

School Safety Audit Report
Dr. James Monaco Elementary School
9350 Cape Cod Blvd.
Aubrey, TX 76227
Aubrey ISD

Principal: Shannon Saylor

Conducted: March 11, 2010

Presented to Shannon Saylor

Date

3/26/10

Introduction:

A safety review of Dr. James Monaco Elementary School in Aubrey ISD was conducted on March 11, 2010. The teachers and staff were informed of the safety review in advance.

An entrance conference was held with campus personnel at the beginning of the safety audit. Shannon Saylor, Principal and Dusty Wright, Counselor represented the school.

Members of the Safety Audit Team met with all employees of the front office, cafeteria employees and various teachers throughout the day. The student arrival and dismissal process was observed.

The Safety Audit Team reviewed campus documents and inspected the interior and exterior of the building.

I. Entrance Conference

What is the most pressing safety need in your school?

- Parental access to the building. Some parents feel they have access to the building during school hours. Staff and/or teachers must be stationed around the building at the beginning and end of school to insure proper access is maintained.
- More cameras – there are currently cameras located in the hallways and at the front of the building. The Principal and Counselor expressed desire to add cameras around other building entrances and in the cafeteria.
- Additional sidewalks where student and parent foot traffic is required to walk on the drive or road in order to stay off the grass.

What school safety activities does your school do best?

- Reinforcing supervision of students and safety of school. An ongoing effort is made to provide appropriate training to teachers and staff.
- Safety drills. The school has regular safety drills that include all staff and cafeteria employees.

What topics are most important for training and staff development?

- First aid, CPR and AED training. An ongoing effort is made to provide appropriate training to teachers and staff on first aid and the use of CPR and AED devices. The school insures that employees assigned to lunchroom duty receive appropriate training.

What are the biggest barriers to improve safety?

- Financial needs to cover cost of increasing technology, including cameras.

What other comments do you have regarding school safety?

- The school has added a driver's license scan process to the front office visitor check-in system.
- The building has one AED (defibrillator) that is located in the nurse's office.
- Vandalism has been reported on the school grounds during non-school hours. A camera was installed at the front entrance as a deterrent and as a way to capture activity.

II. Assessment of Area/Neighborhood Risk Factors

Type: Rural, mostly middle class; 412 students; 25% low SES

Grades served: Pre-K through 5th Grade

Streets: Major Street is Cape Cod Boulevard off F.M. 2931

Surrounding Area: The school is located in part of the Providence Village neighborhood. A swimming pool is located across the street from the front entrance of the school and two ponds are located on the East and West ends of Cape Cod Boulevard.

III. Observations

- Documents Reviewed
 - Bad Weather and Evacuation Procedures and Maps
 - Aerial photograph of campus
 - Floor plan
- Building Interior
 - The existing structure of Monaco Elementary School is about two years old. It is a one-story structure. It is very well maintained, clear of clutter, and well lit. A few classrooms, the teacher lounge and activity areas were found to be unsecured. The cafeteria was left open during non-serving times.
 - Classrooms are free of clutter and well organized. Several rooms do not have both the evacuation and bad weather signage/instructions posted.
 - The school offers a welcoming environment, but the teachers and staff insure safety and security is maintained.
- Building Exterior
 - Bus lanes, pick-up and drop-off locations are not clearly marked.
 - Shrubs and landscaping does not impede with safety issues. They are well maintained and trimmed.

- The campus is surrounded by a long driveway that is in good condition. It's confusing which areas are one-way and two-way for car traffic.
- General
 - The new visitor check-in process at the front desk has been implemented well at this school.
 - Parent and visitor access to the building before school hours and after school hours is a concern of the committee.
 - A concern for this campus is the number of students who walk to the school from residential areas. For the most part, the personnel feel that the school is safe and secure.
 - The school grounds, including the playground, are accessed by individuals during non-school hours.
 - Construction workers are present due to ongoing construction in the residential area around the school.
 - Teachers and staff were stationed around the building to monitor traffic during the student arrival and dismissal process.
 - Teachers and staff were visible throughout the building during the day.

