

Oakview Elementary--School Safety Plan

School Safety is a top priority for Oakview Elementary and Greenville County Schools. Each school in GCS has on file a comprehensive plan to address school emergencies. The procedures outlined in the plan provide a standard and efficient approach to crisis management. To carry out the plan, a Crisis Response Team is identified at each school and all faculty and staff participate in annual trainings and regularly scheduled emergency drills throughout the year

Oakview's Plan

The following is a "parent friendly" version of our comprehensive School Safety and Crisis Management Plan.

Facilities and Technology

The school building has the following equipment and capabilities which support safe school measure.

- a controlled door lock entrance into the front office and lobby
- exterior doors of the building remain locked at all times with swipe card door access for employees
- web-based visitor sign-in system
- 19 surveillance cameras placed inside and outside of the building
- school phone and email messenger system for immediate parent communication

Daily Law Enforcement Patrol

Every day, fully uniformed Law Enforcement Officers patrol the campus. Some of their duties include: checking exterior doors, scanning recess fields and walking the hallways. They are able to respond to any on-campus incidents. Officers park their patrol cars on campus when they visit.

School Evacuation

In some emergency scenarios, it may be necessary for the campus to be evacuated. Here are the details:

- PARENTS SHOULD NOT DRIVE TO THE OAKVIEW CAMPUS IF AN
- EVACUATION HAS BEEN ANNOUNCED. ROADS MUST BE KEPT CLEAR
- FOR EMERGENCY VEHICLES AND EVACUATION BUSES.
- Upon arrival at the evacuation site, parents will be asked to sign their children out. Parents should bring a photo-bearing identification card.
- After evacuating the buildings, teachers and students will board buses.
- School evacuations will be announced on local radio and television stations and parents will be notified.
- Depending on the emergency, the campus will be under the command of the
- Fire Department or Sheriff's Department.
- All students will evacuate campus unless otherwise ordered by local authorities to **Brookwood Church at 580 Brookwood Point Place in Simpsonville.**

- All classroom teachers will travel with their students to the evacuation site.
- If you are volunteering on campus at the time of an evacuation, do not use cell
- phones.

Visitors on Campus

A computer sign in system located at the front desk in the office logs in and out all volunteers and visitors in the building. **The front office must have an accurate accounting of everyone on the campus at all times.**

Definitions:

- **Authorized Visitors** appropriately register their presence with the school office staff, wear school-issued badges, and comply with school procedures to conduct campus business.
- **Unauthorized Visitors** do not register in the office but their presence is still perceived as non-threatening. These persons, when approached, will comply with campus visitation procedures immediately.
- **Intruders** are unauthorized visitors who do not cooperate with school staff or administration to comply with visitation procedures and whose presence is perceived as hostile or threatening to students or staff.

- ANYONE seen on campus without a visitor/volunteer nametag will be asked about his or her presence. "May I help you?" is a common question heard when greeting someone without a nametag.

- This is YOUR campus too. Parents and volunteers have the right to ask about someone's presence too. We have to work as a team.

- Should someone not have a nametag displayed, they should be escorted to the front office for proper sign in.

-Again, the office must be able to account for EVERYONE.

- Visitors who sign in and wear a nametag may become a campus "intruder" depending on their actions while on campus. If you are visiting campus, please state your business. Straying from campus business can be a disruption to classroom instruction and school operations and should be avoided.

- **Always SIGN OUT when you leave campus.**

Oakview Elementary--School Safety Plan

Lock Down

In the event that a safe environment is not feasible (i.e. campus intruder or other potential threat), the school administration will make a decision to go to "lock down". Regular lock-down drills are scheduled during the school year to improve response time and recommended safety procedures.

- All exterior hall doors are locked at all times
- Classroom doors are in the locked position at all times and are closed during a lock-down
- During a lock-down, every student, faculty/staff member and campus visitor finds a secure place behind locked doors. They remain there until the "all clear" announcement is given.
- Depending on the emergency, faculty and staff members may contact the office if they have vital information about campus safety or the health of a student.
- School administration will call 911 if campus safety reaches a level where students, staff and visitors are in direct danger.
- Campus visitors, faculty, and staff members are NOT to use cell phones or other communication devices during a lock down. School emergency information must come from designated school officials.

Fire, Tornado, Hurricane, Hazardous Materials, and Earthquake

Oakview Elementary prepares for each of these emergencies with scheduled drills. You may have noticed maps posted in each classroom indicating where teachers and students are to be during these emergencies. There will always be an announcement or a horn/strobe signal notifying the campus of an emergency situation. Visitors and volunteers must comply with any directive received from a school employee during a drill or emergency.

Off Campus Emergencies

Even on a trip to the zoo, teachers must be ready for any emergency. In the event of an off-campus emergency, both teachers and bus drivers have step by step instructions to follow.

Depending on the type of crisis, 911 is called and first responders will oversee all medical and safety needs if necessary.

Phone calls are then made to the school principal and district transportation department.

If you are an approved chaperone on the field trip, it is vital that you follow all directions given by school personnel. *All communication (including cell phones) is to be made by school personnel unless otherwise directed. This will allow accurate*

information to be relayed to the school and parents. As a chaperone, your role is to keep the students calm and give assistance as needed.

- Contacts to families will follow. Student safety is always a top priority even when off campus.

Bomb Threat

School administrators receive training in bomb threat assessment. Upon receipt of a bomb threat, administrators assess the seriousness of each threat to determine the appropriate action. If a threat is received by phone, office workers and others who answer the phones have also been trained to handle such calls.

Parent Do's and Don'ts

The goal of this newsletter is to raise the awareness of Oakview families to the importance of school safety and to equip them with valuable information about their role. While space does not allow for an exhaustive explanation of every school emergency, it is hoped that Oakview parents will be better prepared in a crisis.

Top 10 School Safety Tips for Parents

1. **Sign in** at the front office and wear a nametag while on campus. Also, **sign out** in the office when you leave.
2. When visiting campus please stick with your stated business. An adult roaming the building causes alarm. An unannounced visit to your child's classroom causes disruption and is not permitted.
3. Always complete school forms in their entirety and keep the front office and teacher updated with new phone numbers, home addresses, email addresses.
4. Report suspicious behavior to administration immediately, including a person who appears agitated, angry or out of sorts.
5. If hearing on the radio or television that there is an evacuation at Oakview Elementary, **don't drive to the campus**. Chances are your children will be on their way to an evacuation site at Brookwood Church.
6. Always send a note to the teacher or call the office if there is a change in your child's afternoon transportation.
7. Follow all traffic rules when driving to and from the school campus. Pay particular attention to directional signage and **our NO CELL PHONE ZONE policy**.
8. Remember that the campus will be under the command of law enforcement or the fire department during certain types of emergencies. School officials will yield to their leadership.
9. Know the school rules. Read Oakview's Student-Parent Handbook cover to cover. The handbook is located on the Oakview website.
10. If on campus during an emergency, follow closely the directions given by faculty and staff. They have been trained to handle emergencies and will need your cooperation during a stressful time.

Revised 9/29/16