

TOOLKIT THREE: AUDIT

POP QUIZ: TABLETOP AUDIT ACTIVITY FOR STAFF



Ask staff to set aside 5 minutes to complete this activity in small, informal groups (at a staff meeting, team meeting, or informal gathering). Use this tool to facilitate procedural awareness and discussion as a staff. Be sure to include as many different types of community members as possible in this activity. Each community member will offer unique and valuable perspective.

Discuss and answer each question as a team.

1. How many points of entry does this building have for visitors, staff, and students?
2. You spot a door that will not shut properly. What do you do?
3. A car is parked illegally in front of the school. What do you do?
4. Can you alert the school if there is an intruder in your area? In how many ways?
5. Upon evacuating your class, you realize that a student is missing. What do you do?
6. You notice an unidentified adult in the building. What do you do?
7. You hear students chatting about a stranger following them to school. What do you do?
8. A visitor to the building has become unruly. What do you do?
9. Where is the nearest emergency/first aid kit?
10. Once students are evacuated, what does an adult need to do in order to pick a student up?

Bonus Questions (5 points each):

1. Who are the members of your safety team?
2. Who at your school can put the school in lockdown?
3. Who is authorized to call 911 at your school?

Bonus Question Answers:

1. Everyone! While there may be a designated team that represents a cross section of all campus staff, everyone at all times are members of the safety team. Think of the DHS campaign, "See something...say something."
2. Anyone is the best answer, but having a process in place that the whole staff knows will help with the execution of this process. Since time is of the essence, then the ability to lockdown a school as quickly as possible is ideal.
3. Ideally, anyone should be able to make that call for any reason. Some campuses limit the capability to call 911 by policy to only the Principal or AP, however this may delay any response to the school when needed. Train all staff on a protocol for calling 911 and how to notify the school community when this occurs.