics” and weather-safe shelters is a challenge. The first suggests openness and expansive natural lighting; the second might be better served with thick concrete walls and completely enclosed windowless rooms! 😊 As we design new buildings and renovate existing ones, our district planners and contracted architects should consider “core areas” for sheltering students, employees, and visitors in each of the buildings, looking at building occupancy, prevalent wind storm directions, potential for flying debris, broken glass, etc., and design areas that will provide maximum protection in high wind or tornado events, while maintaining the integrity of a great learning environment.
3. Another balance that must be accomplished in building design is that between “welcome to our school” and “keeping the bad guys out.” Secured, visible entries into each of our buildings that require a place to “stop and be welcomed” before entry into the larger portion of the building should be considered by our planners and architects as new buildings go up and existing buildings renovated. This will be a huge challenge with our secondary (especially high school) campuses, and will require a great deal of effort to secure doors, provide needed access for multiple activities, and monitor comings and goings; much preparation and education for our students, staff, and parents will be required. A number of our campuses are vulnerable to unwanted, uninvited intruders for a variety of reasons - some structural, some procedural.
4. Visitor procedures are varied, expectations are different from campus to campus, and signage is lacking, unreadable, or inconsistent in many of our buildings. Standardization of visitor check-in procedures, equipment, and good signage with clear expectations would help direct our visitors in a positive way to their destination in the building, while still protecting the students and employees. A survey was conducted last week among our building administrators to determine our current status regarding visitor procedures and to establish a baseline from which to proceed toward more effective and safer procedures throughout the district.

We appreciate your consideration of these recommendations, and thank you for the opportunity to share this information with you. tg😊

Texas Senate Bill 11

AN ACT
relating to security in public schools.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter D, Chapter 37, Education Code, is amended by adding Section 37.108 to read as follows:

Sec. 37.108. MULTHAZARD EMERGENCY OPERATIONS PLAN; SECURITY AUDIT.

(a) Each school district shall adopt and implement a multihazard emergency operations plan for use in district schools. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner in conjunction with the governor's office of homeland security. The plan must provide for:

- (1) district employee training in responding to an emergency;
- (2) mandatory school drills to prepare district students and employees for responding to an emergency;
- (3) measures to ensure coordination with local emergency management agencies, law enforcement, and fire departments in the event of an emergency; and
- (4) the implementation of a security audit as required by Subsection (b).

(b) At least once every three years, a school district shall conduct a security audit of the district's facilities. To the extent possible, a district shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity.

(c) A school district shall report the results of the security audit conducted under Subsection (b) to the district's board of trustees.

SECTION 2. Subsection (a), Section 37.203, Education Code, is amended to read as follows:

(a) The center is advised ~~[governed]~~ by a board of directors composed of:

- (1) the attorney general, or the attorney general's designee;
- (2) the commissioner, or the commissioner's designee;
- (3) the executive director of the Texas Juvenile Probation Commission, or the executive director's designee;
- (4) the executive director of the Texas Youth Commission, or the executive director's designee;
- (5) the commissioner of the Texas Department of Mental Health and Mental Retardation, or the commissioner's designee; and

(6) the following members appointed by the governor with the advice and consent of the senate:

- (A) a juvenile court judge;
- (B) a member of a school district's board of trustees;
- (C) an administrator of a public primary school;
- (D) an administrator of a public secondary school;
- (E) a member of the state parent-teacher association;
- (F) a teacher from a public primary or secondary school;
- (G) a public school superintendent who is a member of the Texas Association of School Administrators;
- (H) a school district police officer or a peace officer whose primary duty consists of working in a public school; and
- (I) two members of the public.

SECTION 3. Section 37.205, Education Code, is amended to read as follows:

Sec. 37.205. SAFETY TRAINING PROGRAMS. The center shall conduct for school districts a safety training program that includes:

- (1) development of a positive school environment and proactive safety measures designed to address local concerns;
- (2) school safety courses for law enforcement officials, with a focus on school district police officers and school resource officers;
- (3) discussion of school safety issues with parents and community members; and
- (4) assistance in developing a multihazard emergency operations plan for adoption under Section 37.108 ~~[specialized training for the staff of alternative education programs and juvenile justice alternative education programs]~~.

