

Please help us keep our students safe by helping to enforce these simple expectations while on campus:

- Park your skateboard.
- Keep your shoes on.
- Go **outside** rather than inside to run around and use loud voices.
- Stay grounded — stay off trees and fences.

Supervision

Safety is a priority for our school staff. We have a moral and legal obligation to be prepared for everything from a minor social conflict to a widespread disaster — anything that may threaten the safety and well being of our students. At the same time, we want to create a campus culture that feels open and comfortable for all. We aim to strike a balance between structure and freedom. As much as we desire to have a relaxed, welcoming environment, we are concerned with students who are unsupervised being accounted and cared for in the case of an emergency.

In order to be sure we can locate and serve students, we need to know who is on campus. If a student is in the care of a teacher, either in a class or consultant meeting, then that teacher is responsible for them. Teachers take their own attendance in classes to keep track of this. If a high school student is at school, but not in a class or meeting, they must sign in and out in the RC (including leaving for lunch), so we can always know who is on campus. Remember signing out is as important as signing in!

Students K–8 who are not in a class or meeting with their consultant teacher must be supervised by an adult. Most often they are in the care of their parents, but if a parent plans to leave their K–8 child on campus they must make arrangements with an adult to supervise their child(ren) in their absence. This can be another parent, adult friend or family member, or staff person. Keep in mind that all of the staff members have work to do when they are on campus, so this should only be an occasional request.

Supervision of a child means having that child within visual range. Parents are encouraged to help each other with the role of supervision, especially in those times between activities or after classes when students enjoy hanging out together. There is a sign in/out sheet in the RC to clarify which child is on campus and the adult who is responsible for them. Again, be sure to sign out, too.

We understand that this is a change from our current way of doing things, because even though the framework is already in place, the logistics (signing in/out) are not, and will take some adjusting for all of us. We really appreciate your help with this transition. Please contact Mary Gaukel (429-3898 x214, mgaukel@scs.net) with any concerns or suggestions about this new policy.

Emergency Drills Require Full Participation

AFE participates in several campus-wide emergency drills throughout the year. The drills are very important practice for real emergencies. When you are anywhere on campus during a drill, it is important that you fully participate. In the case of an injured or missing staff member, family and students may need to take a leadership role during any real emergency. We have the following drills twice a year: fire, earthquake, and lockdown.

The Lockdown procedure can be used for a variety of potentially unsafe situations, for example, a toxic spill, a neighborhood police emergency, a flood, a plane crash, or a ruptured gas line.

The call for Lockdown will likely come via an all-call announcement. However, if you become aware of a threatening situation (without having heard an announcement) you should lockdown and then call 911. Office staff will call Head Start to alert them – 425-1646

- If you are outside the building, move to the nearest open room, unless this places you closer to the unsafe situation.
- If there is a medical emergency in your room, call 911.
- If you are able, continue teaching/working as usual until further notice.

If the lockdown is the result of a police action in the neighborhood, follow these instructions:

- Lock the door to the office or classroom.
- Turn off the lights.
- If there is a window in the door, cover it.
- Close all blinds.
- If you are able, continue teaching/working as usual until further notice.
- The lockdown will be canceled via an all-call announcement.

Locking doors:

- Written instructions for locking doors from the inside without going outside to test whether they are indeed locked are posted on or next to each door. Exception: if there is a panic bar on your door, the following daily protocol applies: First thing every morning unlock the door to open it, then lock it from the outside, then “dog down” the bar on the inside with the hex key. When you need to lockdown, you “dog up” with the hex key and the door is locked.
- If a person is somehow locked outside of the rooms or arrives on campus during a lockdown, he/she will not be allowed inside a room. He/she must leave campus immediately or hide in a restroom. Do not open your door after it is locked.

CODE RED PROCEDURE

Code Red is used when there is an active threat on campus.

The call for Code Red will likely come via an all-call announcement. We will not use code words. However, if you become aware of a threatening situation (without having heard an announcement) you should follow Code Red procedure and call 911.

Office staff will call Head Start to alert them – 425-1646

- If you are outside the building, run in the opposite direction from the threat and rendezvous at Branciforte Middle School. If you are outside and there is no safe path of escape, hide behind something, anything.
- Lock the door to office or classroom.

- Turn off the lights.
- If there is a window in the door, cover it.
- Close all blinds.
- If you have a medical emergency in your room, place the red laminated paper (in emergency packet on wall by door) in an exterior window. If there is no exterior window, put the red paper in the door window or under the door.
- Move away from windows.
- Build a barricade at the doorway.
- Build a secondary barricade away from the doorway and away from the “fatal funnel” where gunfire could hit you if fired through a closed door.
- Gather everyone behind the secondary barricade.
- Stay quietly in the room until school or emergency personnel personally come to your room. They will either enter with a key or they will say the password: **(please ask AFE staff for the password)**. You may open the door.

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- If a person is somehow locked outside of the rooms or arrives on campus during a lockdown, he/she will not be allowed inside a room. He/she must leave campus immediately or hide in a restroom. Never open your door after it is locked without hearing the code word.

Earthquake Procedure:

- During an earthquake students and adults drop, cover, and hold.
- After the quake stops, exit the building quickly, as shown on the emergency exit map.
- Teachers will bring the emergency packet, emergency backpack, and roll sheets with them.
- Office staff will bring emergency cards and any student medications with them.
- Teachers will hold up either a green or a red card after taking roll outside (to indicate whether anyone is missing.)

Fire Procedure:

- During a fire, students and staff will exit the building quickly as shown on the emergency exit map.
- Close your door on the way out.
- Teachers will bring the emergency packet, emergency backpack, and roll sheets with them.
- Office staff will bring emergency cards and any student medications with them.
- Teachers will hold up either a green or a red card after taking roll outside (to indicate whether anyone is missing.)