

**Bright Eyes Kindergarten, Inc.**  
**School Safety Plan**  
**"Where Children Laugh and Learn"**



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## **Rational Statement and Philosophy of Education**

An effective emergency school plan is essential for an academic facility to operate efficiently. The objective of providing an exemplary education in a multi-culturally rich atmosphere will be derailed without providing a safe environment for the faculty, staff, and students. All persons crossing the threshold of our school building has a right to attain comfort and security, therefore both shall be provided.

Our philosophy of education is simple. Everyone has a duty that he or she is responsible for. A student's responsibility is to learn not only academia, but also communication and social skills vital to growth outside of school. A teacher's duty is to ensure students receive every opportunity available to fulfill the students' responsibility. An administrator and staff member's assignment is ensuring students and faculty members have all the accommodations needed to perform their jobs proficiently and unharmed. Everyone remaining in their assigned role and performing to the best of their ability enables our school to operate in safety and without unwanted interruptions.

## EVACUATION PROCEDURES

This plan is designed to enable the staff to conduct Emergency Evacuations of the building due to fire, smoke, bomb threats, chemical spills or other emergencies. The effectiveness of this emergency plan is based on the knowledge and execution procedures. The successful operation of any emergency evacuation is based on the **calm, complete** and **cooperative** implementation of the plan.

**All teachers must explain and practice the evacuation routes and drills quarterly.**

When the Appropriate Emergency Alarm is Sounded or Instructions are Given:

- Evacuation maps are posted in each classroom and in other areas of the building.
- All persons must begin to clear the building.
- Teachers must take their children and class attendance records and exit the building in the following manner.

When moving outside, classes must stay together and move quickly to their designated evacuation area.

Assemble in the designated area, which is the large oak tree in front of the brown house next door.

Teachers must double check the roll to certify an accurate "head count."

- The teacher/adult volunteer should be the last person to exit the room. This person should close the classroom door and all classroom windows upon exiting the room. **ALL doors must be left unlocked.**
- Persons who may be in the halls or restrooms at the time of the emergency alarm should evacuate by way of the nearest exit and/or traffic flow in that area. Once the building is declared empty, teachers will re-count their students in order to ensure an accurate head count.
- An administrator or Office Staff will announce the '**all clear**' to re-enter the building.

## LOCKDOWN PROCEDURES

**Red- No Movement**

**Green-Movement around building, stay inside**

- **Administrators:** Announce, "This is a lockdown (Red or Green). Implement lockdown procedures now." Do not use code sentences that visitors may not understand.
- When lockdown is announced, direct all persons in commons areas to report to and remain in the closest, supervised areas, if possible, until the lockdown is over. (Red)
- Staff should immediately obtain red folder, lock all doors, windows, and secure all areas. Do not permit anyone to leave the lockdown areas. (Red only)
- Faculty and staff are to pull window shades, close blinds, or otherwise cover windows to restrict visibility into areas.
- All persons should sit on the floor, away from all window areas if possible. (Red only)
- Remain quiet. Do not attempt to contact the office, other classrooms, or the outside community. Do not use cell phones, intercom, or any other equipment that may draw attention to the lockdown areas.
- People accountability will not occur during lockdowns. Accountability will occur after lockdown. Office personal may, at appropriate times, contact individual areas by means available.
- Parents will be allowed to pick-up children and enter the office (front door only) with proper picture ID.
- Afternoon dismissal during a lockdown (green) will be inside (front and back) with all staff and faculty on duty.

## BOMB THREAT PROCEDURES

Code word for a bomb threat is "Pearl Harbor"... ("Will Ms. Pearl Harbor please come to the office?")

### Receiver of the Bomb Threat Call

- Stay calm and do not manifest fear.
- Write down the exact words of the caller.
- Keep the caller talking. **Do not hang up the telephone.**
- Ask the caller for the location of the bomb and the time it is set to go off.
- Make a note of the following to the best of your ability:
  - \*sex, age, and the attitude of the caller.
  - \*date and time of the call
  - \*speech impediment or peculiarities.
  - \*voice characteristics, background voices or noises

- **Report the incident to an administrator or office member immediately.**
- Notify the Sheriff's Department.
- Inform the teachers of the situation. Teachers are to conduct a quick search of their rooms and report to the Director. The Director will report any suspicious items to the office staff.
- **When requested, evacuate the building according to the school's evacuation plan.**

# TORNADO PROCEDURES

## Definition

Tornadoes are violent storms that can cause extreme damage and death. Tornadoes occur most often in the spring and are usually accompanied by hail, lightning, and downpours of rain, strong winds, and unusual cloud formations.

Fortunately, we generally (but not always) have some advance notice that conditions are favorable for the formation of tornadoes. Such notice is known as a Tornado Watch.

