

ACADEMY SAFETY and SECURITY CHECKLIST

ACADEMY Conference:	Campus:	Building:
Team Members:		
Date:	Team Leader Signature:	

Instructions: This checklist is designed to help evaluate the safety and security of the Adventist Academy within your scope of responsibility. The best way to use this document is to form teams to conduct the survey at the Academy property to keep observations neutral and objective. Each survey team should ensure local Law Enforcement and Fire Personnel are invited to help with the evaluations and planning. Audit Team members should review the following documents and material, preferably in advance of the on-site visit:

1. Student/Staff Code of Conduct
2. Data on Student Discipline Referrals
3. Criminal Data (reported by the Academy and by the surrounding community)
4. Blueprint of the Academy
5. Crisis Management Plan

This checklist does not take the place of any crisis management plans or emergency plans this checklist is to be used in the the testing and adequacy of these plans.

ACADEMY EXTERIOR AND PLAY AREAS	YES	NO	IMPLEMENT	IMPROVE
1. Academy Grounds Fenced.				
2. Are the gates able to be secured?				
3. There is one clearly marked and designated entrance for visitors.				
4. Signs are posted for visitors to report to the main office through a designated entrance.				
5. Shrubs and foliage are trimmed to allow for good line of sight. (3'-0"/8'0" rule)				
6. Student load and drop-off zones are clearly defined.				
7. Speed bumps are in place to restrict vehicle speeds				
8. Staff is assigned to bus loading/drop off areas.				
9. There is a schedule for maintenance of:				
a. Outside Lights				
b. Locks/Hardware				
c. Storage Sheds				
d. Windows				
e. Other Exterior Buildings				
ACADEMY EXTERIOR AND PLAY AREAS	YES	NO	IMPLEMENT	IMPROVE

10. There is adequate lighting around the building.				
11. Lighting is provided at entrances and points of intrusion.				
12. Play areas are fenced. Visual surveillance of playground areas is possible from a single point.				
13. Playground equipment has tamper-proof fasteners.				
14. Visual surveillance of parking lots from main office is possible.				
15. Parking Lot is lighted properly and all lights are functioning.				
16. Outside hardware has been removed from all doors except at points of entry.				
17. Ground floor windows:				
a. No broken panes				
b. Locking hardware in working order				
18. Basement windows are protected with grill or well cover.				
19. Doors are locked when classrooms are vacant.				
20. High-risk areas are protected by high security locks and an alarm system.				
a. Main Office				
b. Cafeteria				
c. Computer Labs				
d. Science Labs				
e. Nurses Office				
21. Unused areas of the school can be closed off during after school events.				
22. There is two-way communication between the main office and:				
a. Classroom (each classroom has a phone or direct intercom connection)				
b. Duty Stations				
c. Re-locatable classrooms				
d. Staff and faculty outside building (all locations have communication)				
23. Students are restricted from loitering in corridors, hallways and restrooms.				
24. "Restricted" areas are properly identified.				
ACADEMY EXTERIOR AND PLAY AREAS	YES	NO	IMPLEMENT	IMPROVE

25. There are written policies restricting students access to school grounds and buildings.				
ACADEMY INTERIOR	YES	NO	IMPLEMENT	IMPROVE
26. There is a central alarm in the school and it is functional.				
27. The security code to the alarm code changed within the past 12 months.				
28. The main entrance is visible from the main office.				
29. There is only one clearly marked and designated entrance for visitors.				
30. Multiple entries to the building are controlled and supervised.				
31. Administrative staff maintain a highly visible profile.				
32. Signage directing visitors to the main office are clearly posted.				
33. Visitors are required to sign in.				
34. Proper identification is required of vendors, repairmen.				
35. All Staff - Full and part-time staff are issued ID cards that are worn in a manner that is visible at all times.				
36. The following areas are properly lighted:				
a. Hallways				
b. Bathrooms				
c. Stairwells				
37. Hallways and Bathrooms are supervised by Academy Staff.				
38. Doors accessing internal courtyards are securely locked from the inside.				
39. Exit signs are clearly visible and pointing in the correct direction.				
40. Access to electrical panels is restricted				
41. Academy files and records are maintained in locked, vandal proof, fireproof containers or vaults.				
42. The Academy maintains a record of all maintenance on doors, windows, lockers, or other areas of the Academy.				

