

AUDIT REPORT

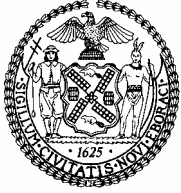


CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
BUREAU OF MANAGEMENT AUDIT
WILLIAM C. THOMPSON, JR., COMPTROLLER

Audit Report on the Department of Education's Compliance With Fire and Safety Mandates in Elementary Schools

MG06-089A

May 24, 2006



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

WILLIAM C. THOMPSON, JR.
COMPTROLLER

To the Citizens of the City of New York

Ladies and Gentlemen:

In accordance with the Comptroller's responsibilities contained in Chapter 5, § 93, of the New York City Charter, my office has audited Department of Education (DOE) to determine whether DOE complied with fire and safety mandates in its elementary schools.

DOE maintains approximately 734 elementary schools and is responsible for keeping school buildings safe and secure while school is in session. Audits such as this provide a means of ensuring that DOE and other city agencies comply with laws and regulations established to create a safe environment in city facilities.

The results of our audit, which are presented in this report, have been discussed with DOE officials, and their comments were considered in the preparation of this report.

I trust that this report contains information that is of interest to you. If you have any questions concerning this report, please e-mail my audit bureau at audit@comptroller.nyc.gov or telephone my office at 212-669-3747.

Very truly yours,

A handwritten signature in cursive script that reads 'William C. Thompson, Jr.'.

William C. Thompson, Jr.

WCT/ec

Report: MG06-089A
Filed: May 24, 2006

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The City of New York
Office of the Comptroller
Bureau of Management Audit

**Audit Report on the
Department of Education's Compliance with
Fire and Safety Mandates in Elementary Schools**

MG06-089A

AUDIT REPORT IN BRIEF

This audit determined whether the New York City Department of Education (DOE) was in compliance with applicable State and City fire and safety regulations for elementary schools. DOE maintains approximately 734 elementary schools throughout the five boroughs. DOE is responsible for keeping school buildings safe and secure while school is in session and the premises are occupied. At each school the principal and the custodial staff are responsible for ensuring that their school is in compliance with various fire and safety regulations issued by New York State, the Fire Department, the Department of Buildings, and the Schools Chancellor. State law requires the schools to conduct at least 12 fire drills during the school year, of which eight must be conducted before December 1. In addition, at least one of the 12 fire drills must be performed during a lunch period or should include instructions in the procedure to be followed in the event that a fire occurs during lunch period.

Audit Findings and Conclusions

Based on inspections of 30 elementary schools and a review of information obtained from DOE, we found that DOE is generally in compliance with fire and safety regulations in the following areas:

- Fire alarm condition and testing;
- Fire safety recordkeeping at the schools;
- Accessibility and condition of exit and inner hallway doors; and
- Roof access.

However, our review of fire drills conducted at the sampled schools revealed that not all elementary schools are in compliance with fire drill requirements. Further, our review of the fire drill records received from DOE's Office of School Intervention and Development (OSID) also revealed that a number of elementary schools are not in compliance with fire drill requirements.

Finally, our test of the reliability of the OSID data noted differences between the schools' fire drill records and the OSID data.

Audit Recommendations

To address these issues, we make four recommendations, among them we recommend that DOE should:

- Closely monitor the fire drills at elementary schools and ensure that schools meet the State requirements;
- Ensure that schools enter fire drill information into the Fire Drill database accurately and on a timely basis.

Audit Response

DOE agreed with the audit's findings and recommendations.

INTRODUCTION

Background

DOE maintains approximately 734 elementary schools throughout the five boroughs. DOE is responsible for keeping school buildings safe and secure while school is in session and the premises are occupied. At each school the principal and the custodial staff are responsible for ensuring that their school is in compliance with various fire and safety regulations issued by New York State, the Fire Department, the Department of Buildings, and the Schools Chancellor. These regulations set the routines necessary for protecting the students and staff from all hazardous conditions that might occur.

DOE's Division of School Facilities (DSF) is directly responsible for overseeing the operation of the physical facilities of all New York City schools. DSF, through its Regional and Deputy Regional Facilities Managers, oversees the performance of the school-based custodial staff for all schools throughout New York City.

Among other duties, the custodian assigned to each school is responsible for conducting daily fire safety inspections prior to the beginning of the school day. The daily inspections consist of making sure that all exit doors are easily opened from the inside, that all fire extinguishers are working properly, and that the fire alarm is free of any defects. Results of the inspection are recorded in a Daily Building Inspection Logbook. Custodians are also responsible for ensuring that at least one of the custodial staff holds the necessary certificate for maintenance and operation of fire safety equipment.