SECTION 4. Subchapter G, Chapter 37, Education Code, is amended by adding Section 37.2051 to read as follows:

Sec. 37.2051. SECURITY CRITERIA FOR INSTRUCTIONAL FACILITIES. The center shall develop security criteria that school districts may consider in the design of instructional facilities.

SECTION 5. Section 37.208, Education Code, is amended to read as follows:

Sec. 37.208. ON-SITE ASSISTANCE. On request of a school district, the center may ~~[shall]~~ provide on-site technical assistance to the district for:

- (1) school safety and security audits; and
- (2) school safety and security information and presentations.

SECTION 6. Subsection (b), Section 37.215, Education Code, is amended to read as follows:

(b) The center ~~[board]~~ shall biannually prepare a budget request ~~[for the center]~~ for submission to the legislature.

SECTION 7. Subchapter A, Chapter 46, Education Code, is amended by adding Section 46.0081 to read as follows:

Sec. 46.0081. SECURITY CRITERIA IN DESIGN OF INSTRUCTIONAL FACILITIES. A school district that constructs a new instructional facility or conducts a major renovation of an existing instructional facility using funds allotted to the district under this subchapter shall consider, in the design of the instructional facility, security criteria developed by the Texas School Safety Center under Section 37.2051.

SECTION 8. Sections 37.206 and 37.213, Education Code, are repealed.

SECTION 9.

(a) Not later than December 1, 2005, the Texas School Safety Center shall:

- (1) develop a school safety program that includes assistance to school districts in developing a multihazard emergency operations plan as required by Section 37.205, Education Code, as amended by this Act; and
- (2) develop security criteria for the construction and renovation of school district instructional facilities as required by Section 37.2051, Education Code, as added by this Act.

(b) Not later than March 1, 2006, each school district shall adopt a multihazard emergency operations plan as required by Section 37.108, Education Code, as added by this Act.

SECTION 10. This Act takes effect September 1, 2005.

Distribution List Name: security audit team

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Security Audits 2007-2008

Sign up sheet

Elementary: A.M. time is from 8:30 a.m.-10:30a.m.; P.M. time is from 1:00p.m.-3:00p.m.

Secondary: A.M. time is from 8:00a.m.-11:00a.m.; P.M. time is from 1:00p.m.-4:00p.m.

May 6 th a.m.	Hodge
May 6 th p.m.	Lee
May 8 th a.m.	FMHS
May 8 th p.m.	Ginnings
May 13 th a.m.	AWSYC
May 13 th p.m.	DHS
May 14 th a.m.	Davis
May 14 th p.m.	Calhoun
May 15 th a.m.	Paloma Creek
May 15 th p.m.	Hawk
May 16 th a.m.	Rivera
May 16 th p.m.	Newton Rayzor
May 20 th a.m.	Nelson
May 20 th p.m.	RHS
May 21 st a.m.	Strickland
May 21 st p.m.	unscheduled
May 22 nd a.m.	Evers
May 22 nd p.m.	Pecan Creek
May 23 rd a.m.	Borman
May 23 rd p.m.	Savannah
May 28 th a.m.	Navo
May 29 th a.m.	Ginnings

Section 1: Demographics

District Cumulative Enrollment:	+10000
District Type:	Other Central City
Filled By:	Theresa Grant

