



## 4 STEPS TO BUILDING A MONITORING PLAN

1

### IDENTIFY THE ARCHITECTURAL OR FACILITY RISKS

Example: The unused classroom down the hall; the area under the stairs; the room without a window, etc.



2

### DETERMINE A SYSTEM FOR CONSISTENTLY AND EFFECTIVELY MONITORING THESE AREAS

Example: Create a checklist that includes instructions for monitoring high risk areas.



3

### DETERMINE A METHOD FOR DOCUMENTING THE MONITORING SYSTEM

Example: The assigned staff will initial and indicate time on the monitoring checklist each time the high risk area is checked.



4

### CREATE ACCOUNTABILITY BY REVIEWING THIS DOCUMENTATION

Example: Program supervisors will review the checklist at the end of each day.

