

Safety Audit Directions.

Purpose.

A school safety audit is a tool to assess safety conditions in and around your school. The audit will help your team members

- Identify and address concerns related to **physical safety** and **building security**.
- Identify any areas of student concern regarding safety on school grounds or at school-sponsored events.

Directions.

For each item in the audit checklist, rate it in the following manner:

- Place an **(X)** in the Yes box if strong evidence of element exists.
- Place an **(X-)** in the Yes box if element exists but needs to be strengthened.
- Place an **(XX)** in the No box if element does not exist.
- Place an **(NA)** in the No box if element is Not Applicable to your school.

When you identify elements that exist but need to be strengthened **(X-)** or that do not exist **(XX)**, think about the following information:

- 1) Problem
- 2) Recommended improvement
- 3) Timeline for completion
- 4) Estimated cost.

Example.

Section I

Access Control	Yes	No	Problems
A. Entrances and exits are clearly marked	X-		Signs small
B. Clearly marked visitor check-in area		XX	There are no visitor signs in entrance

Section I

- B. **Problem:** Visitor signs are not displayed at entrances to direct visitors to check-in area.
Recommended improvement: Design and make signs. Place signs at all entrances directing visitors to the main office.
Timeline for completion: June 2007
Estimated cost: \$100.00 (supplies and materials)



School Safety Audit.

- Place an **(X)** in the Yes box if strong evidence of element exists.
- Place an **(X-)** in the Yes box if element exists but needs to be strengthened.
- Place an **(XX)** in the No box if element does not exist.
- Place an **(NA)** in the No box if element is Not Applicable to your school.

Section I

Access Control	Yes	No	Problems
A. Entrances and exits are clearly marked			
B. Clearly marked visitor check-in area			

Section II

Surveillance	Yes	No	Problems
A. View from windows clear, not obscured			
B. Clear line of sight across area; no blind spots			

Section III

Territoriality	Yes	No	Problems
A. Sign displaying building name			
B. Area free from trash, graffiti			
C. Area in good repair			

Section IV

Activity Support	Yes	No	Problems
A. Drug/gun/alcohol-free zone			
B. Area can be used for its intended purpose			