The principal of the school¹ is responsible for establishing the fire safety plan to be executed in case of fire or other emergency. One of the principal's major tasks regarding fire safety is to conduct the required number of fire drills during the school year. The principal is bound by State law to conduct at least 12 fire drills during the school year, of which eight must be conducted before December 1. In addition, at least one of the 12 fire drills must be performed during a lunch period or should include instructions in the procedure to be followed in the event that a fire occurs during lunch period. The principal is responsible for keeping a record of the fire drills conducted and for entering the date, the time the fire alarm started, and the time when the evacuation of the children was completed into a computer database maintained by OSID.

Objective

Our audit objective was to determine whether the Department of Education is in compliance with applicable State and City fire and safety regulations for elementary schools.

¹ In cases where more than one school is housed in the same building, one principal is appointed as the lead principal who is responsible for fire safety issues.

Scope and Methodology

The scope of the audit was September 1, 2004, through December 31, 2005. To accomplish the objective and gain an understanding of how DOE complies with fire safety regulations in its schools, the auditors met with officials from DSF and OSID and learned that the principals and custodians are charged with the responsibility of conducting and recording fire safety tests and fire drills in the schools.

To obtain an understanding of the laws and regulations that DOE is required to follow in regard to fire safety in schools, the auditors reviewed the following:

- *The Rules of the City of New York*, Title 3, Chapter 17, “Fire Alarm Systems”;
- *The Administrative Code of the City of New York*, Title 27, Chapter 1, Subchapter 6, Article 5, “Access Requirements”; and
- New York State Education Law, Article 17, §807 and §807-a, “Fire Inspections”.

In addition, various documents were reviewed, issued by DOE and dictating procedures for principals and custodians pertaining to fire safety in schools, including the following:

- DOE Division of School Facilities’ Office Building Services Circular No. 8: “Daily Fire Safety Inspection”;
- DOE Division of School Facilities’ Plant Operations Circular No. 3: “Fire Safety Guidelines”;
- DOE Division of School Facilities’ Plant Operations Circular No. 20: “Custodian Engineer Responsibility for Fire Safety in Schools”;
- Chancellor’s Special Circular No 17: “Fire Drills and Safety”;
- Regulation of the Chancellor, A-414: “Safety Plans”; and
- *Principals’ Guide to Internal Controls*.

To determine whether elementary schools are in compliance with fire and safety regulations, 30 randomly selected elementary schools were inspected. To establish the population of elementary schools, a listing from DSF was obtained that contained all school buildings that house classes of students in kindergarten through fifth grade. The listing contained discrepancies; for example, schools other than elementary schools were listed. In some cases schools were listed twice. With the assistance of DSF management, the duplicates and non-elementary schools were identified, eliminating those discrepancies and resulting in a list of 734 elementary schools.

To ensure the availability of school staff to accompany the auditors during their inspections, DOE was notified the afternoon prior to the inspections. The inspections consisted of two parts, a physical inspection of the buildings in which the 30 schools were housed, conducted from November 2 through December 20, 2005, to ensure that fire alarms and doors were operating properly; and a document review of the custodian’s records for each of the 30 schools to determine whether the school’s custodial staff performed daily inspections of the fire alarm system between September 2004 and June 2005. The auditors also determined whether at least one person carried

an appropriate certificate of fitness for fire alarm maintenance and operation. In addition, they obtained from the principal's records documentation of the fire drills conducted from September 2004 to June 2005 and reviewed the records to determine whether the schools completed at least 12 fire drills during the school year. Also, they checked whether eight of the fire drills were conducted before December 1, 2004, and at least one of the fire drills was conducted during lunch time.

Physical inspections consisted of testing exit doors to ensure that they were easily opened from the inside and properly prevented unauthorized access from the outside. Swinging doors that provide access to staircases and hallways were tested to determine whether they were operating properly and were easy to open. Throughout the inspections, the auditors checked to ensure that doors (exit and swinging) were not blocked by other objects and provided safe passage in case of fire emergency. Additionally, they checked whether student access to the roof was properly restricted. To ensure the proper operation of the fire alarm system the principals were asked to pull the fire alarm.

OSID provided the fire drill information posted on its data base for elementary schools for the period from September 2004 through June 2005. This information included 694 of the 734 elementary schools in the population.² The auditors reviewed the records for the 694 schools to determine whether the schools conducted the required fire drills during school year 2004-2005. In order to test OSID data reliability, the fire drill information obtained for the 30 sampled schools during on-site inspections was compared with information OSID provided for these schools.

