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SAFETY PRECAUTIONS **FOR AGE RELATED ACCIDENTS**

Accidents are a major cause of death among children in this country; therefore, it is important that every adult becomes aware and alert to the needs of children.

Three-Year-Old Children:

Three-year-olds are always in a hurry. They don't always look where they are going.

They know and understand the safety rules you have taught them, but they may be in such a hurry that they will trip over objects on the floor.

This is an experimental age. Drugs, poisons, cleaning materials, and chemicals should all be kept safely out of reach.

Four-Year-Old Children:

Four-year-olds are eager, quick, and seemingly in constant motion. They can understand safety rules and will remind others of them, but they can't be trusted to remember them at all times. Therefore, they still require constant supervision and frequent, firm reminders about such things as running out into the street, watching out for cars coming in and out of driveways, and obeying school rules.

This is a manipulative age. Give children careful instructions for the use of tools and remind them to put tools back in their proper places after they have finished using them.

Five-Year-Old Children

Five-year-olds are dependable, conscientious, and anxious to please; however, they are also impulsive, investigative, and full of energy.

They can help with younger children in taking necessary precautions, but since their judgment is still that of a child with a child's limited view of the world, they continue to require adult supervision.

SEARCH POLICY

The School reserves the right to search and inspect all School-owned property, premises and items located on School premises, including but not limited to child belongings and cubbies. Such inspections may occur at any time, with or without advance notice or consent. Students and parents should not have any expectations of privacy in such items or locations.

The School also reserves the right to search all students if the School Director or designee has a reasonable suspicion the student is violating or has violated a School rule, or regulation, including but not limited to pockets, purses and backpacks.

NONDISCRIMINATION POLICY & HARASSMENT

School programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, sexual orientation, or any other characteristic protected by applicable law.

The School prohibits the harassment of any student by the administration, including faculty or staff, another student or person at the School or at any School related activity. Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive or hostile environment, or that interferes with daily School activities. Examples of such harassment include but are not limited to racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons.

CHILD ABUSE & NEGLECT REPORTING POLICY

Children need protection because they are vulnerable and often unable to speak for themselves. The California Child Abuse and Neglect Reporting Act provides the legal basis for action to protect children and to allow intervention by public agencies if a child is maltreated.

All staff members are legally mandated to report any suspected cases of child abuse or neglect.

PARKING AND AUTOMOBILE SAFETY

Parents should park their car on Carlton Dr. or Chevy Chase Dr. and enter the school from the school's main entrance.

1. Please pay attention and honor City of Glendale traffic rules around the school (and always!).
2. Having good relations with the neighbors is important for the school. Therefore, please do not block or turn around in any of their driveways.
3. When entering the school's parking lot, please drive no more than 5 miles per hour.
4. Keep your children next to you at all times.
5. If you do not have a handicap sign, do not park in the handicap space.

To avoid unnecessary traffic problems, we request immediate departure after signing the child out.

CAR SEAT LAW

State Law requires children under the age of 8 or 4 feet 9 inches tall to be seated in an approved child car seat or booster seat at the time of transportation by an automobile.

VISITORS AND GUESTS

All visitors and guests are required to sign in at the main office at the beginning of their visit. Any visitor or guest will be asked to provide his or her name, address, and the purpose of his/her visit. The School reserves the right to request proof of identity.

The School Director or his/her designee in his or her discretion may refuse access to School grounds to any visitor or guest.

Any visitor or guest who fails to sign in at the main office shall be considered an unauthorized person. "Unauthorized person" shall also include any student who is currently dis-enrolled from the School or otherwise not permitted to be on School grounds.

