

CAMPUS SAFETY AUDIT CHECKLIST

CAMPUS EXTERIOR	YES	NO	IMPLEMENT	IMPROVE
<ul style="list-style-type: none"> Campus grounds are fenced – Campus perimeter security. 				
<ul style="list-style-type: none"> a. What kind? If yes, approximate height. 				
<ul style="list-style-type: none"> There is one clearly marked and designated entrance for visitors. 				
<ul style="list-style-type: none"> Signs are posted for visitors to report to main office through a designated entrance. 				
<ul style="list-style-type: none"> Restricted areas are clearly marked. 				
<ul style="list-style-type: none"> Shrubs and foliage are trimmed to allow for good line of sight (lower than 3'). 				
<ul style="list-style-type: none"> All poisonous shrubs, trees, and foliage have been removed. 				
<ul style="list-style-type: none"> Shrubs near building have been trimmed "up" to allow view of bottom of building. 				
<ul style="list-style-type: none"> There is a schedule for maintenance of: 				
<ul style="list-style-type: none"> a. Outside lights 				
<ul style="list-style-type: none"> b. Locks/Hardware 				
<ul style="list-style-type: none"> c. Storage Sheds and other buildings 				
<ul style="list-style-type: none"> d. Windows 				
<ul style="list-style-type: none"> e. Playgrounds and athletic fields 				



• There is adequate lighting around the building.				
• Lighting is provided at entrances and other points of possible intrusion.				
• The Campus ground is free from trash or debris.				
• The Campus is free of graffiti.				
• Child care play areas are fenced.				
• Child care playground equipment has tamper-proof fasteners.				
• Parking lot is properly illuminated and all lights are functioning.				
• Lights are protected by unbreakable material / covers.				
• All areas of Campus buildings and grounds are accessible to patrolling security vehicles.				
• College-owned vehicles are secure.				
• Lower level windows are protected with grill or well cover.				
• Doors are locked when classrooms are vacant.				
• High-risk areas are protected by high security locks and an alarm system:				
a. Cafeteria				
b. Computer Labs				
c. Industrial Education / Technology rooms				
d. Science labs				



e. Health / Medical rooms				
f. Boiler and mechanical rooms				
g. Electrical Rooms				
h. Phone and data line access closet				
• Students/Staff are issued parking stickers for assigned parking areas.				
• Staff and visitor parking has been designated.				
• Outside door hardware has been removed from all doors except at points of entry.				
• Ground floor windows:				
a. No broken panes				
b. Locking hardware in working order				
• Unused areas of the Campus can be closed off during / after Campus activities.				
• There is two-way communication between the main office and:				
a. Classroom				
b. Offices and work rooms				
c. Portable classrooms				
d. Staff and faculty outside building				
e. Campus vehicles				



• "Restricted" areas are properly identified.				
• There are written regulations restricting student access to Campus grounds and buildings.				
CAMPUS INTERIOR	YES	NO	IMPLEMENT	IMPROVE
• There is a central alarm system for the Campus. If yes, briefly describe:				
• There are clearly marked and designated entrances for visitors.				
• Multiple entries to the building are controlled and supervised.				
• Signage directing visitors to various offices is clearly posted.				
• Visitors are required to sign in and show photo identification.				
• Visitors are issued I.D. badges.				
• Proper identification is required of vendors, service technicians.				
• All staff - Full and part-time staff are issued ID cards that are worn in a manner that is visible.				
• The following areas are properly lighted:				
a. Hallways				
b. Bathrooms				
c. Stairwells				



• Hallways and Bathrooms are supervised by staff.				
• The bathroom walls are free of graffiti.				
• Doors accessing internal courtyards are securely locked from the inside.				
• Exit signs are clearly visible and pointing in the correct direction.				
• Switches and controls are properly located and protected.				
• Access to electrical panels is restricted.				
• The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.				
• Battery-backup or emergency lighting is installed in interior rooms and hallways. This lighting is checked on a regular basis.				
• Campus files and records are maintained in locked, vandal and fire-resistant cabinets or vaults.				
• The College maintains a record of all maintenance on doors, windows, lockers, or other areas of the Campus.				
• If a classroom is vacant, students are restricted from entering the room alone.				
• There are written regulations regarding access and control of Campus personnel using the building after Campus hours.				
• Staff members who remain after Campus hours are required to sign out.				



• Faculty members are required to lock classrooms upon leaving.				
• One person is designated to perform the following security checks at the end of day:				
a. That all classrooms and offices are locked				
b. All restrooms are empty				
c. All locker rooms are empty				
d. Check all exterior entrances are locked				
e. Check all night lights are working				
f. Check the alarm system				
• The telephone numbers of designated contact person(s) are provided to the police department so the police can make contact in the event of a suspicious or emergency situation.				
• Law enforcement personnel, Campus staff and/or community residents monitor Campus grounds after hours.				
• All College equipment is permanently marked with some type of <u>permanent</u> engraving / identification label / etc.				
• An up-to-date inventory is maintained for expendable College supplies and equipment.				
• Secure storage is available for valuable items:				
a. During Campus hours				
b. After Campus				



• There is a policy for handling cash received at the Campus.				
• There is regular maintenance and/or testing of the entire security alarm system at least every six months.				
• Are classrooms numbered with reflective material:				
a. Over door frame corridor side				
b. On bottom of door corridor side				
c. On exterior window				
d. Over door frame interior side				
• Has consideration been given to replacing interior doors with large windows to doors with small windows?				
• Has consideration been given to replacing present classroom locks with locks that can be activated from the inside?				
• Does the P.A. system work properly?				
a. Can it be accessed from several areas in the Campus?				
b. Can it be heard, and understood, outside?				
• Has consideration been given to establishing a greeter's window inside first set of exterior doors?				
• Are convex mirrors used to see around corners in hallways?				
• Are convex mirrors used to see up and down stairwells?				