It should be noted that the above physical inspection tests represent conditions that were found at the sampled schools at the time of inspection. Such conditions could easily change or be different at any time thereafter. The results of the above tests, while not projected to the respective populations from which the samples were drawn, provided a reasonable basis to satisfy the audit objectives.

This audit was conducted in accordance with generally accepted government auditing standards (GAGAS) and included tests of the records and other auditing procedures considered necessary. The audit was performed in accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93, of the New York City Charter.

² OSID provided data for 821 schools, of which 694 matched schools in the population of 734 provided by DSF.

Discussion of Audit Results

The matters covered in this report were discussed with DOE officials during and at the conclusion of this audit. A preliminary draft report was sent to DOE officials on March 28, 2006, and discussed at an exit conference held on April 11, 2006. On April 24, 2006, we submitted a draft report to DOE officials with a request for comments. We received a written response from DOE officials on May 4, 2006. In their response, DOE officials agreed with our findings and recommendations. They stated:

“We are pleased with the audit’s conclusion that the Department is in compliance with the fire and safety regulations. The Department’s officials had immediately taken steps to correct the few conditions cited in this report. These few conditions were corrected before this draft report was even issued.

“We are also appreciative of the professional and responsive manner in which the Comptroller’s staff have conducted this audit and believe that the Comptroller’s and the Department’s mutual interests ensuring a safe environment for our kids have been well served. The Department will continue its commitment to provide a safe, secure, and orderly physical environment for our children and their teachers.”

The full text of the DOE response is included as an addendum to this report.

FINDINGS AND RECOMMENDATIONS

Based on inspections of 30 elementary schools and a review of information obtained from DOE, we found that DOE is generally in compliance with fire and safety regulations in the following areas:

- Fire alarm condition and testing;
- Fire safety recordkeeping at the schools;
- Accessibility and condition of exit and inner hallway doors; and
- Roof access.

However, our review of fire drills conducted at the sampled schools revealed that not all elementary schools are in compliance with fire drill requirements. Further, our review of the fire drill records received from OSID also revealed that a number of elementary schools are not in compliance with fire drill requirements. Finally, our test of the reliability of the OSID data noted differences between the schools' fire drill records and the OSID data. We summarize the results of 30 elementary-school inspections and our analysis of fire-drill records in the following sections.

Fire Alarms Are in Working Condition

New York City Administrative Code § T27C1SC17, Article 5, "Interior Fire Alarm and Signal System" requires that "fire alarm signal system shall be installed" in all public schools. Additionally, the same regulation states that "they are maintained in good working order." At each of the sampled schools the principal, at our request, pulled the fire alarm. We found the alarm at each school to be in proper working order.

School Custodians Comply with Fire Alarm Testing Requirements And Maintain Proper Certificate of Fitness

DSF Circular No. 8 requires that the school custodian test the interior fire alarm system before school hours each day. As a part of our inspections we reviewed the custodians' records of the daily interior fire alarm tests for the 2004-2005 school year. We obtained the documentation from 29 of the 30 inspected schools. The custodian of the remaining school informed us that a new fire alarm system was being installed during the 2004-2005 school year and that in the absence of a functioning fire alarm system, a fire marshal was on duty in the school for the entire year. Our review revealed that 28 schools had documentation to show that fire alarm tests were performed during school year 2004-2005. One school could not provide us with records for three months of the school year, but had complete records for the seven remaining months.

In addition, DSF Circular No. 20 requires that custodians at each school keep a fire safety log. Among other documents, the fire safety log must contain a "Fire Alarm Certificate of Fitness." This Fire Alarm Certificate of Fitness certifies that the holder is qualified to operate and maintain a fire alarm system. We reviewed the fire safety logs in all 30 schools and found that at least one custodial employee at each school carried a valid Fire Alarm Certificate of Fitness.

Exit and Hallway Swinging Doors Are Accessible in Emergency Situations and Generally Free of Obstructions

One of the major aspects of fire safety is to ensure that all fire escape paths are clear and provide free passage in case of emergencies.

As dictated by DSF Circular No. 17, “All exit doors must be readily openable from the inside whenever building is occupied.” To ensure that the school officials comply with this regulation, we tested all 352 exit doors in our sampled 30 schools. Only one exit door at PS 62 in the Bronx was inoperable. In addition, we tested all swinging doors in inner hallways and staircases to determine whether they operated properly and provided free passage in the event of a fire or other emergency. Of the 1100 swinging doors tested, a total of only five doors at two schools (PS 33 in the Bronx and PS 147 in Queens) were damaged and did not ensure free passage.

