

SCHOOL: _____

Access Control Audit - Planning

A Safety Committee's primary function is to monitor school safety needs for the purpose of identifying problems and recommending solutions for school safety. These stakeholders serve as the steering committee for self-assessment and planning. Written policies communicate responsibilities for preventing, managing and responding to violence or crises.

Indicate the extent to which each of the following is in place.

not at all	partial	effective
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COMMENTS:

1 A functional school Safety Committee (i.e. administrator, teacher, secretary, custodian, student, parent, 911 responders) is in place.

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COMMENTS:

2 There is a system-wide, documented "Closed Campus" policy to ensure authorized access to the school by staff, students and visitors.

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COMMENTS:

3 There are system-wide, documented "Lock Down" procedures for staff.

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COMMENTS:

4 "Lock Down" procedures are drilled and evaluated on a regular basis to ensure timely response for staff and students.

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COMMENTS:

5 All visitors are required to produce photo ID and be authorized by a staff member at the main entrance before access to the building is permitted.

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COMMENTS:

6 All visitors are issued a temporary badge that hangs on a lanyard around the neck before access to the building is permitted.

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COMMENTS:

7 Has a current and comprehensive crisis plan in place, known by staff and rehearsed through periodic drills (i.e. evacuation, shelter-in-place).

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COMMENTS:

8 Accurate evacuation maps are posted in every room (i.e. classrooms, offices, restrooms) in the school.

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COMMENTS:

9 Has a documented chain-of-command structure in place to manage crises.

SCHOOL: _____

Access Control Audit - Deterrence

Deterrence is any preemptive action, reaction, administrative capability, or design, which moderates a threat or act. It reduces the motivation of adversaries (i.e., discourages, hinders, impedes, restrains).

Indicate the extent to which each of the following is in place.

not at all	partial	effective
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1 Signs at campus entries (i.e. parking lot) and perimeter prohibit contraband (i.e. weapons, drugs) and trespassing on school property.

COMMENTS:

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2 Signs on all school exterior doors, inside and outside, state each door's usage (i.e. main entrance, alternate entrance, emergency exit).

COMMENTS:

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3 Numbers are clearly posted on all school exterior doors, inside and outside, for emergency responders.

COMMENTS:

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4 Room numbers are clearly posted on all interior doors (i.e. offices, classrooms) for emergency responders.

COMMENTS:

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5 Fixed or moveable barriers are positioned to prevent vehicular access to areas where people gather (i.e. main entrance, grounds).

COMMENTS:

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6 Shrubbbery near entries, windows and pathways has been trimmed to a maximum height of 24 inches to provide clear lines of sight and prevent concealment.

COMMENTS:

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7 Trees limbs near entries, windows and pathways have been trimmed to a minimum height of six feet to provide clear lines of sight and prevent concealment.

COMMENTS:

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8 Measures have been implemented to prevent unauthorized access onto the school roof.

COMMENTS:

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9 Exterior lighting at entries, along pathways, and in parking areas is bright and allows for viewing of unauthorized activities.

COMMENTS:

SCHOOL: _____

Access Control Audit - Detection

Detection is sensing and assessing unauthorized acts in a timely manner. Unauthorized acts may use either force or deceit tactics. Detection may be accomplished by personnel or hardware (alarm sensors, access control devices, and assessment).

Indicate the extent to which each of the following is in place.

not at all	partial	effective
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COMMENTS:

1 All adults in the school (i.e. staff, visitors, contractors) are required to wear ID badges on a lanyard around the neck.

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COMMENTS:

2 Staff are continuously trained and drilled to ensure knowledge of security procedures, means and roles in responding to a crisis.

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COMMENTS:

3 The school has a closed circuit television system that includes a camera at the main entrance and digital recording capabilities.

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COMMENTS:

4 The school has an intrusion alarm system that includes central station monitoring.

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COMMENTS:

5 The school utilizes equipment (hand-held or portal), K-9s and procedures to detect contraband (i.e. metal, drugs, explosives).

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COMMENTS:

6 Entries approved for authorized access by staff and students are monitored to ensure proper use and prevent unauthorized access by visitors.

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COMMENTS:

7 The school makes use of entry control devices (i.e. cards, fobs, keys) to prevent unauthorized access to the building.

SCHOOL: _____

Access Control Audit - Delay

Delay is a physical barrier that slows and impedes an unauthorized act after it has been detected.

Indicate the extent to which each of the following is in place.

not at all	partial	effective
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COMMENTS:

1 All classrooms and offices are equipped with functional locking mechanisms and all staff are trained in their use.

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COMMENTS:

2 Existing locking mechanisms on classroom and office doors lock from the inside.

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COMMENTS:

3 Windows in classroom and office doors are reinforced (i.e. wire mesh, plastic laminate) to prevent forced access.

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COMMENTS:

4 Windows adjacent to classroom and office doors are reinforced (i.e. wire mesh, plastic laminate) to prevent forced access.

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COMMENTS:

5 The main entrance to the building has a locked vestibule (man trap) for visitor authorization purposes.

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COMMENTS:

6 All school entrances are monitored and controlled through locking, supervision or electronic surveillance.

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COMMENTS:

7 Access to sensitive areas (i.e. computer labs) is restricted through the use of access control systems.

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COMMENTS:

8 The school possesses and implements written key control practices for interior and exterior doors.

SCHOOL: _____

Access Control Audit - Communications

Communication systems consist of the equipment and procedures used by school personnel for sending and receiving messages, both internally and externally.

Indicate the extent to which each of the following is in place.

not at all	partial	effective
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COMMENTS:

1 Intercom systems to reach school response personnel in an emergency are available throughout the school.

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COMMENTS:

2 Public Address (PA) systems to reach school response personnel in an emergency are available throughout the school and campus.

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COMMENTS:

3 Telephone systems to reach school response personnel and 911 responders in an emergency are available throughout the school.

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COMMENTS:

4 The school has a dedicated outside line to reach emergency responders during a crisis.

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COMMENTS:

5 Two-way radios to reach school response personnel in an emergency are available throughout the school and campus.

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COMMENTS:

6 Duress (panic) devices are available throughout the school and campus.

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COMMENTS:

7 Public Address (PA) systems are equipped with back-up power supplies (i.e. battery, generator).