ACADEMY INTERIOR	YES	NO	IMPLEMENT	IMPROVE
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43. If a classroom is vacant, students are restricted from entering the room alone.				
44. Friends, relatives or non-custodial parents are required to have written permission to pick up a student from the Academy.				
45. Students are required to have written permission to leave school during school hours.				
46. Full and part-time staff are issued I.D. cards or other identification.				
47. There are written policies regarding access and control of school personnel using the building after school.				
48. Staff members who remain after school hours are required to sign out.				
49. Faculty members are required to lock classrooms upon leaving.				
50. One person is designated to perform the following security checks at the end of the day:				
a. All classrooms and offices are empty and 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				
51. The telephone number of the principal or other designated contact person are provided to the police department so the police can make contact in the event of a suspicious or emergency situation.				
52. Law Enforcement personnel and/or community residents monitor school grounds after school hours.				
53. All school equipment is permanently marked with an Identification Number.				
54. An up-to-date inventory is maintained for all expendable school supplies.				

ACADEMY INTERIOR	YES	NO	IMPLEMENT	IMPROVE
55. Secure Storage is available for valuable				

items:				
a. During School Hours				
b. After School Hours				
56. There is a policy for handling cash received at the school.				
57. There is regular maintenance and/or testing of the entire security alarm system at least every six months.				
58. Are classrooms numbered with reflective material:				
a. Over Door				
b. On Bottom of Door				
c. On an exterior window (Visible to Emergency Responders)				
59. Has consideration been given to replacing interior doors with large windows to doors with small windows.				
60. Has consideration been given to replacing present classroom locks with locks that can be activated from the inside.				
61. Does the P.A. system work properly:				
a. Can it be accessed from several areas in the school?				
b. Can it be heard, and understood, outside?				
62. Has consideration been given to establishing a greeter inside the first set of exterior doors (must be manned at all times)				
63. Are convex mirrors used to see around corners in hallways.				
64. Has consideration been given to installing strobe lights or flashing lights on exterior of building to warn staff and students outside of problems.				

ACADEMY INTERIOR	YES	NO	IMPLEMENT	IMPROVE
66. How do you communicate during emergencies:				

a. Two Way Radios				
b. Cell Phones				
c. Pagers				
d. Other				
67. Who is issued two way radios				
a. Administrators				
b. Custodians				
c. Members of the Emergency Response Team				
d. Other				
68. There is a control system in place to monitor keys and duplicates.				
69. Exterior light fixtures are securely mounted.				
70. Mechanical rooms and hazardous storage areas are locked.				
71. Fire drills are conducted as required by law.				
72. A record of health permits is maintained.				
73. A record of Fire Inspection by the local or State Fire Officer is maintained.				

DEVELOPMENT/ENFORCEMENT OF POLICIES	YES	NO	IMPLEMENT	IMPROVE
74. The Student Conduct Policy is reviewed and updated annually.				
75. 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.				
76. The Academy has a Crisis Management Plan in effect that is reviewed and updated annually.				
77. The Incident Command System is an integral part of the Safety Plan.				
78. A chain-of-command has been established for the Academy when the principal and/or other administrators are away from the building.				

DEVELOPMENT/ENFORCEMENT OF POLICIES	YES	NO	IMPLEMENT	IMPROVE
79. The Academy has implemented proactive security measures on campus, at				

school-sponsored activities, on all Academy property (i.e., school buses).				
80. Disciplinary consequences for infractions to the Code of Conduct are fair and consistently enforced.				
81. Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently being used.				
82. 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.				
83. Parents are an integral part of the schools safety planning and actions.				
84. Parents are an integral part of students discipline procedures and actions.				
85. The policy provided a system(s) whereby staff and students may report problems or incidents anonymously.				
86. 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.				
87. The Academy implements and communicates a pro-active policy regarding parental action during sporting events.				
PROCEDURES FOR DATA COLLECTION	YES	NO	IMPLEMENT	IMPROVE
88. All violations of State and Federal laws are reported to Law Enforcement.				
89. An incident reporting procedure for disruptive and violent students and incidents has been established in accordance with local and State Legislative requirements.				
90. Records or data have been established and are analyzed to identify recurring problems.				
PROCEDURES FOR DATA COLLECTION	YES	NO	IMPLEMENT	IMPROVE
91 Accidents reports are filled when a student is injured on Academy property or				

