

## Emergency & Preparedness Procedures

Good afternoon Birney families. In an effort to stay alert and prepared for potential crisis situations, we regularly practice safety and security drills (Fire, Tornado, & Lockdown). We will continue to enforce current district protocols and have instituted several new safety and security measures. The following is a list of protocols that we expect all parents/guardians and visitors to review and adhere to throughout the school year:

- All entry and classroom doors are locked throughout the normal school day.
- We request that all visitors utilize the Main Office entrance throughout the normal school day (that's the 11 mile entrance off the main parking lot). The North entrance (Counseling Center entrance near the elementary) will not be available during regular school hours!
- All visitors must utilize the bell system to enter the building. Visitors will be acknowledged and asked to report to the Main Office to sign in. At that time visitors will receive a visitor's pass and asked to return to the Main office to sign out after completing their mission. Please utilize the visitors pass and display it so that all staff recognizes that you have officially signed in. Anyone not displaying a visitor's pass will be asked to report to the main office to sign in.
- During dismissal, we are asking that adults picking up students wait outside the building. Students being picked up earlier than the regular dismissal time must be signed out in the Counseling Center. Unless there is official after-school business, car riders and walkers are asked to exit the building as quickly as possible.
- We will continue to enforce our visitor free playground policy. Unless arrangements have been made, staff and students are the only people allowed on our playgrounds during the school day.
- The Latchkey doors will be locked at all times! All parents are now asked to park and walk with their child to utilize the door bell system on the doors closet to the playground. We ask that parents sign children in and out daily.
- Once ID's are distributed we require that they be worn by all 5<sup>th</sup> – 8<sup>th</sup> grade students. Please assist us in enforcing these rules and make sure that your student wears the ID daily. Students that need to replace an ID should report to the Main office. Replacement ID's cost \$5.00, sleeves and lanyards are \$2.00. ID's must be worn on a lanyard around the student's neck.
- Southfield Police Chief Eric Hawkins has agreed to increase police presence around all schools. The increase will last for the remainder of the school year.

We appreciate your support in this important matter as we work together to ensure the safety and security for everyone at Birney K-8.

Sincerely,

Birney K-8 Administrative Team