

Comprehensive Document Review Checklist for Audit

Documents to review:

- Campus/facility Emergency Plan
- Floor Plan of facility (see details below)
- Site Plan of facility (see details below)
- Emergency contact numbers
- Student Code of Conduct
- Student/Staff ID policy
- Visitor Procedures
- Campus Improvement Plan
- Climate Survey results from staff, students, and parents (or interviews)
- Campus Discipline Referral Data

Floor plans should be labeled with the following information:

- All hallways and classrooms are clearly identified and labeled (on plan and doorways)
- All access doors to adjoining rooms identified
- All special education and science lab classrooms labeled
- All custodian closets, book rooms, lounge areas, and workrooms are identified, labeled, and numbered
- Locations of all interior hallway doors noted
- Location of central power control access panel identified
- Location of main physical plant identified
- Location of master keys to facility
- Location of emergency evacuation kits (“to go” boxes)

- Location of all roof access points identified
- Internal/External video camera locations identified
- Video camera monitoring sites labeled
- Location of cable TV access control
- Location of audio monitoring systems (PA system)
- Location of fire sprinkler controls
- Location of connection to external water source for fire department
- Location of school phones and pay phones (all numbers listed)
- Building evacuation routes identified
- Location of all fire extinguisher boxes
- Location of all Automated External Defibrillators (AED)

Site plans should be labeled with the following information:

- Access points (location and number)
- Fenced areas (type of fence)
- Portables (labeled and numbered)
- Evacuation areas
- Incident Command Post
- Media staging center
- Family reunification center
- Public Safety Equipment staging area (if applicable)
- Exterior hallways and wings labeled
- Inner perimeter areas defined and labeled
- Location of outbuildings, sheds, greenhouses (labeled and numbered)
- Location of pipes, tanks, gas lines, etc.
- Athletic facilities clearly identified and labeled