

# Safety and Security Audit Questionnaire

## Tillman Elementary School

Name and Title of the person(s) completing the questionnaire:

Ms. Massi-Blackmore, Principal

Date Questionnaire Completed: Jan. 7, 2022

### 1. SECURITY MANAGEMENT TEAM

- a. Does the school have a security management team? Yes. A specific name is called for the team.
- b. If yes, please provide a list the current members and their position title.

Ms. Massi-Blackmore, Principal

Ms. Kubal, Assistant Principal

Mr. McNear, Head Custodian

Mr. Collins, Guardian

Ms. Walsh, Site Coordinator

Ms. Gonzalez, School Support Specialist

Ms. Bloski, Counselor

### 2. GATE MONITORS

- a. Does the school have a written policy/procedure for staffing open gates? No
- a. Does the school have designated gate monitors? No
- b. If yes, are there specific written procedures to which they must adhere?
- c. If yes, please attach a copy of the procedures.
- d. Please provide a roster of those currently assigned to monitoring gate assignments.

### 3. SECURITY MESSAGING

- b. Does the school provide messaging regarding the need to not leave gates, doors open? Administrative staff, Cafeteria workers and Faculty
- c. If yes, please provide 2-4 written examples of messages that were communicated to admin. staff, faculty, students, etc. in the prior, or current school year. Staff Handbook; Email Locked Doors

### 4. VISITOR MANAGEMENT

- a. Does the school have written procedures that are followed for: deliveries, reporting unauthorized access, release of students to parents, visitor management?

Release of students to parents, Visitor management

**b. If yes, please provide a copy of procedures for any, or all, of the above.**

[Staff Handbook](#)

5. CAMPUS ACCESS

- a. Does the school have a written campus access policy/procedure that it follows? **Yes**
- b. If yes, please provide a copy of the campus access policy/procedure. [Staff Handbook](#)
- c. Is the policy/procedure distributed to all personnel? **Yes**

6. ACCOUNTABILITY

- a. Does the school hold all staff accountable for complying with the district's safety and security requirements? **No**
- b. If yes, does the school have a written policy/procedure that holds staff accountable for complying with safety and security requirements?
- c. If yes, does the written policy/procedure include consequences for non-compliance while providing opportunities for improvement?
- d. If there is no written policy/procedure describe how the school holds staff accountable for complying with the district's safety and security requirements?  
[District provides next steps.](#)

7. SECURITY SWEEPS

- a. Does the school conduct a daily security sweep before opening and daily safety sweeps ensuring that gates, exterior and classroom doors remain locked and secure during the day? **Yes, the school guardian continuously sweeps the property and buildings**
- b. If yes, and if custodians or school administration identify serious problems that need to be address immediately during their sweeps, are they reported verbally? In writing? **Verbally**
- c. If in writing, who in the school's administration would receive the notification of the problem and track its resolution?
- d. Please provide 2-4 examples of problems identified during sweeps that includes the name of the person who received notice of the problem and the problem's resolution.
- e. Does the school have a written procedure to guide the sweeps? **No** If yes, please attach a copy of the procedure.

8. EMERGENCY RESPONSE AGENCIES

- a. Does the school conduct familiarization activities (including shelter-in-place and lockdowns) with the emergency response agencies that have jurisdiction over the campus? **Yes**

- b. If yes, how many times did the familiarization activities occur in the previous and current school year and with which emergency response agencies? [Annually](#)

#### 9. STUDENT TRANSFERS

- a. Does the school have a procedure to ensure that upon the student's transfer to a different school the threat assessment team verifies that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services? [Yes](#)
- b. If yes, please attach a copy of the procedure. [District Steps](#)

##### c. PERIMETER PATROLS

- a. Are daily perimeter patrols conducted at the school? [No](#) If yes, are they documented?
- b. If yes, please attach a copy of the documentation for the daily patrols of the most recent week.

##### d. SEARCHES

- a. Does the school conduct searches for weapons, drugs, and other contraband? [Yes](#)
- b. If yes, does the school have a written procedure for conducting searches? [District has a procedure on the safety & security Sharepoint portal.](#)
- c. If yes, please attach a copy of the procedure.
- d. Please describe the protocol followed when a search identifies weapons, drugs, or other contraband. [District has a procedure on the safety & security Sharepoint portal.](#)

##### e. INCIDENT COMMAND STRUCTURE

- a. Does the school have a clearly defined and written incident command structure that it follows? [Yes](#)
- b. If yes, please attach a copy of the current incident command structure with names and position titles.
- c. Does the school have a written succession plan that it follows for incident command if primary members of the incident command team are not present during an incident or emergency? [Yes](#)
- d. If yes, please provide a copy of the written incident command structure succession plan.

##### f. INCIDENT COMMAND TRAINING

- a. Does the school provide training to key staff on incident command? [Yes](#)
- b. If yes, please list the types of incident command training that key staff receive.  
[TAT members receive Security Trainings and Alert Trainings.](#)

14. EVACUATION, CRISIS, AND DISASTER RECOVERY KITS

- a. Does the school maintain an evacuation, crisis, and disaster recovery kit? **Yes**
- b. If yes, what does the kit contain? **Staff Handbook**

15. EMERGENCY DRILL AFTER ACTION REVIEWS

- a. Does the school conduct after action reviews of emergency drills? **Yes**
- b. If yes, are after action reviews documented in writing? **Yes**
- c. If yes, please provide 2-4 examples of written after action reviews of emergency drills conducted in the current school year. **Drill Summary (dates; times)**

16. REVIEW OF DRILL PROCEDURES WITH PRIMARY RESPONSE AGENCIES

- a. Has the school reviewed drill procedures with the primary response agencies within the past 12 months? **Yes**
- b. If yes, what were the date(s), and with which primary response agencies did you meet? **Monthly; Sheriff Department**

17. STUDENT FEEDBACK

- a. Does the school solicit feedback from students on the use of security measures in conjunction with their perception of school safety? **No**
- b. If yes, how is feedback from students obtained?