

**Security Plan**  
**St. Francis de Sales School**  
**2019-2020**

**(A sub-section of the Crisis  
Management Plan – Revised 2018)**



**Security Committee:**

Mary Grace Peck, Principal  
Corey Lacy, Administrative Assistant  
Traci Stacy, Teacher  
Lisa Hinkle, Teacher  
John Evans, Maintenance  
Billy Hall, Maintenance  
Current member of the School Board

## **Introduction**

This “Security Plan” is a sub-section of the existing Crisis Management Plan revised 2016 which contains sections on:

- Crisis Codes
- Prevention Plan
- Emergency Procedures
- Emergency Forms
- School Floor Plans

This “Security Plan” is an exposition of our over-all “Crisis Management Plan.”

This is considered a working document and may be changed as the school year progresses. When this document is edited parents will be notified within the school newsletter. Please share any comments or suggestions with any of the members of our “Security Plan” committee listed on the front cover.

## **Visitors**

St. Francis de Sales is a small school located within the city limits of Beckley, West Virginia. There are approximately 120 families in the school community. The administration and staff want families to feel welcome in St. Francis School. However, the safety and security of the students must remain a greater priority than an environment of hospitality.

**ALL visitors & parents** will have to be buzzed into the facility through our security doors. Visitors and parents are required to come directly to the school office, check in with office personnel and sign in on the appropriate sheet. Visitors will be asked to sign in. Parents who come to the school **MUST** follow these procedures for the safety of all students and staff member. **The rules apply to everyone.** Visitors and parents will also “check out” with office personnel after completion of their visit.

Contracted workers will need to have proper identification and will need to check in and check out with the school office personnel or with the maintenance staff.

Staff members encountering any stranger in the building will notify the office and politely ask the visitor to check in with the school office. Staff should always be on the alert of any visitors or strangers they may see in the school or on school property. Any student encountering any stranger in the building should notify his/her teacher or the office.

Whenever a staff member is concerned about a visitor, contracted worker, or stranger they should notify the office or if needed call 911.

## **Classroom Safety Kits**

Each classroom and the school office are equipped with a Safety Kit. This kit is updated each year. Emergency information for each student in the classroom is included along with emergency supplies, such as, radios, medical kit, etc.

## **Building Security**

Exterior doors to the school are locked at all times. The front door and side student entrance door to the main building have electronic access. Individuals wishing to enter the school must use the buzzer to be admitted access to the school through one of these entrances. The side student entrance door will remain unlocked from 7:30 am until 8:15 am each school day for student drop off. Security cameras are located in strategic areas throughout the school campus.

## **After School Care Pick-Up**

An adult **MUST** come into the gym and sign out any children who attend our After School Program. Parents need to complete an Authorized Persons” form that lists the individuals you have authorized to pick up your child. If there is a change in persons picking up a student the parents **must** call ahead and notify the school office.

After School Care employees are to ask for ID if someone who is unfamiliar to them comes to pick up a student even if this person says he/she is on the “Authorized List.” This is for the child’s security. **If there are any problems or confusion over this matter, parents will be called to determine if the child is to be released to this person.**

## **Dismissal Procedures**

Parents **must** call or send a note if a student is to go home with someone other than the parent or guardian. Parents need to notify the school at the beginning of the school year the names of the people “Authorized” to pick up their child. If someone unfamiliar to the teacher or to the child attempts to pick up a child, the individual will be required to present ID. In some circumstances, the school may need to call the parent for verification.