IV. Recommendations

- The Safety Audit Committee recommends installing the AED in a mounted case for access to all employees around the nurse's office. The AED located at the school is currently stored on a high cabinet in the nurse's office and not labeled. The mounted cases are estimated to cost approximately \$200.00.
- The building should add a mounted AED for the gymnasium/cafeteria area. There are many after-hours activities and events held in this area and access to the nurse's office is restricted. District administrators and/or the AISD School Board should work to secure funds to add these life-saving devices for every campus, including the former Middle School that houses the district daycare, administrative offices and hosts various UIL events and non-district activities.
- Lock all unoccupied areas.
- Add clearly marked signs for designated student/car rider drop-off and pick-up locations.
- Add clearly marked signs for designated bus unloading and loading locations.
- Insure both evacuation and inclement weather procedures and maps are posted in all rooms.
- When visitors scan a picture ID upon signing in, it is recommended that the receptionist retain this ID until checkout. This is an easy way to tell the number of visitors currently in the building since many people "forget" to sign out.
- A policy for parents who are registered sex offenders should be established and implemented.

- It is recommended that teachers and staff be issued and required to wear photo identification badges at all times.
- Student teachers and substitute teachers should be required to wear visitor name tags and identification badges at all times. These individuals should be identified differently than normal visitors.
- Exterior doors need to be numbered.
- All exterior doors need visitor notice posted.
- A fire extinguisher needs to be added to the science lab.
- The storage room/science work room needs to be locked at all times.
- Hand washing information should be posted in each bathroom.
- The cafeteria staff must be informed and trained on how the gas supplied to the kitchen area can be shutoff in case of an emergency. They should also be informed and trained on the use of all safety equipment installed in the cafeteria.
- Additional security cameras need to be added to maximize student and staff safety in and around the building.
- A peephole should be added to the exterior doors of the cafeteria and gymnasium to allow teachers and staff the ability to view visitors before the doors are opened.
- Increase communication with parents regarding safety concerns. Additional information should be added on the school website.
- Securing the playground to prevent litter, dog feces, glass bottles, and fireworks used on the school site.
- Additional sidewalk areas need to be added to keep students from walking in the grass or the driveway area to and from school.

V. Commendations

- The Principal, Counselor, Teachers and Staff were very welcoming and participated in discussions with the safety audit committee.
- The morning drop-off procedures were efficient and safety precautions were maintained.
- The staff at the school completed the visitor check-in process very thoroughly. The district employee requested the driver's license, scanned it for the background check and issued the visitor pass. This district should insure this check-in process where the employee scans the driver's license is implemented at all campuses.
- Teachers and staff who were interviewed felt the campus was safe and did not express concerns. They indicated that regular safety drills were held at the school.
- The building is clean, free of debris, clutter and obstructions.
- Teachers and staff are visible and aware of visitors in the building, and monitored student behavior consistently.

Campus Safety and Security Audit

H.L. Brockett Elementary School

February 24, 2010

Audit Team

Pamela Brockett, High school Vice principal

Kathy Hinsley, District Nurse

Jodee Heimdal, High school teacher

Marcia Gaston, High school teacher

Sami Womack, High school teacher

Rhonda Box, Special Ed Aide

Dadra Bundick, High school SRO

School Demographics

Brockett Elementary School is located at 900 Chestnut in the city of Aubrey, Denton County, Texas. Brockett serves the cities of Aubrey, Krugerville, and parts of Providence Village subdivision and outlying unincorporated rural areas.

Brockett Elementary currently serves 510 students and employs 60 staff members. 35.73% of students qualify for free and reduced lunches. 8.9% of students have limited English proficiency. 6% of students have special education needs.

Entrance Conference Interview with mark Furlow (principal)

Most pressing safety need

Mark Furlow stated that it was outdoor safety for students at recess.

Safety Activities that Brockett does best

Fire Drills are what Brockett does best along with limited access to the entire school building

What safety Topics are most important for training ?

