

This is a template is a guide for use in drafting a School Safety and Security Audit Report. This is a suggested format for the report with major elements of the audit outlined. The full report may include additional elements to those stated here.

MODEL REPORT
SCHOOL SAFETY AND SECURITY AUDIT

CONDUCTED (Date)

**SCHOOL
DISTRICT**

Audit Team Members:

_____	_____
_____	_____
_____	_____

Audit prepared using the



Campus Safety and Security Audit Toolkit

Introduction:

A safety review of (school) Texas School in (district) ISD was conducted (dates).

An entrance conference was held (date) with campus personnel. Present at the conference were the principal, the 3 assistant principals, the 3 counselors, the at risk coordinator, and the assistant to the associate superintendent of HS and MS education, Division 2.

The audit team reviewed campus documents, met with student and staff, and reviewed student, parent and staff surveys. Additionally, the team inspected the facilities and observed student and staff interactions.

Entrance Conference

1. What is the most pressing safety need in your school?
2. What school safety activities does your school do best?
3. What topics are most important for training and staff development?
4. What are the biggest barriers to improve school safety measures?
5. What other comments do you have regarding school safety?
6. What other factors not included in this survey do you believe affect school safety?

The entrance conference attendees reported.....

Assessment of Area/Neighborhood Risk Factors

Type:

Grades served:

Streets:

Nearby institutions, businesses:

Parks:

Documents

The Emergency Operations Plan

The Evacuation Plan

Documentation of Drills

The floor plan

The site plan

An aerial photograph

The staff communication protocol

The student code of conduct

The staff and student ID policy

The visitor policy

The campus improvement plan

The climate survey

The campus discipline referral data

Building Access

Signage

The main entrance

Secured-door policy

The alarm system

Key control

Access to buses and parking

Deliveries

Grounds and Building Exterior

Fencing, gates

Walkways

Windows

Buses/parking

Play areas

Building Interior

Entrance

Hallways

Classroom doors

Classroom windows

Lighting

Cafeteria

Gymnasium

Science Laboratories

General Security

After-school and weekend use of the facilities

Alarms systems

Cameras

Campus security force

Student Comments - According to the student survey:

Teacher and Staff Comments

Parent Comments:

COMMENDATIONS:

RECOMMENDATIONS: