School Building Authority of West Virginia

SCHOOL ACCESS SAFETY AUDIT

**SBA FORM 206**

COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE AUDIT PERFORMED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDITED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 1. A functional school Safety Committee (i.e. administrator, teacher, secretary,

custodian, student, parent, 911 responders) is in place.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 2. There is a system-wide, documented “Closed Campus” policy to ensure

authorized access to the school by staff, students and visitors.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 3. There are system-wide, documented “Lock Down” procedures for staff.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 4. “Lock Down” procedures are drilled and evaluated on a regular basis to

ensure timely responses for staff and students.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 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.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 6. All visitors are issued a temporary badge that hangs on a lanyard around

the neck before access to the building is permitted.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 7. Has a current and comprehensive crisis plan in place, known by staff

and rehearsed through periodic drills (i.e. evacuation, shelter-in-place).

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 8. Accurate evacuation maps are posted in every room (i.e. classrooms, offices,

restrooms) in the school.

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

**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**

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 1. Signs at campus entries (i.e. parking lot) and perimeter prohibit contraband

(i.e. weapons, drugs) and trespassing on school property.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 2. Signs on all school exterior doors, inside and outside, state each door’s usage

(i.e. main entrance, alternate entrance, emergency exit).

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 3. Numbers are clearly posted on all school exterior doors, inside and outside,

for emergency responders.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 4. Room numbers are clearly posted on all interior doors (i.e. offices, classrooms)

for emergency responders.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 5. Fixed or moveable barriers are positioned to prevent vehicular access to areas

where people gather (i.e. main entrance, grounds).

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 6. Shrubbery near entries, windows and pathways has been trimmed to a

maximum height of 24 inches to provide clear lines of sight and prevent

concealment.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 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.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 8. Measures have been implemented to prevent unauthorized access onto the

school roof.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 9. Exterior lighting at entries, along pathways, and in parking areas is bright

and allows for viewing of unauthorized activities.

**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**

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 1. All adults in the school (i.e. staff, visitors, contractors) are required to

wear ID badges on a lanyard around the neck.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 2. Staff are continuously trained and drilled to ensure knowledge of security

procedures, means, and roles in responding to a crisis.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 3. The school has a closed-circuit television system that includes a camera

at the main entrance and digital recording capabilities.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 4. The school has an intrusion alarm system that includes central station

monitoring.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 5. The school utilizes equipment (hand-held or portal), K-9s and procedures

to detect contraband (i.e. metal, drugs, explosives).

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 6. Entries approved for authorized access by staff and students are monitored to

ensure proper use and prevent unauthorized access by visitors.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 7. The school makes use of entry control devices (i.e. cards, fobs, keys) to

prevent unauthorized access to the building.

**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**

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 1. All classrooms and offices are equipped with functional locking

mechanisms and all staff are trained in their uses.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 2. Existing locking mechanisms on classroom and office doors lock from

the inside.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 3. Windows in classroom and office doors are reinforced (i.e. wire, mesh,

plastic laminate) to prevent forced access.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 4. Windows adjacent to classroom and office doors are reinforced (i.e. wire

mesh, plastic laminate) to prevent forced access.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 5. The main entrance to the building has a locked vestibule (man trap) for visitor

authorization purposes.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 6. All school entrances are monitored and controlled through locking,

supervision, or electronic surveillance.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 7. Access to sensitive areas (i.e. computer labs) is restricted through the use

of access control systems.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 8. The school possesses and implements written key control practices for

interior and exterior doors.

**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**

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 1. Intercom systems to reach school response personnel in an emergency are

available throughout the school.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 2. Public Address (PA) systems to reach school response personnel in an

emergency are available throughout the school and campus.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 3. Telephone systems to reach school response personnel and 911

responders in an emergency are available throughout the school.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 4. The school has a dedicated outside line to reach emergency responders

during a crisis.

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 5. Two-way radios to reach school response personnel in an emergency are

available throughout the school and campus.

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

**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_** 7. Public Address (PA) systems are equipped with back-up power supplies

(i.e. battery, generator).

**School Access Safety Repair and Renovation Schedule**

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| --- | --- | --- | --- | --- | --- |
| **COUNTY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | **DATE:\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
|  | REPAIR/ |  | ANTICIPATED |  | FUNDING |
| SCHOOL | RENOVATIONS | PRIORITY | COMPLETION | COST | SOURCE |
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*Use additional lines as necessary*