Lockdown drills

Barriers to improving School Safety Measures

Community expectations when changing procedures

What safety issues are you most likely to deal with at Brockett?

People trying to go to other places when visiting kids at lunch....and them interacting with kids other than their own

What other factors not included in this survey do you believe affect safety?

Car and bus safety.....getting on and off

Assessment of Area/Neighborhood Risk Factors

Type: Rural/Suburban, 510 students

Grades served: K-5TH

Streets: Chestnut/U.S. HWY 377

Nearby Businesses: Chaparral Exxon, Diamond food Store, and a church

Brockett is also located within 1000 feet of a rail road track

Building Access

There are signs posted all around the exterior of the school stating all visitors must check in with the front office. All visitors that check in must obtain and wear a yellow visitor badge while in the school building dated that day and time. All doors were found to be secured except the hall leading to the third grade hallway, the school did correct the problem when told. The main entry doors to the front of the

school were opened but were monitored and could be seen at all times by the front office staff. The metal doors to the back kitchen area was propped open but was monitored by the kitchen staff.

Grounds and Building Exterior:

The building itself was well maintained free of climbable plantings, there were very few shrubs surrounding the building and all were trimmed to prevent hiding areas. The fencing surrounding the playground contained large gaps and holes big enough to fit a child through them. There were several large holes in the ground and also temporary drainage systems making trenches as well. There was a large plastic storage like tub near the playground area, full of water that could be a potential drowning hazard. Also the sidewalk surrounding the parking lot area has large chunks of concrete missing and in some places rebar was exposed. The whole parking area of the parking lot needs to be repainted.

Building Interior:

The interior of the building is well maintained, all hallways and restrooms were well lit. Some hallways had tables propped against the wall and many chairs scattered throughout, several supply closets were found opened that contained cleaning supplies as well as paint and glue supplies. Several doors were open to classrooms containing teachers and children those that were open the first aid bags were checked and all appeared ok, all teachers knew what were in them as well as what to do with them in an emergency. All rooms had fire drill instructions and maps to exit the building. The cafeteria was clean, but the staff did not have identification badges, nor did they know where the gas shut off was located. The back door was also propped open for convenience of delivery drivers.

School Climate and Culture:

All school hallways are decorated with student artwork. Also posted in the hallways were anti-bullying posters. Teachers were seen in the hallways and interacting with students. A dress code is in place but little enforcement was given.

General Security:

School Resource Officers patrol the school during normal business hours and it is monitored on close patrols after hours and weekends by the Aubrey Police Department. The school also has video surveillance that is recording at all times.

Campus Safety Plan:

The campus has an EPO but it is not updated and at times proved not user friendly nor is it updated. Fire drills are conducted monthly, but there is no plan in place for soft or hard lockdown drills. The EOP does contain a phone tree and detailed steps of what to do in a hostage situation or a bomb threat. The EOP also does not have a plan for evacuation sites, command post sites, reunification protocols, or procedures for contacting parents or the community. The school district is applying for a grant that will assist in rewriting all EOP's in the Aubrey school district.

Campus Safety and Security Audit

Aubrey High School

February 25, 2010

Presented to Jeff Mulkey, Principal of Aubrey High School

Audit Team Members :

Robyn Leslie, Middle School Teacher
Dana Reding, Middle School Teacher
Andra Schuessler, Middle School Teacher
Preston Pierce, Middle School Teacher
Neil Reynolds, Middle School Resource Officer

School Demographics :

Aubrey High School is located at 510 Springhill Rd. in Aubrey, Texas. Aubrey High School serves the Cities of Aubrey and Krugerville, parts of the Providence Village subdivision, and outlying unincorporated rural areas.

Aubrey High School has a current enrollment of 479 students. 25% of students qualify for free and reduced lunches. 4% of students are non-English speaking or have limited English proficiency. 10% of students have Special Education needs.

Entrance Conference Interview :

1. Most Pressing Safety Need

Jeff Mulkey noted that his most pressing need was access control. There are too many entry points to the building and very few can be monitored. The front entrance cannot be viewed by front office staff, and students frequently enter and leave from the building at various exits. Pam Brockett, the Asst. Principal, agreed and added that the building layout is too open. She stated she would like to see the front doors as the only entrance to the building.