- If a tornado is actually sighted in our area, a Tornado Warning will be issued by the Weather Bureau. When a warning is issued, all persons should proceed to the "best available shelter." It is this step that we will practice our yearly tornado drill. All drill procedures must be reviewed thoroughly so that in an emergency they can be executed quickly and calmly.
  1. A review of procedures will be done with your students on the first day of school then quarterly throughout the year.
  2. A weather radio/local news broadcast will be used to monitor unusual or threatening weather conditions.
  3. Upon notification of such conditions (either by radio or from the local News) the following procedures will be followed:
    - Tornado Watch: A staff member will be assigned as a "lookout" in the appropriate direction of the school building. Normal school activities will continue without interruption.
    - Tornado Warning: An announcement will be made informing staff members of the warning and instructing them to begin the evacuation process.



- Appropriate staff members will be responsible for insuring that no students are on the playground or other outdoor areas. Everyone should move to their designated location (with a large book) and should assume a protective position (seated with their backs to wall, knees up, head covered with book.) Teachers should see that students are properly protected and then assume the safe position themselves.
- If necessary, staff members will act according to their assigned roles and evaluate injured injuries, administer first aid, and take other appropriate action.

## EARTHQUAKE PROCEDURES

It is impossible to predict the occurrence of an earthquake; therefore, no warning signal will sound to initiate safety procedures. Teachers will be responsible for initiating safety procedures. There is a strong possibility that there will be several tremors (aftershocks) following an earthquake. The aftershocks can be serious as the initial quake and these safety procedures should be followed for every occurrence:

- Direct all students and adults to "duck and cover" immediately (crawl under a desk or table, fold arms over head.) Students and adults on the playground should curl up on the ground with arms folded over heads. Everyone should remain in position until an "All Clear" signal or evacuation signal is given.
- The building should be evacuated only if the fire alarm sounds or a verbal evacuation signal is given. The Principal and other administrative assistant will determine if evacuation is necessary after an earthquake.
- If necessary, the Crisis Management Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take other appropriate action.

A "hazard hunt" should be conducted periodically to identify and relocate large, heavy items stored on high shelves that could fall and cause injury to students. Any hazardous object that cannot be stored on low shelves should be fastened securely to walls or fixed cabinets.

## **INTRUDER, SUSPICIOUS PERSON, OR UNAUTHORIZED VISITOR**

### **Definition**

An intruder is an unauthorized visitor/person who has no valid reason for being on school premises and does not have visible school district identification or school visitor's badge.

### **General Procedures**

- All visitors must report directly to the Director where they must state their reason for being on campus. Teachers should inform the office staff if they are expecting a visitor and/or guest.

### **In the Event of an Intruder Procedures to Follow**

- The first staff member(s) who notices a person on school grounds without a staff member of Bright Eyes Kindergarten accompanying them should greet the person and offer assistance with "May I help you?"
- Staff members should be pleasant and non-threatening, but cautious when approaching suspicious person/persons on school grounds.

- A staff member should assist the person in locating the office for the purpose of securing permission to be on campus. If warranted, the staff member is to contact the office for the purpose of alerting the administration of the intruder so proper action may be taken.

**Code for Alerting Staff to an Unauthorized Intruder**

- For a male intruder- Jimmy Visitor report to the office please.
- For a female intruder- Jane Visitor, report to the office please.

**Upon hearing the above code announced, please keep an eye out for the intruder and notify the office as to his/her whereabouts.**

## CHEMICAL SPILL PROCEDURES

There is a likely chance that a chemical spill can take place in or near our facility. In the case that one does occur, we must be ready to act in the safety of the children as well what is recommended by city officials (fire, police, etc.).

If there is a need to evacuate the facility for a period of time the children will be transported by the school mini-bus, vans, and/or staff vehicles to a safe place.

Safe places include our owner's daycare facility, a public place like the local library or shelter where activities will be carried out to keep the children focused. Each parent will be notified of the situation and where they will be able to pick their children up.

## PARENT COMMUNICATION

Parents play an important role in maintaining a safe school environment. Parents should become familiar with the programs in place to promote a safe environment. Parents are encouraged to familiarize themselves with the prevention and emergency planning information available in this manual and get involved in the process at your child's school. Ask school personnel how parents can help. Learn how the school plans to notify parents in an emergency. Where do the parents go to be reunited with their children? You may even consider becoming a volunteer to assist the school in time of need. Parents are encouraged to develop a family disaster plan and practice it with all members of the family. Take the time to talk to your children about dealing with emergencies and the importance of having plans that will help keep them safe.

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in South Carolina are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified on the enrollment form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.

3. Turn your radio to the emergency radio station for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the local news stations. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the enrollment form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact enrollment form if possible as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,  
Administration and staff of  
Bright Eyes Kindergarten, Inc.



## ADDITIONAL COMMENTS

The greatest mistake administrators, teachers and staff make in crisis come from not knowing what steps to take and in what order in a given situation. Planning, training and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. Some common incidents have been addressed to help you in an emergency. It is critical to evaluate the circumstances and determine the most appropriate course of action.