



## Campus Walkthrough Preparation Guide

### 1. Purpose of Campus Walkthroughs

Campus walkthroughs proactively identify safety hazards, security weaknesses, door and access issues, behavioral risks, and facility concerns requiring maintenance. Walkthroughs support early detection and prevention of incidents.

### 2. Pre-Walkthrough Preparations (Before Arrival)

Review Site Information:

- Review campus layout / map
- Confirm shelter, lockdown, and evacuation locations
- Review prior walkthrough notes and unresolved issues
- Check weather conditions

Communication Setup:

- Ensure radio is charged and tested
- Confirm dispatch procedures
- Notify admin of walkthrough time (optional)

Required Equipment:

- Flashlight
- Radio
- Keys / access cards
- Notebook & pen / digital log
- Camera (if permitted)
- PPE as needed

### 3. Arrival & Pre-Walk Safety Assessment

Officer Self-Assessment:

- Professional appearance
- Calm, alert mindset

- Aware of school events or schedule changes

Exterior Scan:

- Suspicious vehicles
- Loitering individuals
- Perimeter breaches
- Exterior lighting condition
- Unattended bags/packages
- Weather-related hazards

#### **4. Walkthrough Process – Step-by-Step**

##### 4.1 Building Entry & Access Points:

- Main entrance secure and functioning
- Visitor check-in compliance
- Side doors closed & latched
- Portable classrooms secure
- Gate locks intact

##### 4.2 Interior Zones:

###### Hallways:

- No propped doors
- No unsupervised students
- Graffiti or vandalism noted
- Lighting functional

###### Restrooms:

- No congregating
- No vandalism or contraband evidence
- Doors and locks functional

###### Classrooms:

- Doors secured
- Windows unobstructed
- General safety concerns noted

###### Cafeteria / Commons:

- Controlled traffic flow
- No student conflict indicators
- Exit doors secured

Gym & Locker Rooms:

- Staff present
- No unauthorized access

Offices & Admin Areas:

- ID systems functioning
- Sensitive areas locked

Stairwells & Blind Spots:

- Clear of students
- No hiding spots exploited
- Adequate lighting

4.3 Exterior Walkthrough:

- Doors latched
- Windows intact
- Loading docks secure
- Playground/sports area safe

Parking Lots:

- Normal traffic patterns
- No loitering adults
- Safe pickup/drop-off behavior

## 5. Behavioral & Social Observations

Monitor for:

- Bullying indicators
- Students avoiding areas
- Groups forming that may require supervision
- Staff concerns
- Visitor anomalies

Document anything unusual.

## 6. Documentation Procedures

Record:

- Time and duration
- Areas checked
- Safety/security concerns
- Maintenance issues
- Behavioral observations

- Photos if allowed

Use BFS walkthrough logs or daily reports.

## **7. Communication & Follow-Up**

Immediately Report:

- Broken doors or locks
- Escalating behavior or conflict
- Suspicious individuals
- Structural or maintenance hazards
- Contraband findings

Notify:

- School administration
- Dispatch
- BFS Supervisor

Follow-up:

Recheck previously identified issues until resolved.

## **8. Officer Conduct During Walkthrough**

- ✓ Be visible and approachable
- ✓ Greet staff and students
- ✓ Avoid interrupting learning
- ✓ Maintain calm demeanor
- ✓ Stay observant but not intrusive

## **9. End-of-Walkthrough Checklist**

- All zones covered
- Issues documented
- Urgent concerns reported
- Maintenance concerns submitted
- Follow-up actions planned
- Log completed