during Academy-related activities.				
92. The incident reporting system is reviewed and updated annually.				
INTERVENTATION AND PREVENTION PLANS	YES	NO	IMPLEMENT	IMPROVE
93. Students have access to conflict resolution programs.				
94. Students are assigned in developing anger management classes.				
95. Diversity awareness is emphasized.				
96. Programs are available for students students who are academically at-risk.				
97. Students may seek help without the loss of confidentiality.				
98. Students and parents are aware of community and church resources.				
99. Students and staff are aware of bullying consequences and programs are in place to prevent verbal, physical and non-physical bullying such as email, verbal and non-verbal threats, and exclusion.				
100. Character education is taught as part of the Academy curriculum.				
STAFF DEVELOPMENT	YES	NO	IMPLEMENT	IMPROVE
101. Administrators and staff are trained in conflict resolution methods.				
102. Administrators and staff are trained in implementation of the Crisis Management Plan and have training updated annually.				
103. Administrators and staff are trained in personal safety.				
104. School volunteers to include Home & School receive training to perform their duties with regard to Academy policies.				
105. Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and State and Federal laws.				

STAFF DEVELOPMENT	YES	NO	IMPLEMENT	IMPROVE
106. School safety and violence prevention information is regularly provided as part of				

staff development plan.				
107. Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers.				
OPPORTUNITIES FOR STUDENT INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
108. Students are represented on the School Safety Team.				
109. The school provides opportunities for Student leadership related to violence prevention and safety issues.				
110. The school provides adequate recognition opportunities for all students.				
111. Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high risk situations)				
LEVEL OF PARENT AND COMMUNITY INVOLVEMENT	YES	NO	IMPLEMENT	IMPROVE
112. The Church Community supports the Academy's programs and activities that teach safety and non-violence.				
113. Academy activities, services, and curricula reflect the characteristics of the students and the church community.				
114. Academy safety planning reflects the neighborhood, including crime and hazardous conditions.				
115. Parents are an integral part of the Academy's safety planning and policymaking.				
116. Parents are aware of behavioral expectations and are informed of changes in a timely manner.				
117. Local businesses and other community groups are involved in the school's safety planning.				
ROLE OF LAW ENFORCEMENT	YES	NO	IMPLEMENT	IMPROVE
118. Incidents of crime that occur on school property or at school-related events are reported to law enforcement.				
ROLE OF LAW ENFORCEMENT	YES	NO	IMPLEMENT	IMPROVE
119. Law Enforcement is consulted on matter that may fall below the threshold of				

criminal activity.				
120. Law Enforcement personnel are an integral part of the Adcaemy'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 Departments have had tours of the buildings and opportunities to familiarize themselves with the campus.				
121. The Academy has developed an effective partnership with local Law Enforcement.				
122. The Academy and local Law Enforcement have developed a written agreement of understanding, defining the roles and responsibility of both.				
123. Law Enforcement personnel provide a visible presence on campus during Academy hours and at Academy sponsored events.				
124. Local Law Enforcement provides after hours patrols of the Academy site.				
DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	YES	NO	IMPLEMENT	IMPROVE
125. The Academy has a Crisis Management Plan.				
a. Reviewed on an annual basis				
b. Plan developed by the building safety team and reviewed by management.				
c. Team membership is open to all employees and student representatives.				
126. The school has established a well-coordinated emergency plan with Law Enforcement and other crisis response agencies.				

DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	YES	NO	IMPLEMENT	IMPROVE
127. Categories listed in the plan should include, but may not be limited to, the				

following:					
a. Natural Disaster					
b. Accidents					
c. Acts of Violence					
d. Death					
e. Loss of Power					
f. Fire					
g. Earthquake					
128. 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					
REMARKS (Annotate the Category number assigned to the remarks for easier review):					
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