SAFETY RULES **FOR CHILD PICK-UP AND DROP-OFF**

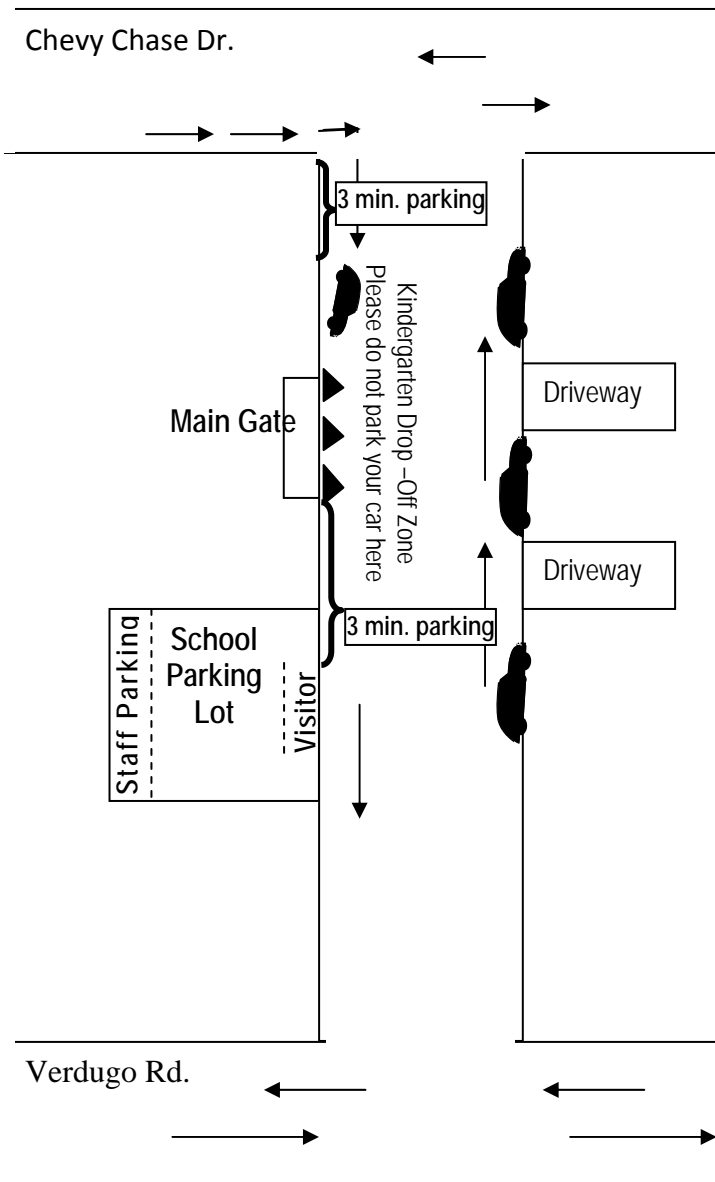
According to state licensing, **parents are responsible for signing in and signing out** on the attendance sheet at the time of their child's entrance and exit.

➤ ***Kindergarten students and 4 year old children with written authorization from the parents***, may be dropped off in front of the school gate, ***between 8:00-8:45 A.M., only when a teacher is present on the sidewalk.***

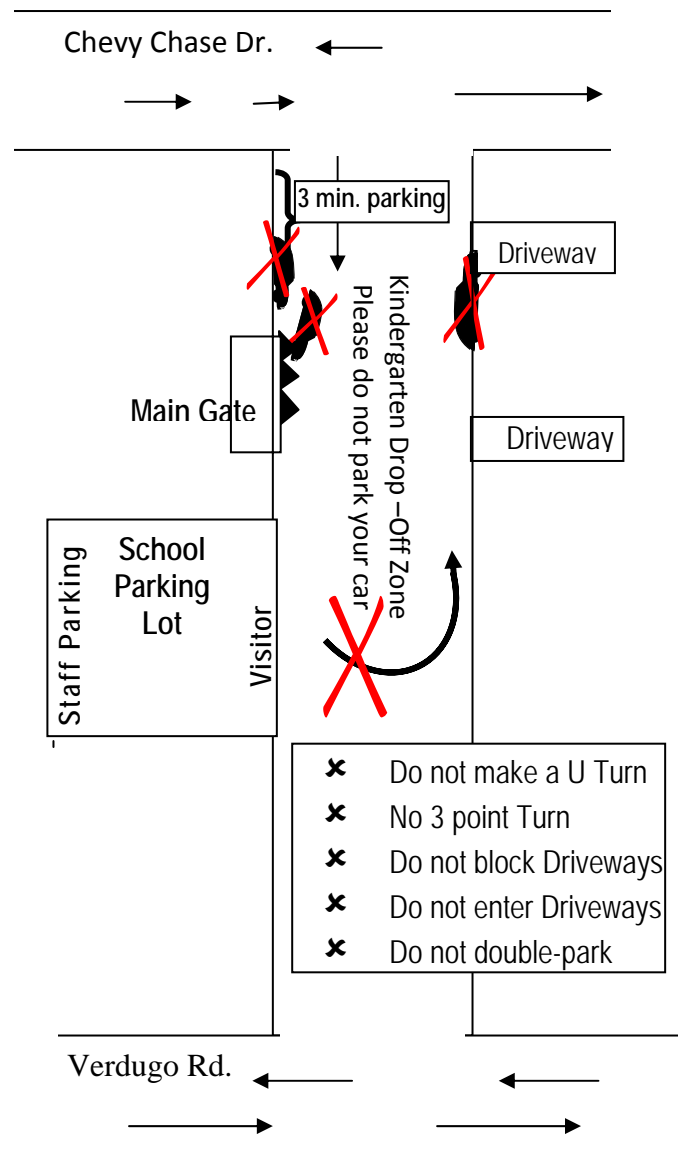
➤ ***Under no circumstances will a child be released to a person, not even a staff member, who is not listed on the child Release Form in the application packet without written authorization from the parent/guardian.***

