SOP: School Perimeter and Building Surveillance Checks

1. Purpose

To outline procedures for conducting routine **school perimeter and building surveillance checks** to ensure the security and safety of all school grounds. This SOP supports proactive risk identification and effective response to potential security breaches or hazards.

2. Scope

This SOP applies to all security personnel, facilities staff, and administration staff responsible for monitoring and maintaining the physical security of the school premises, including fences, gates, entrances, exits, windows, and other access points.

3. Responsibilities

- **Security Personnel:** Conduct regular checks, report issues, and document findings.
- **Facilities Management:** Address identified maintenance or security concerns.
- **School Administration:** Oversee procedures, maintain records, and coordinate responses.

4. Procedure

1. **Preparation**
   - Gather necessary equipment (checklist forms, flashlight, two-way radio, keys, camera).
   - Review previous surveillance reports for outstanding issues.
2. **External Perimeter Check**
   - Inspect all fences and walls for:
     - Signs of damage, tampering, or unauthorized entry attempts.
     - Overgrown vegetation, litter, or objects placed against the perimeter.
   - Check all gates (main, emergency, and service) for proper locking and signs of forced entry.
3. **Building Access Points**
   - Examine entrances and exits for damage, broken locks, or unsecured doors/windows.
   - Inspect all windows, especially those at ground level, for cracks, forced entry, or left open.
4. **Internal Surveillance**
   - Check hallways, stairwells, and common areas for unauthorized individuals.
   - Monitor restricted areas (e.g., electrical rooms, roof access) for breaches.
5. **Hazard Identification**
   - Note any safety hazards (broken glass, exposed wires, obstructed exits).
   - Verify that security cameras and alarm systems are functioning.
6. **Reporting and Documentation**
   - Use the surveillance checklist to record observations.
   - Immediately report suspicious activities or urgent risks to administration/security supervisor.
   - Submit completed checklists to school administration/facilities management.
7. **Follow-Up**
   - Ensure repairs, maintenance, or additional security measures are promptly enacted.
   - Log all actions taken and their completion status.

5. Surveillance Checklist (Sample Table)

Area/Item Checked	Status	Findings/Notes	Action Required	Completed By	Date/Time
Main Gate	Locked	No issues	None	Security A	2024-06-20 07:15
Classroom Window (Bldg A)	Secured	Slight crack observed	Report to Maintenance	Security B	2024-06-20 07:18

6. Emergency Procedures

- If a serious breach or imminent threat is identified, notify emergency services and school administration immediately.
- Evacuate or secure affected area(s) as outlined in the school's emergency response plan.

7. Review & Training

- This SOP will be reviewed annually or after any serious security incident.
- All new staff will receive training on surveillance checks and reporting procedures.

8. References

- School Security Policy
- Emergency Response Plan
- Local law enforcement guidelines