

Safety Audit for Tupelo Middle School (TMS)

Audit Date: March 3, 2025

Auditor: Lauren Simmons, Admin Intern

School Address: 1002 Varsity Dr. Tupelo, Ms 38868

1. School Building (Facility) Safety

Building Exterior:

- **Signs of wear or structural damage:** No visible cracks in the exterior walls. The foundation appears stable, with no signs of settling or damage.
- **Entrances and exits:** All entrances and exits are functional. Emergency exits are marked clearly, and doors open freely without obstruction. Some exit signs in the back hallway are slightly faded.
- **Lighting:** Outdoor lighting is sufficient around entryways and parking lots. However, the back side of the building could benefit from additional lighting near the playground area.
- **Security cameras:** 12 security cameras are strategically placed, covering all critical areas such as entrances, hallways, and parking lots. All cameras are operational.

Building Interior:

- **Hallways and classrooms:** Hallways are clear of obstructions. Flooring in all classrooms is in good condition with no major wear or tripping hazards. Classroom furniture is securely fastened and arranged to allow easy movement.
- **Restrooms:** Restrooms are clean and stocked with soap and toilet paper. However, two of the stalls in the girls' restroom on the first floor are out of order due to plumbing issues, which are in the process of being repaired.
- **Emergency equipment:** Fire extinguishers are checked regularly and located in key areas: hallways, classrooms, and near the gymnasium. AEDs are located at the nurse's office and in the gymnasium. First-aid kits are fully stocked and accessible in classrooms.
- **Ventilation and climate control:** HVAC systems are functioning well, providing consistent temperature control throughout the building. Air quality is monitored regularly,

with filters replaced every six months.

2. Grounds and Outdoor Areas

Parking Lot and Driveways:

- **Traffic flow:** Traffic patterns are clear and functional. Drop-off zones are designated, and carpool lanes are well-marked. A few drivers occasionally block crosswalks during peak hours, creating minor safety concerns.
- **Pedestrian safety:** Crosswalks are clearly marked. However, there are no speed bumps to slow down vehicle traffic, which could be a potential hazard during peak arrival and dismissal times.

Playgrounds and Athletic Fields:

- **Equipment inspection:** Playground equipment is well-maintained and free of rust or sharp edges. The basketball hoops in the outdoor court were recently tightened, ensuring safe use.
 - **Surface materials:** The surface under the playground equipment consists of rubber mats, which provide cushioning for falls. The athletic fields are well-maintained with grass cut regularly.
 - **Fencing and barriers:** The perimeter fencing around the playground is secure, with no gaps. The fencing along the back field is being repaired due to wear, and should be completed by mid-April.
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3. Safety Policies and Procedures

Emergency Preparedness:

- **Evacuation Plans:** Evacuation routes are clearly posted in every classroom. Drills are conducted monthly, and staff members are trained on the procedures. During the last drill, the school evacuated in 3 minutes, which is within the recommended time frame.
- **Fire Drills:** Fire drills are held every semester. During the last drill, all fire alarms and emergency exits were functional. One classroom on the second floor was slightly

delayed due to the use of stairs, but this was noted for future improvement.

- **Lockdown Drills:** Lockdown drills are conducted quarterly. Staff have received training on responding to emergencies, and students are familiar with the protocol. The school uses an app to send real-time alerts to staff in case of an emergency.

Visitor Management:

- **Visitor check-in procedures:** Visitors are required to sign in at the front desk and wear a visitor badge. The sign-in system is digital, and all visitors must present identification before entering the building.
 - **Identification badges:** All staff members and approved visitors wear identification badges. Contractors and temporary workers are required to wear visible badges during their time on campus.
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4. Technology and Communication Systems

Security Systems:

- **Access control systems:** The front door has an electronic keypad for staff, and visitors must use a buzzer system to gain access during school hours. The side doors are locked during the day and can only be accessed with a staff keycard.
- **Alarm systems:** The security alarm system is functional and tested monthly. The fire alarm system is connected to the local fire department, ensuring an immediate response in case of an emergency.

Communication Systems:

- **Internal communication:** School-wide safety information is disseminated through email, faculty meetings, and posted signage. Staff members are also trained on using a communication app that allows for quick distribution of emergency information.
 - **Public announcements:** The PA system is fully operational, and announcements are broadcasted throughout the building. The system is tested weekly.
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5. Data-Driven Decision Making and Resource Allocation

Safety Data Collection:

- **Incident tracking:** A digital incident reporting system is in place to track accidents, injuries, and safety concerns. Reports are reviewed quarterly by the safety committee to determine trends and areas for improvement.
- **Safety audits and assessments:** A full safety audit was completed last year, and improvements from that audit (e.g., additional lighting in the parking lot and classroom emergency kits) have been implemented. Follow-up audits are scheduled every six months.

Equitable Resource Planning:

- **Resource allocation:** Resources for safety, such as additional lighting, security cameras, and emergency equipment, are allocated based on areas with the highest traffic or vulnerability, ensuring equity across all school zones.
 - **Inclusive programs:** Safety programs, such as evacuation drills, accommodate students with disabilities by providing alternative routes and staff assistance where needed. There is also a school counselor available to support students who may experience anxiety during drills.
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6. Final Recommendations

- **Immediate Attention:**
 - Repair the plumbing issues in the girls' restroom on the first floor.
 - Complete the repair of the back perimeter fence by mid-April.
 - Install speed bumps in the parking lot to slow down traffic during peak times.
- **Long-term Improvements:**
 - Increase security camera coverage in the back playground area to ensure all spaces are monitored.
 - Replace faded emergency exit signs in the back hallway.

- **Communication Improvements:**

- Enhance communication of safety drills and protocols to parents by including updates in the monthly newsletter.
- Increase training for staff on the proper use of the digital incident reporting system.

- **Resource Enhancements:**

- Increase the number of AED units available in common areas, such as the gym and cafeteria.
- Allocate funding for additional outdoor lighting on the back side of the school grounds.

Audit Conclusion: The safety audit at Tupelo Middle School indicates that the school is overall in good condition with regard to safety, security, and emergency preparedness. While there are minor issues to address, such as restroom repairs and fence maintenance, the school is committed to maintaining a safe environment and is making progress on implementing improvements.