We also checked for obstructions that would prevent the doors from opening properly. Of the 1452 doors in our 30 sampled schools, only one, at PS 171 in Manhattan, was partially obstructed, in this case by a wall-mounted coat rack used to hang children’s coats and book bags.

In conclusion, the schools generally comply with the regulations regarding obstruction and proper access to the exit and swinging doors. Nevertheless, they should closely monitor the schools and eliminate sporadic instances of inoperable, damaged or obstructed doors.

Recommendation

DOE should continue to:

1. Maintain exit and swinging doors in good working order and free of obstructions.

DOE Response: “The division of School Facilities (DSF) recognizes the importance of maintaining exit and swing doors. . . . All doors have since been corrected and we will continue to maintain exit and swinging corridor doors in good working condition to the best of our ability.”

Easy Roof Access in Two Elementary Schools

DSF Plant Operations Circular No. 3 requires that all roof access “doors shall be kept locked at all times.” Our 30 sampled elementary schools had 65 roof access doors. All roof access doors were locked and properly secured in 28 schools. However, seven roof access doors in two schools were not properly locked.

Six of the seven doors to the roof that were unlocked were at PS 9 in the Bronx. The school has six exit doors to the roof, and all of them could be easily accessed by students. School officials told us that they were not required to lock the roof door because the roof was guarded by a ten-foot high wall. However, we found no regulations that would allow free roof access in school buildings with a protective roof barrier. At our exit conference, DOE officials informed us that this roof area

had once been used as an outdoor gym area and did not have locked doors. However, since our audit they have installed locks on the doors and the area is kept locked.

In PS 16 in Queens, one of three doors to the roof was not locked. We asked the custodian who accompanied us during our inspection why the door was not locked. He was unable to give us an explanation other than it was always this way.

The regulation to lock all roof-access door exits is to protect children from possible harm. By keeping roof access doors open, the safety of the students is jeopardized.

Recommendation

DOE should:

2. Continue to ensure that all roof access doors are locked.

DOE Response: “We will continue to require that all roof access doors remain locked pursuant to the requirements of our Plant Operations Circular No. 3.”

DOE Records Indicate That Elementary Schools Did Not Conduct the Required Fire Drills

To insure safety of the children in elementary schools, New York State Education Law, Title 1, Article 17, §807, “Fire Drills,” requires that “drills or rapid dismissals shall be held at least twelve times in each school year, eight of which required drills shall be held between September first and December first of each such year.” In addition, the same regulation states that “In the course of at least one drill, pupils shall be instructed in the procedure to be followed in the event that a fire occurs during lunch period provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period.”

During our visits to the 30 sampled elementary schools, we reviewed the fire-drill records maintained by each school. One school was unable to provide the records.³ Of the 29 schools for which records were available, five schools (17%) did not conduct the 12 required fire drills, six schools (21%) did not conduct eight fire drills before December 1, and twelve schools (41%) did not conduct at least one fire drill during lunch time or have evidence that the children were instructed in the procedures to follow if a fire occurred during the lunch period.

Thus, we expanded our review to include the 694 schools for which we received OSID fire-drill database records. Again, we determined whether the schools conducted at least 12 fire drills throughout the school year, with at least eight of them between the start of the school year and December 1. Additionally, absent other confirming data, to test whether schools conducted at least one fire drill during lunch period, we checked whether the schools performed fire drills between 10:30 a.m. and 1:30 p.m. Our review indicated that 113 elementary schools (16%) did not conduct

³ PS 1 in the Bronx did not keep any hard copies of fire drill records. However, they recorded the fire drills on the OSID computer database.

the 12 required fire drills during the school year and 163 schools (23%) did not complete at least eight fire drills before December 1. We also determined that 147 elementary schools (21%) did not complete any fire drills during lunch time nor have evidence that the children were instructed in the procedures to follow if a fire occurred during the lunch period.

As stated in Special Circular No. 17 issued by the Office of the Chancellor, “Frequent unannounced drills with proper leadership and discipline help ensure safe evacuation in the event of an actual emergency. . . . The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic.” The lack of frequent unannounced drills increases the risk of ineffective evacuation action in case of an actual fire or other emergency.