• Do all exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D.?				
• Has consideration been given to installing Proximity Readers on certain exterior doors?				
• Has consideration been given to installing strobe lights or flashing lights on exterior of building to warn staff and students outside of problems?				
• How do you communicate during emergencies:				
a. Two way radios				
b. Cell phones				
c. Pagers				
d. Other				
• Who is issued two way radios and / or cell phones:				
a. Administrators				
b. Custodians				
c. Members of the Emergency Response Team				
d. Other				
• There is a control system in place to monitor keys and duplicates.				
• Exterior light fixtures are securely mounted.				
• Mechanical rooms and hazardous storage areas are locked.				



• Fire drills and evacuations are conducted as required by state and local regulations.				
• A record of health permit(s) is maintained.				
• A record of Fire Inspection by the local or state Fire Prevention Officer is maintained.				
DEVELOPMENT / ENFORCEMENT OF POLICIES	YES	NO	IMPLEMENT	IMPROVE
• The Student Conduct Policy is reviewed and updated annually.				
• A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification.				
• The Campus has a Crisis Management Plan in effect that is reviewed and updated annually.				
• The Incident Command System is an integral part of the Safety Plan.				
• A chain-of-command has been established for the Campus when administrators are away from the building.				
• The Campus has implemented pro-active security measures on campus, at Campus-sponsored activities, and on all Campus property.				
• Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced.				
• Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used.				
• Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts.				



<ul style="list-style-type: none"> The policy provides a system(s) whereby staff and students may report problems or incidents anonymously. 				
<ul style="list-style-type: none"> Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc. 				
PROCEDURES FOR DATA COLLECTION	YES	NO	IMPLEMENT	IMPROVE
<ul style="list-style-type: none"> All violations of state and federal law are reported to law enforcement. 				
<ul style="list-style-type: none"> An incident reporting procedure for disruptive and violent students has been established in accordance with local and/or state requirements. 				
<ul style="list-style-type: none"> Records or data have been established and are analyzed to identify recurring problems. 				
<ul style="list-style-type: none"> Accident reports are filed when a student is injured on College property or during College-related activities. 				
<ul style="list-style-type: none"> The incident reporting system is reviewed and updated annually. 				
INTERVENTION AND PREVENTION PLANS	YES	NO	IMPLEMENT	IMPROVE
<ul style="list-style-type: none"> Students have access to conflict resolution programs. 				
<ul style="list-style-type: none"> Students are assisted in developing anger management skills. 				
<ul style="list-style-type: none"> Diversity awareness is emphasized. 				
<ul style="list-style-type: none"> Programs are available for students who are academically at-risk. 				



• Students may seek help without the loss of confidentiality.				
• Students and parents are aware of community resources.				
STAFF DEVELOPMENT	YES	NO	IMPLEMENT	IMPROVE
• Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods.				
• Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Management Plan.				
• Administrators and staff are trained in personal safety.				
• Campus security officers (NOT law enforcement) receive in-service training for their responsibilities.				
• Campus Resource Officers (law enforcement) receive in-service training for their responsibilities.				
• Campus volunteers receive training to perform their duties.				
• Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.				
• Campus safety and violence prevention information is regularly provided as part of staff development, in accordance with Campus district and state requirements.				
• Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and others.				



OPPORTUNITIES FOR STUDENT INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
• Students are represented on the Campus Safety Team.				
• The College provides opportunities for student leadership related to violence prevention and safety issues.				
• The College provides adequate recognition opportunities for all students.				
• Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.).				
LEVEL OF COMMUNITY INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
• The community supports the Campus's programs and activities that teach safety and non-violence.				
• Campus activities, services, and curricula reflect the characteristics of the students and the community.				
• Campus safety planning reflects the neighborhood, including crime and hazardous conditions.				
• Local businesses and other community groups are involved in the Campus's safety planning.				
ROLE OF LAW ENFORCEMENT	YES	NO	IMPLEMENT	IMPROVE
• Incidents of crime that occur on Campus property or at Campus-related events are reported to law enforcement.				
• Law enforcement is consulted on matters that may fall below the threshold of criminal activity.				
• Law enforcement personnel are an integral part of the Campus's safety planning process.				



• The Campus has developed an effective partnership with local law enforcement.				
• The Campus and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both.				
• Campus security / law enforcement personnel provide a visible presence on campus during Campus hours and at Campus-related events.				
• Campus security / local law enforcement provides after hours patrols of the Campus site.				
DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	YES	NO	IMPLEMENT	IMPROVE
• The Campus has a Crisis Management Plan.				
a. Supported by senior administration.				
b. Reviewed on an annual basis.				
c. Plan developed by the building safety team.				
• The Campus has established a well-coordinated emergency plan with law enforcement and other crisis response agencies.				
• Categories listed in the plan should include, but may not be limited to, the following:				
a. Natural Disasters				
b. Accidents				
c. Acts of Violence				
d. Death				



e. Utility outages (gas, water, electricity, etc.)				
f. Fire				

• The following components of the Crisis Management Plan are practiced on a quarterly basis:

a. Lockdown				
b. Lockout				
c. Shelter in place				
d. Evacuation of Building (can be done on a semi-annual basis)				

STANDARDS FOR SECURITY PERSONNEL	YES	NO	IMPLEMENT	IMPROVE
• This Campus employs security personnel.				
• Pre-employment background checks are conducted for security personnel.				
• Campus security personnel meet a standard for training and qualifications as mandated by local and state requirements.				
• Security personnel have clearly defined roles and responsibilities.				
• Security personnel are involved in the College's safe Campus planning process.				
• Security personnel are knowledgeable about service providers, both in and out of the Campus.				