- **The School must be notified in writing immediately if there is a permanent change in the child pick-up authorization form or Emergency Release Form.**
- The persons who have your authorization to pick-up your child (on the Child Release Form in application packet) must be 18 years of age or older and have proper picture identification (i.e. driver's license or equivalent) and must be identified on the appropriate School form.
- Please notify the office as soon as possible if your child is going to be late or absent.

**CORRECT (LEGAL) DRIVING PATTERN
AROUND THE SCHOOL**



**INCORRECT (ILLEGAL) DRIVING PATTERN
AROUND THE SCHOOL**



CAMPUS SECURITY AND SAFETY

To secure the health and safety of children and adults, the following steps have been taken:

1. School campus is surrounded by an 8 feet high fence.
2. Each classroom is equipped with a telephone intercom system connected to the main office as well as a PA system.
3. Video surveillance is installed throughout the School premises. (See Video Surveillance Policy below.)
4. All entries are monitored by video surveillance located in the office and all unauthorized individuals are prohibited from entering the school.
5. A security guard is on duty from 8:00 to 12:00 A.M and 2:30 to 5:30 P.M.

The School's main gate and the office entrance door are operated through the intercom system and all activities are monitored and recorded. Both entries are closed between the hours of 7:00 – 8:00 A.M., 9:00 A.M. to 2:30 P.M. and after 3:30 P.M.

- **To enter the school**, please ring the bell and the gate/door will be opened by a staff member using the intercom system.
- **To exit the school**, please use the Red Exit Button located next to the gate/door.
- **Persons unknown to the staff** will be asked to enter from the office entrance and will be required to show a picture I.D..

VIDEO SURVEILLANCE

Video surveillance may occur on School property. Video surveillance shall be limited to school hallways, stairwells, entrances, school grounds and other areas deemed appropriate by the School Director. The School reserves the right to place cameras in a location known to require a greater need for surveillance. Video surveillance shall not occur in areas where there is a reasonable expectation of privacy, such as restrooms, counseling and health care areas.

Under no circumstances shall the School's video surveillance cameras be equipped to record audio or other sound(s). Any audio capability shall be permanently deactivated prior to use by the School. Audio shall not be part of the video recordings made, reviewed or stored by the School.

The video surveillance system and all resulting recordings shall be located in a secure area and access to the system and recordings shall be strictly limited by the Principal or designee. Video images obtained by the School shall be viewed by authorized School personnel as necessary. The School may rely on the images obtained by the video surveillance cameras in connection with the enforcement of School policy and other applicable law, including, but not limited to, student and staff discipline proceedings and matters referred to local law enforcement agencies in accordance with applicable law.

Video images may become part of a student's educational record in accordance with applicable law. Video images or recordings may become subject to disclosure in response to a lawfully issued subpoena or court order. In the case video surveillance is used for discipline proceedings or becomes a part of your child's educational record, you, the parent, may request to view the video subject to laws and regulations governing privacy of student records if implicated for students other than your own child.

The video recordings may be erased as necessary or recorded over at the discretion of the School.

VIDEOTAPING AND PHOTOGRAPHY

During School related activities, children may be photographed and videotaped. To respect the privacy of students, parents, teaching staff and administration, we strongly discourage parents from posting School related pictures or videos on any social networking sites.

Please be advised that the program is not and cannot be held responsible for photographs posted on any social networking site by a parent/guardian or any other person.

CLOTHING SAFETY

Play is the language of children and their way of learning. The school's unisex uniform is designed to accommodate children's comfort and safety.

All students are required to wear their school uniforms daily, beginning with the first day of school. St. Mary's Richard Tufenkian Pre-School and Kindergarten uniforms consist of the class T-Shirt and jeans or any navy/black pants or shorts. For their own safety, children should wear sturdy and closed toe shoes. Sandals are not recommended. For information regarding uniform orders, please refer to Registration Information in the child's enrollment packet. Uniforms must be clean and tidy.

SAFETY PRECAUTIONS FOR TOYS

Children are allowed to bring a special toy for naptime and also one to share with their friends on sharing days. Other than sharing and sleeping toys, children are not allowed to bring items from home. The school does not assume responsibility for lost or broken items, including bedtime and sharing toys. However, please note that toys brought to school are subject to being damaged or lost.