2. Safety Activities that Aubrey High School does Best

Fire drills top the list. Also, there are many security cameras placed throughout the school. Pam Brockett regularly monitors those cameras. The staff is observant for strangers and persons out of place. Both Mrs. Brockett and Mr. Mulkey want to increase the frequency of drills and include intruder and lock-down drills.

3. What Topics are Most Important for Training

Training and practice of security and emergency drills. Preparedness training. Most of the current staff training consists of team building exercises, TAKS procedures and other developmental training.

4. Barriers to Improving School Safety Measures

The number of entrances/exits to the building. Too many different buildings, all of which are on differing schedules. Cost of added cameras, plus door controls and monitoring devices. Overall layout of the facilities. Time needed for training and practice of security / emergency drills and it's associated costs.

5. Other Comments / Concerns Regarding School Safety

Students / Parents don't follow established procedures for parent pick-up / drop-off. It is designated at the front parking lot only, however, parents frequently pick up their students at the rear in the bus zones. Students also exit from side doors and leave with friends without informing staff or parents. There are too many exits to monitor adequately. Also, there are concerns about the wide open areas surrounding the school campus.

6. Other Factors Not included in Survey that Affect School Safety

School Officials and School Resource Officer take a pro-active approach to school safety. SRO recently performed an intruder drill using an officer from an outside police agency. Only the SRO and Principal knew that it was a drill, in order to gauge an accurate response by school staff. The Principal and Asst. Principal also maintain a Zero-Tolerance Policy for many School Offenses. Students are aware of this, which keeps discipline problems to a minimum. Students are encouraged to participate in extra-curricular activities; UIL Academics, Athletics, FFA, etc. and many students do. The Parent Teacher Organization is very active, regularly providing lunches for teachers and staff.

Assessment of Area / Neighborhood Risk Factors

Type: Rural/Suburban, 479 students

Grades Served: 9th, 10th, 11th, 12th

Streets: Springhill Rd. (FM 428E), U.S. HWY 377

Nearby institutions, businesses: Chaparral Exxon, Slay Memorial Funeral Center, Moore's Dry Cleaners, Prator's Welding, Diamond Grocery Store, 377 Self-Storage, DATCU, Gaitlin Cabinets. Also, the school grounds are bordered on three sides by horse ranches.

Parks: There are no parks near the school grounds.

The Principal and Asst. Principal have high expectations for their students and staff members. Student – Staff relationships are effective, and attendance is 94% or better. The campus experiences minimal trespassing, and virtually no vandalism or graffiti. No reported gang activity or weapons violations. There are some problems with truancy and drug/alcohol/tobacco abuse. Very few reported fights/assaults occur on campus.

Documents

The Campus Safety Plan is 21 pages long and contains 16 Appendices. The plan incorporates the principles of the National Incident Management System / Incident Command System. The plan details the command structure to be followed, however there are no detailed plans or steps for dealing with an emergency and no chain of command / line of succession beyond the incident commander position. It does contain an updated floor plan of the main building, however evacuation routes, utility shut-offs and other informational details are not incorporated into the floor plan.

Building Access

Signage designating the campus as drug / gun / tobacco free are posted at the main front entrance and at the east side driveway. Students, staff and visitors are all required to wear ID badges. Staff and Student badges are provided at the beginning of the school year and are dated for the school year. Visitors are required to sign in at the front office and receive a yellow adhesive backed temporary badge dated for that day and time only. Visitor badges are filled out by the visitor, without a check of their government issued ID cards. The front entrance cannot be seen from the office, and is not locked during the day. Secondary entrance to the main building directly opposite the front entrance also unlocked throughout the day. The gym / cafeteria entrances are also unlocked throughout the day. The loading area door for the cafeteria is solid metal, with no window to identify delivery drivers.

