

Pelham Road Elementary School Safety Plan

School Safety

School Safety is a top priority for Pelham Road Elementary and the Greenville County School District. Each school in GCSD has on file a complete and thorough plan for addressing school emergencies. The procedures outlined in this plan will provide a standardized, efficient approach to crisis management within the district and, most importantly, in each school.

Specific safety initiatives implemented at Pelham Road Elementary include, but are not limited to, school-wide phone messenger system, a controlled main entrance, exterior doors of the building remain locked at all times, swipe pad door locks, web-based visitor sign-in system, surveillance cameras strategically placed outside of the building, Ignore the Door campaign, and a Crisis Response Team. All faculty and staff also participate in frequent safe schools training and drills throughout the year, including annual district required *Safe Schools* training courses.

Pelham Road Elementary Safety Plan

The following is a “parent friendly” version of our comprehensive School Safety and Crisis Management Plans. It serves to outline various school emergencies and the plans in place to address them.

School Evacuation

In some emergency scenarios, it may be necessary for the campus to be evacuated.

- After evacuating the buildings, teachers and students will board buses.
- School evacuations will be announced through the school-wide phone messenger system as well as local radio and television stations.
- Depending on the emergency, the campus will be under the command of the Fire Department or Sheriff’s Department.
- All grades will evacuate campus unless otherwise ordered by local authorities to Morningside Baptist Church or Furman University.
- 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.
- *PARENTS SHOULD NOT DRIVE TO THE 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.**

Visitors on Campus

Pelham Road will continue to be vigilant in requiring all visitors to sign in and out in the front office using the district wide check in system. ALL VISITORS AND VOLUNTEERS MUST PRESENT A DRIVER’S LICENSE OR PHOTO ID WHEN SIGNING IN. The computer-based sign in system checks all visitors and volunteers against the sex offenders list. During check in, all visitors and volunteers are required to print and wear a name tag while on campus. *In addition, all volunteers must complete the district requirements on the Volunteer Portal prior to working with students and/or chaperoning field trips.*

The following basic principles will be followed when working with campus visitors.

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 some one’s presence too. We all 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.
- 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 in the School Check In System. Straying from campus business can be a disruption to classroom instruction and should be avoided.
- Students are instructed to “Ignore the Door” and will not open outside doors to anyone.

Pelham Road 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 into “lock down”. This announcement over the intercom alerts all faculty and staff to take action. The following guidelines are in place to prepare for lock down.

- All exterior hall doors are kept locked during the school day.
- To better prepare for a lock down, the school takes part in scheduled drills.
- After the lock down announcement, 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 visitor, faculty and staff members are not to use cell phones or other communication devices to contact the outside during a lock down. School emergency information must come from designated school officials.

Fire, Tornado, Hurricane, Hazardous Materials, & Earthquake

Drills to address these emergencies are performed regularly by the students, faculty and staff at Pelham Road. Emergency evacuations maps are located in classrooms and throughout the building. On-going training is provided for all stakeholders.

Bomb Threat

Office workers and others who answer the phones have been trained to handle bomb threat that may come via phone. Upon receiving the bomb threat, 911 is called and the Crisis Response Team is activated. The campus then takes action.

Off Campus Emergencies

In the event of an off-campus emergency, both teachers and bus drivers have step by step instructions to follow. These emergencies also include medical emergencies that may arise.

- 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 a 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.

Parent Do's and Don'ts

The goal of this newsletter is to raise the awareness of Pelham Road Elementary 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 parents will be better prepared in a crisis.

To help in this process, here are the top ten school safety tips for parents.

1. **ALWAYS BRING YOUR PHOTO ID.** Sign in at the front office and wear a nametag while on campus. This includes small children. Also, **sign out** in the office when you leave.
2. Help avoid interruptions to classroom instruction by sticking with your stated business.
3. Always complete field trip forms in their entirety.
4. Make sure your address and phone numbers are current at the school office. **The School-wide phone messenger system will call the primary number you provide the school.**
5. If hearing on the radio or television that there is an emergency at Pelham Road Elementary, **do not drive to the campus.** Chances are your children will be on their way to an evacuation site.
6. Always send a note to the teacher if there is a change in your child's transportation.
7. Follow all traffic rules when driving to and from the school campus. Pay particular attention to directional signage.
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. Refer to the Pelham Road Student-Parent Handbook for rules and procedures.
10. If on campus during an emergency, follow closely the directions given by faculty and staff. They have been trained to handle most emergencies and will need your cooperation during a stressful time.

The safety information in this newsletter is posted on the Pelham Road website at www.greenville.k12.sc.us/pelham/.