No guns or weapon toys of any kind are permitted in the school. *Jewelry, knives, war toys, nail polish, lipsticks, money, vitamins, pills and other dangerous items should not be sent with the children.*

We recommend that parents avoid the following toys to prevent injuries:

- Toys that break easily.
- Toys that cut or puncture.
- Toys that pinch.
- Toys that can be swallowed.
- Toys that are toxic or not clearly marked non toxic.

FIELD TRIP SAFETY PROCEDURES

Children will have opportunities to participate in educational field trips to enhance their learning. A flyer will be sent home by the School to the parents describing the details of each field trip, such as cost and location.

Before participating in any field trip, the School must have a signed Parent Permission Form, Waiver of Liability and Consent for Medical Treatment on file.

The following procedures will be taken to safeguard the children and families on field trips:

1. Transportation will be provided only with a commercial school bus. Children will not be transported with private vehicles. In case of technical bus problems, the bus company will be contacted and a replacement will be requested.
2. Parents will be encouraged to participate.
3. Adult to child ratio will be 1 to 6.
4. Children will wear school tags, with the school's address and phone number.
5. Teachers will carry cell phones as a communication device.
6. First Aid will be taken.
7. Teachers will have a copy of Parent Permission Form, Waiver of Liability and Consent for Medical Treatment for each child.
8. Snack, lunch, and water will be provided by the school. To prevent program disruption, we ask that parents, who accompany their children to field trips, refrain from purchasing additional items from merchants or vendors at the field trip location.

HEALTH REQUIREMENTS AND MEDICAL EMERGENCIES

Immunizations are required to preclude the potential for spread of dangerous diseases among the children in a group setting. The State of California and NAEYC require that children receive an annual physical exam up to age 6 and a series of immunizations before entering a school or a child care facility and during school years.

1. Children will not be enrolled unless an immunization record is presented and immunizations are up-to-date.
2. Parents are required to complete the following health forms and return them to the pre-school office before the school year begins:
 - ❖ Child's Pre-Admission Health History – Parent's Report
 - ❖ Child's Pre-Admission Health Evaluation – Physician's Report Child Care Centers
 - ❖ Parent Permission – Physician's Order to Administer Acetaminophen.

3. **Acetaminophen** is the only medication that the School carries. It is considered a prescription medication. Therefore, parent's permission and a physician's consent are required. (Form Parent Permission – Physician's Order to Administer Acetaminophen).
4. Other than Acetaminophen, medication will be administered only to children with a life threatening condition such as allergy, Asthma, seizures, and other chronic conditions. Child's physician's consent is required to administer medication. Parents should supply the medication with the original prescription label, indicating the child's full name, physician's name, expiration date, and directions.
5. All medications are kept in a locked cabinet in the main office, child's classroom or in the emergency bag. Only staff members who have been trained by a licensed health professional will administer medications.
6. Children who exhibit a sign of illness will be excluded from class and their parents will be notified immediately. While waiting in the office, every attempt will be made to make the child feel comfortable.
7. The State of California licensing department forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill and seek medical attention as appropriate.
8. Hand washing is required by adults and children to reduce the risk of communicable diseases. Therefore, parents, teachers and children will be trained in proper hand washing techniques (procedures posted in classrooms) and wash hands:
 - On arrival for the day.
 - After using the toilet .
 - After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit).
 - Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, and poultry).
 - After playing in water that is shared by two or more people.
 - After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
 - When moving from one group to another.

Adults also wash their hands:

 - Before and after feeding a child.
 - Before and after administering medication.
 - After assisting a child with toileting.
 - After handling garbage or cleaning.
9. All staff follows these practices during water play:
 - Staff makes sure that children do not drink the water used for water play.
 - Children with soars on their hands will not be permitted to participate in water play.
 - Fresh water should be used for water play.
 - Playing water must be changed for each new group of children.
10. The following steps will be taken to reduce occupational hazards:
 - On a daily basis, the playground will be inspected by the maintenance personnel.
 - Floor coverings will be secured to keep children and staff from tripping or slipping.
 - Information will be distributed in case of any outbreak.
11. Children's accidental injuries will be documented on Accident Report Forms. Parents will be informed by telephone and will receive a copy of Accident Report.
12. Emergency release forms will be kept in the office, classroom, emergency bag, and earthquake bin.
13. A separate emergency bag for children with known medical problems will be kept in the office and in the child's class.
14. Fully equipped First Aid Kits / Boxes are readily available in each classroom, restroom and playground.

ALLERGIES

Tufenkian Pre-school will take the following steps to minimize the potential hazards of allergies for all children, staff and the preschool environment.