Section 2: Audit and Emergency Operations Plan Information

#	Question	Answer
7	How many instructional campuses are present in your district?	34
8	How many of the districts instructional campuses have completed safety and security audits between September 1, 2005 and August 31, 2008?	33
9	Have the results of the individual campus audits been reported to the district's board of trustees?	None
10	Has the district developed action plans to address audit recommendations?	Yes
11	Is the district Multi-hazard Emergency Operations Plan being reviewed and updated annually?	Yes
12	Does the district Multi-hazard Emergency Operations Plan address the following?	
	Mitigation/Prevention	Yes
	Preparedness	Yes
	Response	Yes
	Recovery	Yes
	Hazard Assessment	Yes
13	Have all of the campuses in your district conducted the following drills within the past year?	
	Evacuation/Fire Drills (Required)	All
	Lockdown Drills (Recommended)	All
	Severe Weather Drills (Recommended)	All
	Shelter-in-Place Drills (Recommended)	All
	Reverse Evacuation Drills (Recommended)	Some
	Bus Evacuation Drills (Required)	All
14	Does the district Multi-hazard Emergency Operations Plan provide for mutual aid agreements with local emergency management agencies, law enforcement, and fire departments in the event of an emergency?	Yes
15	In your district, have you had to employ the Multi-hazard Emergency Operations Plan at least once for:	
	A Planned Event	No
	An Unplanned Event	Yes
16a	Has the district identified key individuals that are responsible for emergency management?	Yes
16b	Have these key individuals been trained in the National Incident Management System/Incident Command System?	Yes
17a	Has each campus identified key individuals that are responsible for emergency management?	All
17b	Have these key individuals been trained in the National Incident Management System/Incident Command System?	In Progress
18	Has the district identified a primary point of contact who is responsible for overall district emergency management and safety?	Yes

19a	Do all campuses within the district have a campus-specific Emergency Plan?	All
19b	Are all campus-specific Emergency Plans consistent with the district Multi-hazard Emergency Operations Plan?	All

Section 3: Best Practices

#	Question	Answer
20	How many non-instructional facilities are present in your district?	12
21	How many of the district's non-instructional facilities have completed safety and security audits between September 1, 2005 and August 31, 2008?	0
22	Do students at each campus receive training on the following prevention topics?	
	Bullying	All
	Harassment	Most
	Violence	Most
23	Does the district have processes in place to both identify and provide services to students who exhibit early warning signs of violence?	Yes
24	Does the district make available school safety training to all staff?	Yes
25	Does the district make available basic health practices training to all staff?	Yes
26	Does the district have a key control policy?	Yes
27	Does each instructional campus have visitor policy/procedures that govern access?	All
28	Does each non-instructional facility have visitor policy/procedures that govern access?	Most
29	Does the district have policies/procedures for managing all deliveries?	No
30	Does the district have policies/procedures for managing all service providers?	No
31a	Does the district provide staff with identification badges?	Yes
31b	Does the district require staff identification badges to be visibly worn at all times?	Yes
32	Does the district have an anonymous reporting system?	Yes
33a	Does the district have both policies/procedures in place to Notify Parents/Guardians in case of an emergency?	Yes
33b	Are the implemented policies/procedures for notifying parents/guardians in case of an emergency in a manual or electronic system?	Combination of Both Systems

Denton ISD DAR *annotations*

8 How many of the district's instructional campuses have completed safety and security audits between September 1, 2005 and August 31, 2008? 33

Sparks campus at juvenile detention is not a campus at which we are allowed to conduct a security audit. Paige Burroughs has been included in all the principal readiness activities, and is working with the county to ensure the safety of her staff and students in that setting.

9 Have the results of the individual campus audits been reported to the district's board of trustees? None

The audit report to the board was scheduled after this report was due to the state. The format of the DAR does not allow any annotation or additional answers beyond those listed, so the only accurate answer was "none."

13 Have all of the campuses in your district conducted the following drills within the past year?

Evacuation/Fire Drills (Required)	All
Lockdown Drills (Recommended)	All
Severe Weather Drills (Recommended)	All
Shelter-in-Place Drills (Recommended)	All
Reverse Evacuation Drills (Recommended)	Some
Bus Evacuation Drills (Required)	All

Reverse evacuations are a new drill that has not yet been formally introduced. It will be included in our revised Emergency Operation Plan and on the flipcharts. Some campuses have worked on drills for this, but not all.

