

TEN EASY STEPS TO LETTING PARENTS KNOW YOU VALUE SAFETY!

1. **Number each entry way:** Using adhesive address numbers place a number on each entry way starting at #1 and running them consecutively until all entry's are numbered. Include these numbers on school floor plans used by emergency responders. This allows you to refer to an entryway that is marked visibly to those on the outside and marked on a floor plan to those using it as a guide to their actions.
2. **Use wristbands for students going on off-campus field trips:** Purchase hospital type bracelets in quantity to place on student's wrist. Enable a volunteer to write the students name and School on each bracelet the day before. Have adult chaperones place them on the proper student when leaving the classroom. The bracelet is less visible when going out in public but provides better security in case of an auto accident. This recommendation is a direct result of the 2002 school bus accident in Monroe involving a primary grade public school classroom.
3. **Place student emergency information and school information in a box or pail in school office (Crisis Response Box):** If your school ever needs to evacuate, the adult in the office grabs the container and you now have all the information needed to contact parents from whichever site you are evacuated to. If you use Administrative Software this task is easily done at the start of school. If you do not use administrative software have a parent make copies of Emergency Cards, etc... and include them in the container. At the end of each quarter update the student roster as needed.
4. **Practice, Practice, Practice:** The administrator needs to encourage teacher participation in school safety. Establish and schedule training times and evaluate the results. Fire Drills, Tornado drills, lock downs and evacuations should all be practiced.
5. **Develop Code Words that let faculty know of a concern without upsetting students:** Each school should develop codes for a lockdown, sheltering, evacuation etc... Some schools say George Locke has a phone call for lockdown and George Locke is in the building for another situation. Some schools say tonight's safety meeting begins at 4:00 Staff needs to bring their red folder. (The color indicates the safety level)
6. **Inform parents of what you will do in an Emergency:** Share with parents that you have thought about crisis management. Encourage them not to call the office but instead refer to the plan. Be sure you use positive wording which reminds parents of the need for us to act "In loco parentis".

7. **Invite your emergency responders into your building:** Encourage your local police and fire department to visit with you regarding school safety. Share your plans with them and invite their feedback. Let them know you want to be involved in discussions about safety. Send a representative to meetings if you cannot attend.
8. **Inform Substitutes and Student Teachers of Safety Information:** In the routine of having substitutes and student teachers include safety procedures in your orientation. Give a packet to each person that is returned at the end of the day or make sure each teacher shares where their flip charts are located. Make easy to remember, two or three step procedures they should follow in dealing with a crisis.
9. **Train teachers in CPR and First Aid:** This is a requirement for certain age levels but you can make it the norm in your building by regularly scheduling and then mandating that all adults attend these sessions. Work together with other school in your area to be flexible in offering this training.
10. **Remind Parents that their child's safety is a major concern:** Develop procedures for parking lot dismissal, student pick-up, field trip drivers etc... Enforce the policies in a loving way but follow through on every case. Do not get lax based on who is involved but follow your safety policies. Early Childhood centers know that this makes a favorable impression on today's parent.