1. During the intake applications, parents will be required to provide information regarding child's allergies.
2. Parents should provide child's physician's recommendations regarding child's allergy condition if necessary.
3. A list of children with allergies (with the consent of parents) will be posted in the main areas of the school.
4. Teachers will follow each child's physician's recommendations in order to prevent any allergic occurrences.
 - a) Staff will protect children with food allergies from contact with the problem food.
 - b) Parents will be asked to substitute food for children with allergies.
5. To maintain an allergy free environment for children with specific environmental allergy conditions such as dust, the following steps will be taken by staff:
 - a) Inside areas will be vacuumed daily
 - b) Surface areas will be wiped with hypoallergenic products
 - c) Sand boxes will be kept wet to prevent dust rising
6. In case of severe allergy outbreak, the school will contact emergency personnel and the parents.

MEDICAL & DENTAL EMERGENCIES

In case of a true emergency, the following steps will be taken:

After assessing the situation, the paramedics will be notified immediately. While waiting for the emergency crew to arrive,

1. One staff member may follow directions given over the phone by the emergency dispatch personnel.
2. The parent of the child or relative of a staff member will be notified immediately.
3. Upon arrival of the emergency crew, the emergency release form will be presented to them.
4. One staff member will accompany the child or staff to the nearest hospital chosen by the emergency personnel (in Los Angeles County, patients are transported by emergency crew to the nearest hospital that would be available at that specific time).

The School assumes no liability for injury or death to a student in the event the School must administer reasonable treatment to a student without the consent of the parent(s) when the child is ill or injured during school hours and needs reasonable medical treatment and the parent(s) cannot be reached, unless the parent(s) have previously filed a written objection to any treatment other than first aid.

NUTRITION

The program provides children with three well balanced meals. The menu is designed, prepared, served and stored in accordance to USDA and Child Care Food Program guidelines and with recommendations of the school's health and nutrition consultants.

The following steps will be taken to ensure the safety of food brought from home:

- Staff works with families to ensure that foods brought from home meet the USDA's CACFP food guidelines.
- All foods and beverages brought from home are labeled with the child's name and the date.
- Staff makes sure that food requiring refrigeration stays cold until served.
- Food is provided to supplement food brought from home if necessary.
- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

HAZARDOUS MATERIALS

At Richard Tufenkian Pre-school the following steps are taken to control the danger of hazardous materials:

- ◆ The program strictly prohibits smoking in all areas of the facility.
- ◆ Fire arms and other weapons that pose significant hazard to children and adults are strictly prohibited and will be reported to authorities.

- ◆ Lead free paint is used in the school.
- ◆ Cleaning agents and housekeeping supplies are labeled and kept in locked storage.
- ◆ Drinking water and water used for cooking is purified and lead free.
- ◆ Electric outlets are covered at all times.
- ◆ First Aid supplies are kept in locked storage.
- ◆ The school has been inspected for asbestos and is asbestos free.
- ◆ Children will be kept indoors in an event of air pollution.
- ◆ In order to maintain a pest, insect and animal free environment, the program uses the baits system and avoids pesticides and herbicides.

DISASTERS

I. PREPAREDNESS

A. GENERAL

Being prepared at the time of a disaster is an important aspect of the Tufenkian Pre-School program operation.

- ✓ **The entire school campus is equipped with emergency disaster provisions.**
- ✓ **The school has an emergency plan. Written emergency procedures are posted in each classroom and parent board.**
- ✓ **Fire drills are practiced on an ongoing basis.**
- ✓ **Earthquake drills and simulations are conducted quarterly.**
- ✓ **Emergency plans are updated based on the outcome of each drill.**
- ✓ **All of our teachers are trained in CPR, First Aid, and certified in Disaster Preparedness Procedures by the Glendale Fire Department (CERT).**
- ✓ **At the beginning of each school year Administration and staff review the above emergency training procedures .**
- ✓ **We are prepared to care for the students for 72 hours after a disaster, lock down or an earthquake. Preparation includes but is not limited to first aid supplies, food, drinking water, blankets, tents, lights, etc.**
- ✓ **The school will remain responsible for all children on premises until they are released to a parent, guardian, or other designated person, or until they have been **transported to St. Mary's Armenian Apostolic Church - 500 S. Central Ave. in Glendale.** In this case, selected staff will remain with the children until all have been reunited with their families.**
- ✓ **Employees will remain on the premises as designated by law. Such employees will be subject to whatever task assigned by the person or persons in charge and may not leave the premises until the person or persons in charge give them official permission to leave.**

B. PARENTS

To further assure the safety of our students, parents are expected to pursue the following measures:

