

**Annual Review
of
Randolph Public School's Safety
and Security Plans**

**Walk Through Conducted on
January 28, 2014**

**Inspection of every classroom, office, store room,
mechanical room, boiler room, gym & locker rooms,
and kitchen/cafeteria.**

**By
Ken Navratil**

Overview

The annual review of the Randolph Public School's Safety and Security Plans was completed on January 28, 2014 by Ken Navratil. This review is required and conducted in accordance with the rules and regulations established by the Nebraska Department of Education. This specific rule is NDE, Rule 10, Section 011.01D.

The general process used is as follows:

1. A checklist was completed by Superintendent Jeff Hoelsing and it is attached to the end of this report.
2. A review of the written safety and security was conducted.
3. A walk through of the elementary building was made with Ms. Donna Mae Schutt, and a walk through of the junior high/senior high building was made with Mr. Jeff Bermel, custodians with the school district. My observations and suggestions were discussed with them as we moved from room to room.
4. A verbal exit report was given to Mr. Jeff Hoelsing.
5. A written report will be sent to Mr. Jeff Hoelsing, Superintendent of Schools.

Conclusion of Findings

I met with Superintendent Jeff Hoelsing on Tuesday, January 28, 2014 at 9:00 a.m. to begin the safety inspection. We discussed any changes to the school district during the last year and we reviewed a checklist of items concerning the school's safety and security plans. That checklist is attached to the end of this report.

Randolph Public Schools continues to be in compliance with the rules and regulations established by the Nebraska Department of Education with these actions:

- A school safety committee is established and meets regularly.
- A crisis team is in place and has received appropriate training.
- A written crisis manual and safety plans are reviewed periodically.
- Regular drills for various emergencies are conducted.
- Background checks are conducted on all new employees.
- Written and posted emergency evacuation plans are posted in each classroom.
- A communication system (phones & PA system) to each classroom is installed.
- The school employs an automatic calling system that immediately notifies staff and parents of any unusual situation(s) regarding school.
- School floor plans have been shared with the local police.

As I inspect school buildings, I pay particular attention to the Nebraska State Fire Marshall codes and the guidelines for the Americans with Disabilities Act (ADA). There were a few minor exceptions, but for the most part, your school district is in compliance with these codes:

- Yearly inspection of the fire alarm system.
- Yearly inspection of all fire extinguishers.
- Maintain a minimum of six-foot wide unobstructed aisle throughout all exit corridors and hallways from one end of the hallway to the other end.

- Maintain a minimum of three-foot wide unobstructed aisles to all electrical panels, water shut-offs, and gas shut-offs.
- Maintain a minimum of three-foot wide unobstructed aisle to the back of each storage room.
- Maintain a minimum of four-foot clearance at all exit doorways and stairs.
- Maintain a minimum of three-foot wide unobstructed aisles for all classroom aisles that students use to exit the room.
- Exit lighting and emergency lights are in proper working order.

I want to note that your buildings are very clean and well maintained. Boiler room, mechanical rooms, and chemical storage rooms are locked and have proper signage. Mrs. Schutt and Mr. Bermel and their custodial crew do an outstanding job. Most teachers organized their rooms with safety in mind. The Science labs and industrial arts area have fire extinguishers, fire blankets, first aid kits, and eye-wash stations. I observed very few safety issues as I went from classroom to classroom.

I also want to note several improvements/changes from last year's report.

- Surveillance cameras and recording equipment have been installed. Six cameras were installed at the elementary building and ten cameras at the junior high/senior high building.
- All crisis team members (7) took Level One crisis training again as a refresher course.
- Bus safety and evacuation drills are conducted twice a year.
- Practice drills for 'intruder in the building' are conducted each year.

I do have several suggestions to make. These items should be considered by your safety committee, administration, and school board. Some of the items may be costly and not fiscally practical at the present time:

- Install a controlled entry (buzz-in system) to both the elementary building and junior high/senior high building.
- Install new classroom locks so that teachers can lock their classrooms from inside the classrooms.