Grounds and Building Exterior

The grounds and exterior are very well maintained. There are no climbable plantings, and the shrubs are trimmed to prevent hiding places. Mechanical, electrical, gas and water meters and access panels are surrounded by fencing or secured by other means. Exterior doors are not numbered.

Building Interior

The building interior is very well maintained, with proper lighting throughout. The hallways and stairwells were free of clutter. Posters, art displays and student drawings decorate many walls indicating a good, positive atmosphere. CPR certified teachers have signs outside their respective classrooms indicating that they are CPR certified. Most classrooms have first aid / emergency go-kits. Custodial closets were all locked. Only a few classrooms were found unlocked when not used. Classroom doors must be locked from the outside, no provision for locking from the inside. Some graffiti was found in the A-wing boys restroom. Also, there was a slight obstruction in the B-wing hallway near the exit doors. Room A135 did not have fire drill instructions or evacuation map. Gym exits doors were found propped open. Auditor was informed that it was common for those doors to be propped open. Mechanical room door B131 was unlocked. The cafeteria was clean with everything neatly stored. Staff were unfamiliar with the gas shut-off location. Stated they disconnect the gas lines when needed. No delivery log maintained by cafeteria, they keep a record of receipts. Exercise areas neat and tidy. No steroid law notice posted. Some weight equipment appeared to be in need of repair; torn seats, etc. Doors to weight rooms unlocked and unsupervised.

Science Labs

All science labs equipped with eye wash and shower stations. All have two exits, master utility shut-offs, spill kits, broken glass kits, fire extinguishers and sufficient protective clothing for the students. The chemicals are stored properly in a vented storage room in appropriately marked cabinets. One unlabeled bottle containing water was found in one lab.

School Climate and Culture

Many of the school hallways are decorated with student artwork. Also, class projects and motivational posters are displayed. Staff somewhat visible in the hallways during passing periods with some interaction with the students. Parents are very involved in school functions. Issues of bullying are dealt with as soon as they come to light. The Code of Conduct is posted online for easy referral, and is updated annually. A dress code is in place and enforced. The Principal, Asst. Principal, and Counselor are normally available to meet with students having problems or needing guidance.

General Security

After school and weekends, the campus athletic facilities are left open and student-athletes are encouraged to use the facilities. Aubrey Police Department regularly performs Close Patrols of the school grounds after normal hours. School Resource Officer patrols the grounds during business hours. The building and grounds are under video surveillance which is recorded and stored digitally.

Campus Safety Plan

The campus has an Emergency Operations Plan in place. It is, however, inadequate. The plan was developed prior to expansion of the campus facilities, and has not been fully updated. Fire drills are practiced monthly and Weather drills are also conducted regularly. SRO recently conducted an intruder drill. Lockdown drills have only recently been conducted and many staff members weren't sure of what they needed to do. The campus EOP does not detail steps to take for hostage situations, bomb threats, intrusions, kidnappings, shelter in place or reverse evacuations. The EOP does not have evacuation sites, command post sites, reunification protocols, or procedures for relaying information to parents and community. A Buddy system has recently been introduced, and the EOP contains a phone tree, phone directory, and lists of teachers that are First Aid and CPR certified. Landline phones and cell phones make up the bulk of two-way communications within the campus. Two-way radios are available, but there are a limited number and they stay in the front office. The School District is applying for a grant that will assist in rewriting all EOP's in the district.

Survey Results

An online survey was conducted seeking input from Aubrey High School Students. 307 Students responded to the survey. 85% reported feeling safe or very safe at their school. 44% reported feeling unsafe in the parking lot, and many commented on the excessive speed of student drivers. Bullying was mentioned as a problem by 27% of the respondents, with the majority describing the bullying behavior as teasing, insults and practical jokes. The survey asked the students the question : What more can teachers or administrators do to help stop bullying?. The overwhelming response by the responding students was a request that teachers be more observant of the students and stand in the hallways during passing periods.

The text of the survey results and student responses are included for reference at the end of this report.

Commendations

School Facilities are well kept and maintained.

Demonstrated pride visible throughout the school in the form of student artwork, and student awards.

Pro-active stance by faculty in regards to safety and security.