- Do not call the school. Lines must be open for emergencies.
- Turn your radio to the local A.M. dial. Information and directions will be given over the radio.
- Anticipate delays on your way to school due to cluttered streets.
- Do not block the school's driveways and entries.
- **Keep your child's Medical Consent and Emergency Release Form up to date.**

C. STUDENT RELEASE

The school will follow these procedures at the time of student release:

- a. All school entries will be closed immediately.
- b. Two temporary **Student Release** stations will be set up: **#1 next to the main gate** and **#2 at the parking lot gate**.
- c. Children will be released **only** to a parent or an individual designated by a parent, whose name is listed on the child's **Emergency Release Information Form** (picture identification will be requested). **With this in mind, please make sure your child's emergency form is always up to date.**
- d. Parents or their designated parties, who come for children, should approach Child Release Station #1 by the school's Main Gate for Verification of their Identification. (Picture I.D. will be requested).
- e. *Upon verification of the Identification, parents or their designated parties will be given a **Release Form** and will be directed to child release station #2 at the school's parking lot gate where they will sign the children out.*
- f. If evacuating the school becomes necessary, signs will be posted on the main gate notifying parents of the children's new location.

II. EARTHQUAKE:

A. BEFORE THE EARTHQUAKE:

1. Classrooms should be assessed on an ongoing basis for hazards such as, unsecured toy shelves, heavy objects on shelves, inadequately supported light fixtures, hanging plants and objects blocking the exits.
2. Each class should have an emergency portable box containing the following items:
 - a. Flashlight with extra batteries
 - b. Emergency light sticks
 - c. A copy of each child's Emergency Release Form
 - d. First Aid Kit
 - e. Student attendance sheet
 - f. Drinking water for children and adults for 72 hours
 - g. Food for children and adults for 72 hours
 - h. Tissue paper

The box items should be examined periodically and items should be replaced if it becomes necessary.

3. The emergency evacuation plan and procedures should be posted in the classrooms.
4. Fire extinguishers should be maintained and operational with valid expiration dates.


B. AT THE TIME OF AN EARTHQUAKE:

1. When Shaking Begins:
 - a. Shout "Duck & Cover".
 - b. Children & adults duck and cover as practiced during earthquake drills.
 - c. Get under a desk or table if possible. If furniture moves, move your own body with it remaining under cover.
 - d. Turn away from windows and drop to the knees.
 - e. Clasp hands behind neck; bring arms against head (covering ears), close eyes, and drop head to knees.
 - f. Remain silent and hold position for five minutes, or until shaking has stopped, whichever is longer.
 - g. Alert children that a loud rumbling noise is an expected part of an earthquake.

2. When initial shaking stops

2 A: Evacuation

- a. Calmly take the children outside to the evacuation areas, if safe. Take the room's emergency supply bag and the **SIGN IN/OUT FORMS** with you.
- b. If there is a trapped child, one teacher should stay with him/her. Second teacher/buddy teacher should escort children to the evacuation area.
- c. After leaving, mark the wall next to the door with an **X**, **if there are trapped victims inside** write the number in the lower part of the X and the time you left in the upper section of the X.

Example 

- d. At the parking lot take a roll call (head count) using *Sign In/Out Forms* or *Child's Emergency Forms* (in the class emergency bag).
- e. Assistant Teacher/Buddy teacher will supervise the children and keep them calm using calm activities such as play dough, singing etc.
- f. The teacher should report the results of the roll call to Operations and obtain further instructions/assignments.

2 B Emergency Duties (Teams)

a. Incident Commander:

The individual assigned to this post will assess the situation, determine strategy and provide clear leadership to all team members. Set up a command post by the Emergency Supply area. Determine overall strategy. Oversee all operations. Assign / Reassign duties. Document actions and results.

b. Operation:

Set up an Operation area close to command post. Obtain the final head count and situation report from each classroom teacher. Transfer the information on Commander/School Emergency Map. Report to Commander. Give the Emergency Map information to teams. Obtain reports from teams. Inform the commander.

c. Ground Keeper:

Close all Campus Gates. If necessary shut off the utility valves. Report to Commander. Obtain further instructions and assist the Commander.

d. Search and Rescue Team: Report to Operations & obtain the map containing the information regarding the location of victims. Retrieve Search & Rescue Bag from the emergency storage & begin the operation in areas with high priority or directed by the operations following CERT recommended methods. When leaving an area, mark the signs specified in the CERT manual, next to the signs left (marked) by the classroom teachers. Transport the injured to the treatment area and report to operations. Stay in constant communication with Incident Commander using walkie-talkies.

e. Child Release Team:

After securing children in the designated areas, individuals assigned to the child release team should report to the operator, retrieve child release bag and filing box from the emergency storage.