- Number all outside exit doors so police/fire department can more easily identify where the problem is and be able to arrive faster to the problem area.
- Continue to install overhead projectors in the classrooms. There are fewer cords on the floor as tripping hazards.
- Purchase a 'motorized lift' rather than using large ladders. You will find that the lift will have many uses in your school. I would consider the large ladders to be a potential liability.
- Purchase a 'Bobcat and broom' for snow removal (or similar equipment). Removing snow with a tractor blade or by shoveling still leaves a small amount of snow that – when people walk on it—turns it to ice. The broom removes all the snow and the sidewalks are ice-free for your students, staff, and the general public that attends sporting events and other school activities.
- Install handrails in all restrooms even if the size of the restroom does not meet ADA codes. Older people or people recovering from an injury may benefit using the handrails.
- Install more shelving in the storage rooms. You can keep items off the floor and eliminate tripping hazards with more shelving.
- Continue to install surveillance cameras as needed. I would also suggest you consider adding equipment that allows your county sheriff's department to access your cameras and see what is happening in your school if there were an intruder or problem in your buildings.
- I would suggest that your safety committee look at the school cross-walks near both of your buildings. You may want to be more consistent in how each intersection is marked. I strongly suggest that a cross-walk sign be installed on the street between the Industrial Arts building and the junior high/senior high building. (Cross-walk markings are a city responsibility and you will need to work with your city to make any changes.)

A listing of my observations/concerns for each individual room will be found in the next two sections of this report. The next section will be a 'summary page' of any safety issues I observed and the last section is the room by room report for each room in your school district.

Again, I want to commend the administration and the entire staff of the Randolph Public Schools. It is evident that safety is emphasized every day.

I want to remind you that the noted points in this report are just one person's observations and opinions based on one particular day and time. They should not be considered final judgments that schools must enact immediately. Rather, the local staff and administration are best equipped to assess the amount of risk posed – if any.

I would like to thank everyone for the courtesy, hospitality, and cooperation extended to me during my visit. Should any questions arise, please contact me.

Sincerely,

Ken Navratil

Summary of Observations

The first point that I want to emphasize is this – there were very few safety concerns that I observed in your buildings. I was working hard to find any. Overall, your school personnel are very aware of safety guidelines and have arranged their classrooms and storage rooms accordingly. The custodial staff does an outstanding job of providing a clean work environment and have completed many of the safety recommendations I have made in the past. All in all, your school district continues to make your school buildings safer and safer each year.

A summary of my observations/concerns include:

- There is no 'controlled entry' or 'buzz-in system' to enter either the elementary building or the junior high/senior high building.
- It is especially difficult to control entry at the junior high/senior high building because the general public is allowed to enter and use the walking track in the school gym during the school day.
- The main entrance at the junior high/senior high building was not designed to control and monitor visitors that enter the building. The administrative office is located quite a distance from the main entrance and it is not possible for office personnel to monitor visitors that enter the building. The kitchen is next to the main entrance. You may want to consider moving the kitchen to where the administrative offices are now and move the administrative offices to where the kitchen is now.
- You do not have all your students at one site in a single building. You have three buildings with students moving from building-to-building throughout the day (busing elementary students to the high school for lunch and junior high/senior high students crossing the street to the Industrial Arts building). This greatly increases the safety concerns for your students and requires extra planning for supervision and security.
- Classroom doors do not lock from the inside. Teachers must go out into the hallway to lock their doors.
- All exit lights should be in working order. Two exit lights in the industrial arts building are not working.

- Exits from classrooms and to the outside are extremely important and must not be impeded or restricted in any way. State fire code requires that doorways (exits) and stairs have at least four foot of clearance. A few classrooms have partially blocked doorways due to teacher placing furniture too near the doorways.
- Some storage areas need to be better organized. Keep a 36-inch unobstructed aisle to back of each storage room (fire code). Discard items you no longer use.
- State fire code requires that you maintain at least a 36-inch unobstructed aisle to all electrical panels, water shut-offs, and gas shut-offs. The electrical panels in Room #30 (P.E. storage) are blocked.
- In some classrooms, the pencil sharpener is attached to the doorway exit and extends into the exit aisle. This could be a hazard to students as they exit the classroom.
- Popcorn popper in concession stand needs to be properly cleaned after the winter sports season.

Room by Room Observations

Elementary Building:

Surveillance cameras (6) have been added since last year's inspection
Hallways very bright – lighting seems excellent