17b Have these key individuals been trained in the National Incident Management System/Incident Command System? In Progress

All of our campus principals and some other administrators have completed the ICS 100 for Schools online exam. All administrators are expected to complete that this year.

21 How many of the district's non-instructional facilities have completed safety and security audits between September 1, 2005 and August 31, 2008? 0

These are all scheduled for this fall. The existing audit tool does not lend itself easily to non-campus buildings, and is being refined for that purpose.

22 Do students at each campus receive training on the following prevention topics?

Bullying	All
Harassment	Most
Violence	Most

Our counselors at each grade level are working toward this goal...they have targeted the areas where it is not being done consistently yet to provide this training.

28 Does each non-instructional facility have visitor policy/procedures that govern access? Most

Some of our buildings have a poor physical set-up for managing visitors; where we can improve in those buildings is with sign-in procedures.

29 Does the district have policies/procedures for managing all deliveries? No

Our child nutrition dept. and warehouse deliveries are done with a written standard operating procedures. There is not a district-wide policy to be implemented at all buildings, some provide more security for deliveries than others.

30 Does the district have policies/procedures for managing all service providers? No

We have a well-developed procedure for ensuring that non-district health care providers are allowed in with safety measures in place. Other service providers (pest control, repairmen) sent by Operations also have controls in place. We have some lack at the campus levels with some services.

Denton ISD

Security Audit Process – “What’s going to happen?”

Two weeks - month prior to audit

You'll receive a reminder about the scheduled date and a copy of the preparation forms (these are already available on the O drive in the Health Services folder, in a file marked “Administrators’ Resources”).

Look through those – the Principal’s Readiness Checklist will help a lot, there’s a faculty letter prepared for you if you want to use it, and you’ll see all the entrance conference documents that another administrator will be reviewing with you.

One - two weeks prior

A person selected by the Denton PD will conduct an *intruder assessment* in your building. This person will check some outside doors to see if he/she can gain entrance without your knowledge and to see if visitors are directed to the front office. They’ll also come into the main entrance to see how far into the building they can go without acknowledgement and being redirected to the office. The intruder assessment form is part of the forms you’ll get ahead of time.

There may also be audit team members who are unable to make the scheduled day with the rest of the team, and will come and do their assignment at a different time. They will let you know they are there and what they are doing, and they will be identified with badges.

Day of audit

1. A couple of team members will be there a little early to observe parent drop offs and bus lanes... they’ll be outside watching around 0745.
2. The rest of the team will be there at 0830, to begin an *entrance conference* with you and with anyone else on your administrative team you’d like present.
3. Introductions and team assignments will be made, and the *walk-through* will begin, while you spend about an hour with the audit team member assigned to you for the *entrance conference*.
4. At the same time, usually in the same room with you, another team member is conducting the *interviews* with the staff you have chosen.
5. The *entrance conference* will take about an hour... the *interviews* will take about an hour, the *walk-throughs* will take about an hour, all done concurrently.
6. Then we all converge back into the meeting place for a *post-conference*; each group reviews their findings, we discuss, take notes.
7. You’ll then receive a written findings report with *recommendations* about a week later, and have an opportunity to *respond to the recommendations*.
8. A review of the *recommendations* and your *follow-up activities* that have been planned/implemented will be part of your annual evaluation.
9. You’ll be encouraged to conduct an annual “internal review” using safety criteria you’ll be provided
10. You’ll be up for audit again in three years.

Dear faculty/staff

Senate Bill 11 from the 79th legislature requires that all school buildings have a security audit conducted on site. Our building is scheduled for a visit on _____.

An audit team, made up of district staff from operations, health services, curriculum, student assistance, counseling, student resource officers, child nutrition, administration, and technology, as well as other agency representatives from the City of Denton, public health, and Denton County, will be in and around the building on that day from about _____. They will have yellow "auditor badges" visible on them; please feel free to stop and converse with them if you are so inclined, and, as well, they may stop and ask questions of faculty and staff during their visit.