Group 1: Set up the Parent check-in station at the Main Gate. As Parents/Guardians arrive, verify the individuals authorized to pick up students (check I.D.) give them the release form, and direct them to parking lot gate.

Group 2: Set up the station by the parking lot gate. At the parking lot gate, receive the child release form and after obtaining parent/guardian signature release the student. File the form in the box.

Child release team should be in constant communication using walkie-talkies and school emergency cell phones.

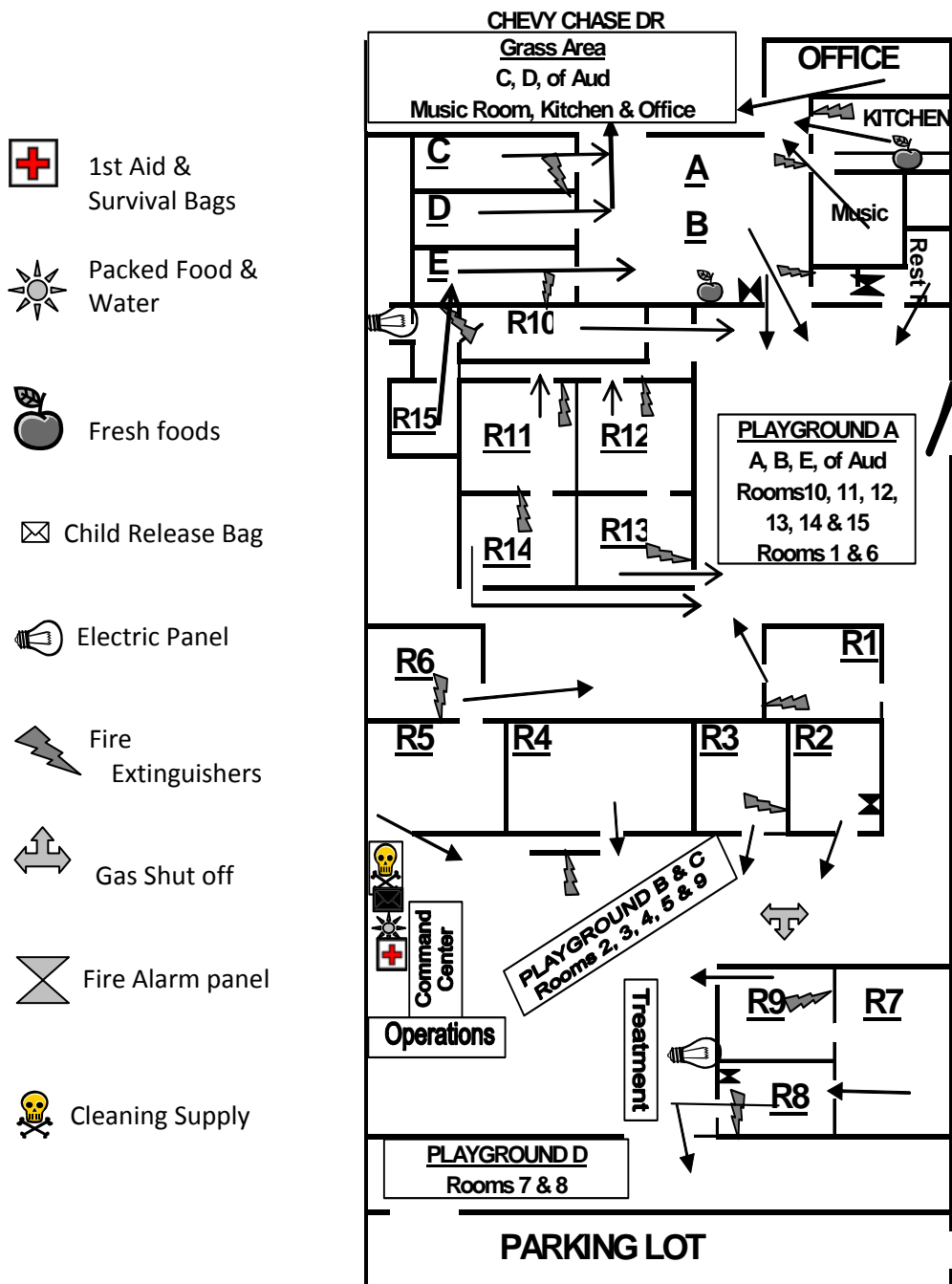
f. **First Aid Team:**

Retrieve First Aid Bag. Set up a treatment area next to Rooms 8 and 9.

g. **Supply Team:**

Report to Commander. Move all the necessary supplies to the evacuation area for distribution.