Interior signage designating CPR certified personnel.

Drill training increased in the past year.

SRO practices Surprise Intruder drills.

Principal and Asst. Principal monitor the common areas where students gather when possible.

Science Laboratories locked when not in use.

Ag. Mechanics / Vocational Tech. building locked when not in use.

Security video monitored by Asst. Principal

Recommendations

Change locks on class doors to allow them to be locked from the inside

Update school safety plans ; EOP, site maps, floor plans, etc.

Place additional signage to direct visitors to the proper entrance

Secure exterior doors, and assign monitors at exits during class changes

Assign monitors to hallways, locker bays, and other common areas during class changes

Increase training for key staff on safety and security protocols.

Create flip charts of safety protocols to be placed near phones and evacuation maps in all rooms.

Assign monitors to bus loading zones both before and after school.

Install bullards or other device around gas meters.

Install wide angle viewer (peep hole) in solid metal cafeteria doors at shipping / receiving area.

Retain visitor's government issued identification cards until they check out.

Instruct students in safety procedures, and the proper exits to use.

Lock classrooms when not in use and during class.

Upgrade security cameras' storage capacity

Number exterior doors on both the inside and outside

Create an anonymous on-campus reporting system for students to use for reporting illegal or unsafe activity, i.e., Campus Crime Stoppers.

Install security fencing to enclose the breezeway area

Install video camera and electronic lock with door bell at front door, with a video monitor and opener switch placed at front office desk to secure front entrance.

No backpacks in classrooms. Secure them in lockers.

Monitor student driving in parking lot for speed violations, etc.



School Safety Audit Report

Aubrey Middle School

815 W. Sherman Dr.

Aubrey, TX 76227

Aubrey ISD

Principal: Delore Jones

Conducted February 19 & 22, 2010

Presented to Delore Jones Delore Jones Date 4-2-10

Introduction:

A safety review of Aubrey Middle School in Aubrey ISD was conducted on February 19, 2010. The school and its administration have a proactive approach to providing a safe learning environment.

An entrance conference was held with campus personnel. Present at the conference were the AMS Principal, Delore Jones; AMS Dean of Students, Richard Garner; and the AMS School Resource Officer, Neil Reynolds. The Safety Audit team consisted of 2 community members and 6 AISD personnel.

The Safety Audit Team reviewed campus documents and inspected the facility. This inspection included and observation of student and staff interactions.

I. Entrance Conference

What is the most pressing safety need in your school?

- More cameras – there are currently no cameras covering the exterior of the building. The campus administration would like to have locker bays, hallways, parking lot, and ag building covered.
- More memory for current cameras – the system currently saves about 21 days of video; the campus administration would like to have at least 30 days of memory.
- Check on some doors that do not have key pad – the administration wants a keypad added on a door near the gym.
- Peep holes in solid metal exterior doors – several peep holes have been added to metal doors; the administration would like more added.
- Possibly more safety training for key personnel

What school safety activities does your school do best?

- Drills and lesson planning for such drills.

What are the biggest barriers to improve safety?

- Financial needs to cover cost of increasing technology (cameras & memory).

What other comments do you have regarding school safety?

- AMS has added driver license scan to the front office visitor check in system.
- Since a break in, AMS administration have discovered a need to leave some lighting on in the hallways to be able to view anything at night. They have rewired some electrical lines to leave these on.

- Currently correcting access control issues; an audit of the key access system has been conducted and corrected.
- The campus has two defibrillator – one in the gym office and one in the front office.

II. Assessment of Area/Neighborhood Risk Factors

Type: Rural, mostly middle class; 383 students ; 30% low SES

Grades served: 6th, 7th and 8th

Streets: Major Street is West Sherman Drive/FM 428

- A concern for this campus is the main road directly in front of the building that divides the school from residential areas. Some students walk home, but crossing the street is an issue. For the most part, the personnel feel that the school is safe and secure and need only minor areas of improvement.