Before and during the actual visit, several of you may be asked to sit in on an interview process, fill out surveys, or be involved in the entrance conference. All the audit team is asking for is your perception and answers within your current knowledge - no one will be penalized in any way for not knowing information.

Prior to the audit date, an "intruder assessment" will be conducted by Denton police department officials. A safe, but unknown person (who will carry ID from the audit team) will come into the building and see how far they are able to advance into the building without being questioned or stopped. This is an excellent reminder that we each have a role in school safety; if you see someone without the appropriate identification anywhere in the building, accompany them to the main office to secure the appropriate ID according to our procedures.

This is a valuable assessment to find out what needs to be improved to make our building as safe and secure as possible for everyone who enters it each day, and I appreciate your cooperation with the audit team. And thanks for all you do each day already to keep our building safe.

Denton ISD Safety/Security Audit - Principal Readiness Checklist

Prior to visit

- ___ date set for audit team to conduct walkthrough and conference _____
- ___ times for arrival and estimated departure of team _____
- ___ room assignment made for team conference (usually about 10 people)
- ___ staff interview assignments made (consider availability of assistant principals, SRO, custodian, nurse, etc - interviews will be conducted the day of the audit)
- ___ faculty and staff notified of visit (sample letter/announcement attached)
- ___ student/staff/parent survey sent out (at least two weeks prior to visit with deadline for return the week before scheduled visit)
- ___ Entrance Conference document completed (attached - will be reviewed with principal day of audit)
- ___ staff reminder sent out (one week to day before visit)

Morning of visit – please be available for the morning (usually about two hours for the entrance conference and post audit review. Feel free to include any administrative staff you'd like to involve.

- ___ room ready with table/chairs (up to 14 people, usually about 10)
- ___ 5 copies of building map available (site map with room numbers, staff names)
- ___ student/staff/parent safety surveys completed/ready for review
- ___ copy of building Emergency Operations Plan, Code of Conduct, pest control log, asbestos records, discipline reports available for review (some cups, coffee, water available would nice, audit team will bring other supplies)
- ___ Entrance Conference data ready for review, times set up for interviews with nurse, counselor(s), office staff, teacher (someone from the CLT would be good), staff (a cafeteria worker, a custodian, classroom aide) each for about 10-15 minutes

School Safety and Security Audit

Intruder Assessment

Team member conducting assessment: _____

School:					
Date: _____	Time: _____	Time gained entry: _____			
Entrance point(s):					
First personal contact:					
Criterion	Not Assessed	Not Applicable	Yes	No	Comments
1. Were all but main entry door locked?					
2. Was main entry observed by staff?					
3. Were classrooms easily accessible?					
4. Were you directed to the office?					
5. Were you escorted to office?					
6. Were you asked to sign-in?					
7. Were you asked to show picture ID?					
8. Were you given a dated visitor pass?					
9. Were visitor passes closely monitored?					
10. Were students monitored by staff?					

Denton ISD Security Audit

Entrance Conference Overview

The school safety audit checklist addresses the following areas:

1. Safety and Security of Site and Building Exterior
2. Access Control
3. Safety and Security of Building Interior
4. Type and Extent of Monitoring and Surveillance
5. Communication and Information Security
6. Development of Emergency Operations Plans
7. School Climate and Culture (including development and enforcement of policies)

BENEFITS OF CONDUCTING AN AUDIT

School safety is the responsibility of everyone—staff, students, parents, and the community. An audit, if used effectively, can provide a snapshot of the school's safety and identify areas needing improvement. This proactive process can help ensure that students achieve their learning potential within a safe and secure environment while fulfilling the requirements of Texas Education Code § 37.108 (B) (SB11).