Emergency Evacuation & Supply Map



III. FIRE

The following procedures should be followed at the time of a fire:

1. **Use fire alarm pull stations.**
2. **Report the fire:**
 - i. Dial 911
 - ii. Assign one person to meet the fire officials.
3. **Evacuate children and adults** to an area well away from the buildings and safe from the automobiles of sightseers.
 - a. As soon as the fire is discovered, start the orderly evacuation of the building, as during fire drills.
 - b. Teachers take with them their attendance sheet and classroom emergency backpacks.
 - c. Administration or pre-designated personnel check restrooms and other rooms for adults and children.
4. **After evacuation:**
 - i. When safe within the pre-designated evacuation areas (playground and parking lot), all children and adults must be accounted for.
 - a. Teachers take roll of their own classes.
 - b. Director checks with each teacher to make sure the children and any adult assistants are all accounted for.
 - ii. Director and teachers reassure children of their safety
 - iii. First aid is administered if needed.
 - iv. Buildings are not reentered until fire officials give permission.

IV. SECURITY THREATS /LOCKDOWN PROCEDURES

In case of security threats, intruders and/or unusual events outside the school, the school will declare a lock-down and the following procedures will be taken:

1. The office will announce lock-down through the PA system. A text will also be sent to all faculty and staff on their cell phones. (If an individual/teacher/staff member feels that lock down must be initiated, he/she must contact the office immediately via classroom telephones or any other phone or communication device (cell/text/email).
2. Students and teachers will remain in their classrooms.
 - a) If outside, (in playground, etc.) children (everyone) must be guided immediately to the nearest classroom or building. (It does not have to be their own class).
 - b) If the group (students and teachers) are in any other building/classroom other than their own such as auditorium, library, music room etc., they should stay and follow lock down procedures. (No attempts should be made to go to their own class).
3. The Administration will call 911.
4. All school gates and doors will be locked by the school's groundkeeper.
5. All doors and windows in the classrooms will be closed and barricaded, if possible, by the teachers.
6. Lights will be turned off. Blinds will be closed. (If no blinds, trash bags must be used to cover the windows).
7. All cell phones and pagers will be silenced and teachers will not answer or open the doors.
8. Students and faculty will keep back from any windows and doors. They will lay flat on the floor or seek protective cover (concrete walls, thick desks, filing cabinets).
9. Adults will account for everyone in the classroom, room or office. (Adult & Child).

10. Adults in every room must complete the lock-down log (form) and be prepared to relay the following information upon request to Administration or the First Emergency Responders for accurate accounting of students and faculty: (Attach a copy of class roster/sign in-out form to lock-down log).
 - Name of teacher supervising the room
 - Room # / Group name
 - Attendance report:
 - a. All are here/Name of students absent that day
 - b. Name of students missing from the group
 - c. Name of students injured
 - d. Name of students/individuals in the room that are not part of scheduled group
11. Signs will be placed in exterior windows to identify the location of injured persons.
12. Teachers and staff will remain calm and assist children in remaining calm, quiet, and out of sight.
13. Radios, TV should not be used in the classroom.
14. No one will be allowed to enter or leave the building or area. Everyone will stay in the classroom until lock-down is lifted. (No restroom breaks that require walking outside. Lockdown kits must be utilized).
15. Do not leave the room even to approach Emergency Responders – let them come to you.
16. Parents, friends, concerned loved ones will not be allowed to pick up students, staff and faculty from the school, unless instructed to do so.
17. When the lockdown is finished, it will be announced over the PA system and/or a lead Administrator or designee will enter every room/classroom to notify you.

Very Important:

- i. Do not leave the building/room during the lockdown (even if you hear the fire alarm), unless a school administrator tells you it is ok.
- ii. Do not open the door for ANYONE. Even if someone knocks on the door. All emergency personnel and school administrators have a key and can open the door if they need to.

V. UTILITY FAILURE

1. **In case of power failure:** Use the emergency lighting system and emergency supplies.
2. **In case of gas leak:** If you smell a natural gas odor:
 1. DON'T panic.
 2. DON'T light a match, candle or cigarette.
 3. DON'T turn electrical appliances or lights on or off.
 4. Notify the Gas Company immediately. From a safe location, call The Gas Company (1-800-427-2200) 24 hours a day, seven days a week; or call 9-1-1.

Evaluation

All the above Safety Guidelines are reviewed and evaluated by the Administration & Teaching Staff each year to ensure the accuracy and to spot areas of weakness or oversight to be remedied for a future disaster / emergency.