Recommendation

DOE should:

3. Closely monitor the fire drills at elementary schools and ensure that schools meet the State requirements.

DOE Response: “The Office of School Intervention and Development (OSID) recognizes the importance of ensuring that all schools conduct fire drills in accordance with New York State Education Law. Regional Safety Administrators monitor all schools for compliance with the December 1st deadline and the total required number of fire drills for the school year. OSID will continue to raise awareness of the importance of schools adhering to the New York State requirements through Professional Development with Principals and School Safety Committees as well as working closely with Local Instructional Superintendents to enforce accountability for principals.”

Schools’ Fire Drill Records Differ from Records Posted in the OSID Database

In order for DOE to effectively monitor schools compliance with fire drills regulations, DOE has to keep an accurate record of fire drills conducted by each school. Chancellor’s Special Circular No. 17 mandates that a “record and evaluation of each fire drill shall be maintained” by each school. For that purpose OSID established a fire drills database. DOE’s School Safety Plan requires that each school enters all fire drills into this database through the online entry page.

To determine the accuracy of information on the OSID database, we compared the fire drill records of the 30 sampled schools to the information for these 30 schools on the OSID database. We found that the information on the OSID database differed from the school records in 11 of the 30 schools. Two schools’ fire-drill records were not recorded on the OSID database. OSID had records on its database for one school but was unable to provide fire-drill records.⁴ In eight instances there were differences between the database and the schools’ records. Without accurate

⁴ PS 1 in the Bronx did not keep any hard copies of fire drill records. However, they recorded the fire drills on the OSID computer database.

records, DOE is not able to monitor schools' compliance with fire drill regulations and be assured that students are prepared for emergency evacuations.

Recommendation

DOE officials should:

4. Ensure that schools enter fire drill information into the Fire Drill database accurately and on a timely basis.

DOE Response: “The OSID Database has been the only Official System of Record since 2000. The Office of School Intervention and Development will continue to enforce this policy with schools as well as provide schools with additional reports and automatic alerts to remind Principals of approaching deadlines in accordance with New York State Education Law and the Protocols of the School Safety Plan.”



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Kathleen Grimm, Deputy Chancellor for Finance and Administration

May 4, 2006

John Graham
Deputy Comptroller for Audits, Accountancy & Contracts
The City of New York
Office of the Comptroller
1 Centre Street
New York, NY 10007-2341

Re: Draft Audit Report on the Department of
Education's Compliance With Fire and Safety
Mandates in Elementary Schools (MG06-089A)

Dear Mr. Graham:

This letter, with attachments, reflects the New York City Department of Education's ("Department") response to the findings and recommendations made in the New York City Comptroller's ("Comptroller") Draft Audit Report ("Draft Report").

We are pleased with the audit's conclusion that the Department is in compliance with the fire and safety regulations. The Department's officials had immediately taken steps to correct the few conditions cited in this report. These few conditions were corrected before this draft report was even issued.

We are also appreciative of the professional and responsive manner in which the Comptroller's staff have conducted this audit and believe that the Comptroller's and the Department's mutual interests ensuring a safe environment for our kids have been well served. The Department will continue its commitment to provide a safe, secure, and orderly physical environment for our children and their teachers.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey Shear".

Jeffrey Shear

Chief of Staff on behalf of Kathleen Grimm

Deputy Chancellor for Finance
Administration

KG:nf
Enclosures

cc: Joel I. Klein
Michael Best
James Lonergan
Mark David
Mary Coffey
Salvatore Calderone
Sandy Brawer

Kristen Kane
Marty Oestreicher
Rose Albanese-DePinto
Lorraine Burke
Nader Francis
Grady Bird
Arnold Ali

LaVerne Srinivasan
Taneka Miller
Brian Fleischer
John O'Connell
Gary Bergman
Robert Meeker

Audit Implementation Plan Form A

NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF AUDITOR GENERAL
External Audit Services

PAGE 1 OF 4

RESPONSE DATE: April 2006

AUDIT TITLE: Audit Report on the Department of Education's
Compliance With Fire and Safety Mandates
in Elementary Schools

AUDITING AGENCY: NYC Comptroller's Office

DIVISION: School Facilities

DRAFT REPORT DATE: April 24, 2006

AUDIT NUMBER: MG06-089A

**A. RECOMMENDATION WHICH THE AGENCY
HAS IMPLEMENTED**

1. Maintain exit and swinging doors in good working order and free of obstructions.

RESPONSE TO RECOMMENDATION - IMPLEMENTATION PLAN

1. The Division of School Facilities (DSF) recognizes the importance of maintaining exit and swing doors in good working order. This is evidenced by the auditors' sample findings that only 1 of 352 exit doors (0.3 %) sampled was inoperable, 5 out of 1,100 swinging doors (0.5%) were damaged and only 1 door out of 1,452 sampled (0.06%) was partially obstructed. All doors have since been corrected and we will continue to maintain exit and swinging corridor doors in good working condition to the best of our ability.