Documents Needed for Review on Entrance Conference

(we know you won't have all this available - just do the best you can)

Campus Emergency Operations Plan
Floor Plan of facility (see details below)
Site Plan of facility (see details below)
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, students, and parents (or interviews)
Campus Discipline Referral Data

Floor Plans:

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)
Location of all Automated External Defibrillators (AED)

Site Plans:

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, gas lines, etc.
Athletic facilities clearly identified and labeled

This component of the audit will include informal interviews or "entrance conference" with administrators and randomly-selected staff and students. If School Resource Officers are assigned to the school, they should be included in the interview process.

The purpose of the entrance conference is to establish the context in which the school operates, determine the perceived level of safety among various users, and gather responses to portions of the Campus Safety and Security Audit Tool. Things to think about in preparation:

- a. What are the most pressing safety needs in your school?
- b. What school safety activities does your school do best?
- c. What safety topics are most important for training and staff development?
- d. What are the biggest barriers to improved school safety measures?
- e. What other comments do you have regarding school safety?
- f. Are there any other issues you'd like to address that you believe affect school safety?

Information from the entrance conference will be analyzed as part of the document review, which will take place later in the audit process. During that time, the audit team will review the documents listed above to ascertain how well the school is prepared to deal with everyday safety concerns as well as emergency situations.

School Safety and Security Audit

Entrance Conference Questionnaire

Demographics **Directions:** Answer the following questions regarding the school.

What Regional Educational Service Center (ESC) serves the district? **Region 11**

A. SCHOOL CHARACTERISTICS AND SURROUNDING ENVIRONMENT

Staff and Student Characteristics

How many staff members are at this facility? Staff _____

What is the total enrollment? Students _____

What percentage of students fit the following criteria?

Limited English proficient _____ %

Free or reduced lunch _____ %

Special education students _____ %

What is the school's average daily attendance? _____

Which of the following best describes the school?

☐ Regular public school

☐ Charter school

☐ Have magnet program for part of school

☐ Totally a magnet school

☐ Other (please specify): _____

☐ Urban school

☐ Suburban school

☐ Rural school

Surrounding Environment:

It may not be possible to change the existing adjacent land use patterns. However, the audit should address the influences (both positive and negative) of the surrounding environment and the resulting issues related to safe school planning. The school is located... (please check all that apply)

☐ Adjacent to an interstate highway.

☐ Off a major (4-lane) road.

☐ On a busy residential road (not divided by a median).

☐ Near an industrial area.

☐ Near a transportation hub.

☐ Near railroad tracks (within 1000 yards)

☐ Near a gas pipeline.

☐ Near a park.

☐ Adjacent to a business district (e.g. grocery, convenience, fast food, etc.)

☐ In or near a flood plain

ASSESSMENT OF NEIGHBORHOOD & SCHOOL RISK FACTORS

For each risk factor below, please indicate the extent to which you think it is present for your school:

Risk Indicators	Not Present	Minimally Present	Moderately Present	Extensively Present	Don't Know
Vandalism in neighborhood					
High student mobility					
Graffiti in neighborhood					
Gang activity in neighborhood					
Crime in neighborhood					
Poverty in neighborhood					
Trespassing on school grounds					
Parents' withdrawal of students due to safety concerns					
Students adjudicated for weapons, drugs, alcohol, or assaults					
Sex offenders in neighborhood					
Bullying, intimidation, harassment in school					
Lack of student support services					
Truancy					

Notes:

DENTON ISD

SCHOOL SAFETY AND SECURITY AUDIT REPORT

Building_____ Date of audit_____ Date of Report_____

Building Administrator(s) present_____

Report submitted to: __superintendent

__deputy superintendent

__principal (or building supervisor)

Documents attached: _____Audit cover sheet _____Entrance Conference Report

____Audit worksheets _____Intruder assessment _____Interviews

____Survey results _____Post conference notes _____Recommendations

Other notes:

Denton ISD Security Audit - Post conference Notes

Campus_____ Date_____

Recommendations/findings for _____
based on Security Audit date _____

Principal response to recommendations: