Safeguard RISK | SOLUTIONS

The 30-Day Reality Check

A school safety walkthrough you can complete in one class period

Your emergency plan was approved in an empty building. Now the students are here. This walkthrough finds the five gaps that only appear once a school year is actually running. Budget one class period, one clipboard, and a willingness to write down what you find instead of explaining it away.

1. THE CONTACT ROSTER · 11 minutes · Do this first

Print your emergency call-down list. Walk it to the front office. Have someone read every name aloud and confirm two things: does this person still work here, and is this number current?

- ☐ Every name on the call-down list verified as current staff
- ☐ Every phone number and email verified
- ☐ Incident command role assignments match current job assignments
- ☐ Reunification team roster verified (this is the most commonly outdated list)
- ☐ Someone in the building still holds utility shutoff knowledge — name that person
- ☐ PA system override procedure: identify who knows it, and a backup
- ☐ After-hours contact tree tested by actually calling two people on it

2. DOORS AND PERIMETER · Walk twice: 7:30 a.m. and 2:45 p.m.

A propped door is almost never carelessness. Write down the door AND the possible reason a human being propped it — the reason is the thing you can actually fix.

- ☐ Every exterior door checked at morning arrival
- ☐ Every exterior door checked at afternoon dismissal
- ☐ Every propped or defeated door logged, with the reason next to it
- ☐ Latches tested — note any door that does not positively latch on its own
- ☐ Delivery, kitchen, band, athletics, and staff-lot doors specifically checked
- ☐ Visitor entry routes only through the secure vestibule; no alternate path exists
- ☐ Exterior door numbering matches what dispatch and responders have

3. THE SCHEDULE BROKE THE PLAN · Bring the current master schedule

- ☐ Evacuation routes re-checked against the CURRENT master schedule
- ☐ New lunch waves, modular periods, or block changes reflected in the plan
- ☐ Off-campus students (CTE, dual enrollment, work study) covered by an accountability procedure
- ☐ Modular or portable classrooms: confirm cell coverage and a way to call for help
- ☐ Construction or renovation zones re-routed around
- ☐ TEST: at a random moment, can you produce an accurate count of everyone on campus in under one minute?

4. THE PEOPLE WHO MISSED AUGUST TRAINING

In most buildings this is 8–20% of the adults on site. List them by name.

- ☐ New teachers hired after the August induction
- ☐ Paraprofessionals, aides, and one-on-one support staff
- ☐ Food service and custodial staff, including second shift

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- ☐ Bus drivers and transportation staff
- ☐ Coaches, activity sponsors, and volunteer assistants
- ☐ Long-term substitutes and student teachers
- ☐ Contractors and itinerant staff (therapists, itinerant specialists, vendors on site regularly)

5. CAN ANYONE ACTUALLY REACH THE PLAN? · The one that matters most

Stop three teachers on three different floors, without warning. Ask each to show you the evacuation route and accountability procedure for the room they are standing in.

- ☐ Teacher 1 could produce the plan in under 15 seconds, from where they stood
- ☐ Teacher 2 could produce the plan in under 15 seconds, from where they stood
- ☐ Teacher 3 could produce the plan in under 15 seconds, from where they stood
- ☐ The version they reached is the version approved this year
- ☐ Posted evacuation maps are identical on every floor and match the approved plan
- ☐ The plan is reachable without a district network login and without leaving the room
- ☐ A substitute in that room could reach the same information

> *If the honest answer is "it's in a binder in the office" or "it's on the shared drive," you do* not *have an accessible plan. You have a document. A plan that cannot be reached in fifteen seconds under stress is not a plan anyone will use.*

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FINDINGS CAPTURE SHEET · Print this page for each walkthrough

#	WHAT I FOUND	SECTION	OWNER	DUE DATE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Walkthrough completed by _____

Date _____

Follow-up review scheduled for _____

> ***Next step.*** *Schedule the follow-up review now, roughly four weeks out. Most walkthroughs fail - not at the finding stage but at the follow-up stage. If you want a second set of eyes, Safeguard Risk Solutions conducts full Security and Vulnerability Assessments for districts nationwide — call 614.679.5608 or email Gary@SafeguardRiskSolutions.com.*

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