IMPLEMENTATION DATE

Current Procedures

RESPONSIBILITY CENTER

Signature: *J.O. for James Lonergan*

John O'Connell for James Lonergan
Print Name: James Lonergan

5/2/06
Date

Print Title: Executive Director, Division of School Facilities

Audit Implementation Plan Form A

PAGE 2 OF 4

NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF AUDITOR GENERAL
External Audit Services

RESPONSE DATE: April 2006

AUDIT TITLE: Audit Report on the Department of Education's
Compliance With Fire and Safety Mandates
in Elementary Schools

AUDITING AGENCY: NYC Comptroller's Office

DIVISION: School Facilities

DRAFT REPORT DATE: April 24, 2006

AUDIT NUMBER: MG06-089A

**A. RECOMMENDATION WHICH THE AGENCY
HAS IMPLEMENTED**

2. Continue to ensure that all roof access doors are locked.

RESPONSE TO RECOMMENDATION - IMPLEMENTATION PLAN

2. We will continue to require that all roof access doors remain locked pursuant to the requirements of our Plant Operations Circular No. 3.

IMPLEMENTATION DATE

Current Procedures

RESPONSIBILITY CENTER

Signature: *J.O. for James Lonergan*

John O'Connell for James Lonergan

Print Name: James Lonergan

5/2/06

Date

Print Title: Executive Director, Division of School Facilities

NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF AUDITOR GENERAL
External Audit Services

Audit Implementation Plan Form A
PAGE 3 OF 4

RESPONSE DATE: May 1, 2006

AUDIT TITLE: Audit Report of the Department of Education's Compliance with Fire and Safety Mandates in Elementary Schools

AUDITING AGENCY: NYC Comptroller

DIVISION: Office of School Intervention and Development

DRAFT REPORT DATE: April 24, 2006

AUDIT NUMBER: MG06-089A

**A. RECOMMENDATION WHICH THE AGENCY
HAS IMPLEMENTED**

3. Closely monitor the fire drills at elementary schools and ensure that schools meet the State requirements.

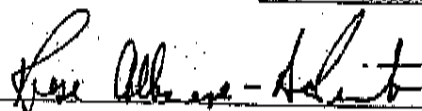
RESPONSE TO RECOMMENDATION - IMPLEMENTATION PLAN

The Office of School Intervention and Development (OSID) recognizes the importance of ensuring that all schools conduct fire drills in accordance with New York State Education Law. Regional Safety Administrators monitor all schools for compliance with the December 1st deadline and the total required number of fire drills for the school year. OSID will continue to raise awareness of the importance of schools adhering to the New York State requirements through Professional Development with Principals and School Safety Committees as well as working closely with Local Instructional Superintendents to enforce accountability for Principals.

IMPLEMENTATION DATE: Current Procedures

RESPONSIBILITY CENTER

Signature:



Print Name: Rose Albanese DePinto

Date:

Print Title: Senior Counselor to the Chancellor

Audit Implementation Plan Form A

PAGE 4 OF 4

NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF AUDITOR GENERAL
External Audit Services

RESPONSE DATE: May 1, 2006

AUDIT TITLE: Audit Report of the Department of Education's Compliance with Fire and Safety Mandates in Elementary Schools

AUDITING AGENCY: NYC Comptroller

DIVISION: Office of School Intervention and Development

DRAFT REPORT DATE: April 24, 2006

AUDIT NUMBER: MG06-089A

A. RECOMMENDATION WHICH THE AGENCY
HAS IMPLEMENTED

4. Ensure that schools enter fire drill information into the Fire Drill Database accurately and on timely basis.

RESPONSE TO RECOMMENDATION - IMPLEMENTATION PLAN

The OSID Database has been the only Official System of Record since 2000. The Office of School Intervention and Development will continue to enforce this policy with schools as well as provide schools with additional reports and automatic alerts to remind Principals of approaching deadlines in accordance with New York State Education Law and the Protocols of the School Safety Plan.

IMPLEMENTATION DATE: Current Procedures

RESPONSIBILITY CENTER

Signature: Rose Albanese DePinto

Print Name: Rose Albanese DePinto

Print Title: Senior Counselor to the Chancellor

Date