III. Observations

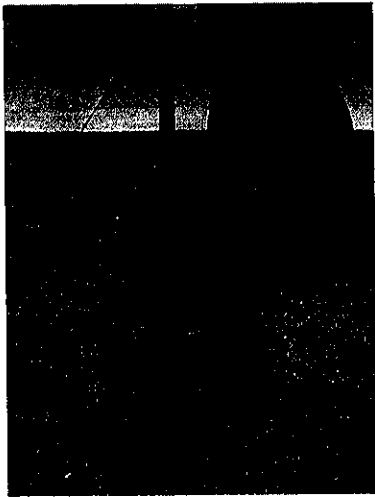
- Building Interior
 - The existing structure of AMS is about five years old. It is a one-story structure. It is very well maintained, clear of clutter, and well lit. Several classrooms, offices, and activity areas were found to be unsecured. This included the bandhall and upstairs storage area where paint cans were located. Several of the unlocked classrooms are only used one period per day (Chap Team Time). There is a lot of staff presence in the hallway during passing periods and the students seem to be orderly. There is adequate access to fire extinguishers and many rooms have a “GO kit” bag.
 - Classrooms are free of clutter and well organized. Several rooms are without evacuation and bad weather signage/instructions. Several rooms had outdated emergency procedures.
 - The gym area was found to have an unlocked exterior door in the laundry room. All locker rooms were unsecured during the entire day.
- Building Exterior
 - Parking, bus lanes, visitors, and fire lanes are clearly marked.
 - Sign in the back of the building that states “form one line” is irrelevant since cars form two lines for car pick up after school.
 - Shrubs and landscaping does not impede with safety issues. They are well maintained and trimmed.
 - No cameras are present on the exterior of the building.
 - The campus is surrounded by a long driveway that is in good condition. It’s confusing which areas are one-way and two-way for car traffic.

IV. Recommendations

- Lock all unoccupied areas.
- Lock all exterior doors.
- Repair gates to restricted areas and maintain they are closed.
- Post signs to restricted areas.
- Increase signage on driveway for one-way and two-way areas.
- Add first aid/GO Kits to classrooms without.
- Parking lot lighting should be reassessed for visibility. It seems that lights are too dim for adequate monitoring of students and safety at night.
- Post required steroid warning signs in the gym.
- Fire, tornado and evacuation route maps need to be updated to include new wings and several rooms from the existing structure.
- It is recommended that faculty and staff vehicles are registered and hang tags are visible so that visitor vehicles can be monitored.
- When visitors scan a picture ID upon signing in, it is recommended that the receptionist retain this ID until checkout. This is an easy way to tell the number of visitors currently in the building since many people “forget” to sign out.
- A policy for parents who are registered sex offenders should be established and implemented.
- Restricted areas need to have signage.
- It is recommended that faculty and staff wears photo identification badges at all times.
- A confidential and anonymous reporting system needs to be established so that students can report any safety issues and other concerns.
- Boxes for AED machines should be encased in a box so that they are accessible in public areas. Currently, the gym AED is behind a locked door. And when unlocked, the office equipment is unsecure (computer, files, etc...). These cases would cost about \$200 each.
- Exterior doors need to be numbered.
- Holes under rain gutters need to be filled.
- No sign of disaster or bad weather plans posted.
- Bad weather rooms need to be identified.
- Evacuation map needs identified primary and secondary routes.
- All exterior doors need visitor notice posted.
- After school pick up consisted of about 50-60 cars picking up students. Students cross between cars when summoned. Cars then pull into the middle lane to pull away. There were several “close calls” when cars were merging at the same time.
- Increase communication with parents regarding safety concerns.
- Replace “form one line” sign at south of building.

V. Commendations

- The addition of peep holes in windowless exterior doors increases safety.
- The morning drop-off procedures were efficient and fluid.
- Students and personnel interviewed felt the campus was safe and did not express any concerns.
- Building is clean, free of debris, clutter and obstructions.
- Staff is visible and aware of visitors in the building, and monitored student behavior consistently.
- It was stated that all school personnel has been signed up for the district's E-Alert system.



Water run off needs dirt fill in.

Tree décor needs removal (fire code violation).