Nurse's office – OK

Principal's office – OK

Main office – OK

Room #2 – computer lab – partially blocked doorway – fire code

Room #3 -- Library – OK

Office – OK

Study Hall – OK

Room #4 – Music – OK

Room #5 -- Teachers' Lounge – OK

Room #6 – OK

Room #7 – custodial closet – storage

Locked and with proper signage on door – excellent

Girls restroom -- OK

Room #11 – SPED – OK

Boiler room – locked and with proper signage on door – excellent

Custodial chemical storage room – locked and with proper signage – excellent

Room #12 – OK

Handicap lift on stairs – works properly

Room #13 – Kindergarten – partially blocked doorway – fire code

Room #14 –

Student seating arrangement may not allow all students to exit easily

Room #15 – girls restroom – OK – ADA compliant

Room #17 – boys restroom – OK – ADA compliant

Room #16 – custodial closet – locked with proper signage

Room # 18 – storage – OK

Room #19 – OK

Room #20 – para's room – OK

Room #23 – Teachers' lounge (where they eat) – OK

Room #21 – Title One – OK

Room # 22 – OK

Room #26 – OK

Room #24 – OK

Gym – OK

Restroom – OK

Storage room – OK – locked

Room 24B – Art – OK

Donna Mae's office/storage – OK
Boys locker room – OK

Girls locker room – OK

Room #29 – Band – OK

**Room #30 – P.E. storage – electrical panels are blocked – fire code
(need three-foot unobstructed aisle to electrical panels)**

Room #33 – OK

**Room #34 –
Partially blocked doorway (coffee table)
Seating arrangement may not allow all students to exit easily**

Room #35 – computer lab – OK

Room #36 – OK

Room # 37 – locked and with proper signage – excellent

Boys restroom – OK – ADA compliant

Room #39 – storage – OK

Room #40 – OK

Room #41 – OK

Room #42 – pencil sharpener extends into the exit aisle

Room #43 – OK

Junior High/Senior High Building:

Main office – OK

Hub – OK

Principal's office – OK

Superintendent's Secretary's office – OK

Nurse's office – metal file cabinet near door could pose a problem

Staff men's restroom – OK – not ADA compliant

Staff women's restroom – OK – not ADA compliant

Conference room – OK

Academic Counselor – OK

Conference room – OK

Room #253 – Teachers' Lounge – OK

Room #259 – OK

Room #260 – cord on floor near teacher's desk could be a tripping hazard

Room #252 – OK

Room #261 – OK

Room #251 – OK

Storage room/chair storage – OK

Room #247 – OK

Room #246 – pencil sharpener may extend into the exit aisle

Room #245 – OK

Girls restroom – OK – ADA compliant
Boys restroom – OK – ADA compliant

Library – OK

Computer lab – OK

Room #241 – OK

Room #129 – OK

Distance Learning room – OK

Custodial closet – OK – locked

Room #133 – Life Science – OK
(Room has first aid kit, fire blanket, fire extinguisher, & eye wash station)

Room #136 – Physical Science –
Seating arrangement may not allow all students to exit easily (36" aisle)
(Room has first aid kit, fire blanket, fire extinguisher, & eye wash station)

Room #140 – Art – cord on floor near teacher's desk could be a tripping hazard

Store room for art – OK
Kiln – OK

Room #142 – OK

Room # 150 – OK
SPED kitchen – hallway partially blocked by photo-copy machine

Girl's basement restroom – OK – would be ADA compliant but needs handrails
Boy's basement restroom – OK – would be ADA compliant but needs handrails
Main water shut-off – locked and proper signage and 36" aisle)

Boiler room/old mechanical room – OK – need proper signage on door

Custodial storage – lights – OK

Custodial storage – cleaning supplies – OK

Wrestling room – OK

Computer lab – OK

New boiler room – OK – locked but needs proper signage on door

Elevator inspection may be out of date

Coach's store room – OK

Paper/chair storage – OK

Custodial closet – OK

Weight room (small) – OK

Weight room (large) – OK

Girls' Varsity locker room – OK

Boys' Varsity locker room – OK

Training room – OK

Main control room – OK

Varsity gym – OK

Jeff's custodial office – suggest more shelves to get things off the floor

Old gym – OK

Boys' locker room – OK

Girls' locker room – OK

Stage – OK

Custodial store room near elevator – OK

Vocal music room – OK

Office/storage – OK

Band room – outside exit door does not close and lock properly

Men's public restroom – ADA compliant – OK

Women's public restroom – ADA compliant – OK

Common's double door mechanical room – OK

Kitchen – OK

Industrial Arts Building:

Boys' restroom – OK – not ADA compliant

Girls' restroom – OK – not ADA compliant

Woods room – OK but exit light is not working

Metals room – OK but exit light is not working

Furnace room – OK

'Bowling Alley' – OK

Suggestions

- 1. Lift (cherry-picker) – rather than ladders**
- 2. Broom for snow removal**
- 3. Number outside exit doors for police/fire department**
- 4. Lock classrooms from inside the classroom**
- 5. Continue to install overhead projectors in classrooms – less cords on floor**
- 6. Install handrails in all restrooms – even if size of restroom is not ADA**