*New York Conference of Seventh-day Adventists*

**School Safety and Security Audit**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Instructions: This school safety audit is designed to help evaluate annually the safety and security of the Adventist School within your scope of responsibility. The audit is to be completed by the Superintendent of Schools or designee, reviewed by the local school board, and then submitted to the local conference office of Education each year. School officials will provide, upon request, completed school safety and security audits to accreditation visiting committees, preferably in advance of the on-site visit.

**This school safety and security audit checklist does not take the place of any crisis or emergency plans nor the testing and adequacy of these plans.**

**Superintendent Signature: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Interior and Exterior of School** | **Yes** | **No** | **Committee Recommendation** | **Date Corrected** |
| 1. There is one clearly marked and designated entrance for visitors
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| 1. Signs are posted for visitors to report to the main office through a designated entrance
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| 1. Shrubs and foliage are trimmed to allow for good line of sight (3 ft)
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| 1. Student load and drop-off zones are clearly defined
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| 1. Traffic patterns and vehicle speed is monitored
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| 1. There is adequate lighting at entrances and around the building, including the parking lot
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| 1. Ground floor windows:
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| * 1. No broken panes
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| * 1. Locking hardware in working order
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| 1. All doors auto-lock when closed
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| 1. Unused areas of the school can be closed off during after-school events
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| 1. There is two-way communication between the main office, classrooms, and staff
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| 1. “Restricted” areas are properly identified
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| 1. The main entrance is visible through surveillance from the main office
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| 1. Visitors are required to sign in
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| 1. Proper identification is required of vendors, repair persons
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| 1. The hallways, bathrooms, and stairwells are properly lit
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| 1. Exit signs are lit and clearly visible, pointing in the correct direction
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| 1. Access to electrical panels is restricted
 |  |  |  |  |
|  | **Yes** | **No** | **Committee Recommendation** | **Date Corrected** |
| 1. Classrooms are numbered with reflective material over top of door, on bottom of door, and on exterior windows (visible to emergency responders)
 |  |  |  |  |
| 1. School public announcement system can be heard and understood outside
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| 1. How do you communicate during emergencies?
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| 1. Mechanical rooms and hazardous storage areas are locked
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| 1. Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high risk situations)
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| **Policies and Procedures (please provide the location of the documentation for each item)** | **Committee Comments and Recommendation** | **Date Corrected** |
| 1. Staff is assigned to bus loading/drop off areas
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| 1. The school maintains records of all maintenance on doors, windows, lockers, or other areas of the school
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| 1. Friends, relatives, or non-custodial parents are required to have written permission to pick up a student from the school
 |  |  |
| 1. A person is designated to perform the following security checks at the end of the day:
	1. All classrooms and offices are unoccupied and locked
	2. All restrooms are unoccupied
	3. All exterior entrances are locked
	4. Night lights are working
	5. Alarm system is activated
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|  | **Committee Comments and Recommendation** | **Date Corrected** |
| 1. The telephone number of the principal or other designated contact person(s) are provided to the police department in the event of a suspicious or emergency situation
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| 1. There is a policy for handling cash received at the school
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| 1. There is regular maintenance and/or testing of the entire security alarm system at least every twelve months
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| 1. There is a control system in place to monitor keys distribution
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| 1. A record of health permits is maintained
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| 1. A record of fire inspection by the local or state Fire Officer is maintained
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| 1. A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification. All staff are trained to challenge any visitor without identification
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| 1. The school has a Crisis Management Plan in effect that is reviewed and updated annually
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| 1. The chain-of-command is specified and is an integral part of the Safety Plan
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| 1. A chain-of-command has been established for the school when the principal and/or other administrators are away from the building
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| 1. A system(s) is provided whereby staff and students may report problems or incidents anonymously
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|  | **Committee Comments and Recommendation** | **Date Corrected** |
| 1. 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, playground, etc.
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| 1. An incident reporting process for disruptive and violent students is being implemented
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| 1. Accident reports are completed, filed, and documented when a student is injured on school property or during school-related activities
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| 1. School safety and violence prevention information is provided
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| 1. School safety planning reflects the neighborhood, including crime and hazardous conditions
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| 1. Parents are aware of expectations placed upon them regarding their involvement and behavioral responses
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| 1. School abides by all mandatory reporting requirements for criminal or property related events
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| 1. Law enforcement personnel are an integral part of the school’s safety planning process. Law Enforcement and Fire Departments have complete and current campus maps, floor plans, and diagrams showing the location and use of all rooms and critical material such as chemicals and utility shut-off. Police and Fire Departs have had tours of the buildings and opportunities to familiarize themselves with the campus
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| 1. The following drills are practiced and recorded throughout the school year as required by regulations:
	1. Fire
	2. Tornado
	3. Active Shooter
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| **Remarks: (Annotate the category number assigned to the remarks for easier review):** |
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