



School Safety and Emergency Drills Policy

Fire, Earthquake, and Lockdown Drills

Sacred Heart School follows fire drill procedures as required by the Delta Fire Department. Fire Drills are held six times in each school year. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms. Three Earthquake Drills and three Lockdown Drills are also scheduled each year.

Emergency Preparedness

Sacred Heart School staff and our Emergency Preparedness Committee have developed a detailed plan to help assure the safety and well-being of your children in the event of an earthquake or other emergency. This plan includes responding to the Earthquake Early Warning System, training of staff and students in "duck and cover" and school "evacuation" procedures, hazard reduction and storage of supplies for first aid, search and rescue and long-term care. In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

1. No student will be dismissed from the school unless a parent, friend, relative or guardian designated by a parent comes and signs for him/her.
2. No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency Form. These forms are kept in binders that will be carried out of the building when we evacuate. This information is also included on the name-tags all students will be wearing once they have evacuated the school. PLEASE KEEP US INFORMED OF ANY CHANGES IN EMERGENCY CARD INFORMATION.
3. All parents or designated guardians who come for students must have them signed out at the office or at the alternative Student Release Station. If the school building is considered unsafe, we will assign the school field as the alternative Student Release Station. Signs will be posted if either of these alternative locations is being used. We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. Unclaimed children will be kept at the school for up to 24 to 48 hours. Subsequent arrangements will be posted at the school.

Traffic Safety

Everyone is required to follow the one-way traffic pattern and obey the rules as established by the school and respectfully follow the instructions of staff and parent volunteers on duty. Special care should be taken at the beginning and end of each school day.



Traffic Regulations

*Rules are in effect from 8:00 a.m. to 4:00 p.m., Monday to Friday. **The central issue is the safety of the children**, the goal to reduce the chance of accidents occurring. There are over 300 cars a day that drop off and pick up. This happens during a narrow window of time and traffic congestion occurs. Patience and safety are of utmost importance. The children will have these rules reinforced at school so they too can share in the responsibility of being safe. *Mr. Marshall, another staff member, or parent volunteer may issue a reminder if you are not following the safety rules.**

Traffic Flow

We will continue with the **one way traffic**. Entry during school hours (8:00am - 4:00pm, Monday to Friday) will be from the South Entry flowing north to the North Exit. All traffic, at peak times, will be directed to circle around the Monastery. There will be no parking along the back of the Monastery (the area to the left as traffic moves north behind the building).

The same applies to the overflow gravel parking area. All entry to the school property is, therefore, to take place from the **South Entrance**.

Reminder-The gravel area is for parents who are parking. Please do not use this area to drop children off or pick children up.

Drop-off/Pick-up Zone

Who should use the Drop off/Pick up zone?

The Drop-off Zone is meant for those children who can easily and safely get out of their vehicles in about a twenty second time frame. If your child is unable to do this, or if they need help getting out of your vehicle, you should use the parking areas.

For those using the Drop-off/Pick up Zone, please observe the following rules:

The Drop-off/Pick up Zone is a single file line between the North crosswalk and the South crosswalk. You are encouraged to drop off as far north as possible so as to allow those behind you the chance to move up.

Drop-off/Pick-up is on the right side of the roadway only.

Children are to exit only out of the right side of the vehicle.

When your child has exited the vehicle, the driver may merge into the left lane and proceed carefully out of the property.

North and South Crosswalk

Crossing the road during school hours (between 8am - 4pm) is **ONLY** allowed at the crosswalks. We have organized a crosswalk patrol (South Crosswalk) to help in this area. The staff and student crossing guards are responsible for safely getting children and adults across the driveway. Please follow their instructions and respect their decisions.



Parking

Parking will continue to be available in three areas: between the South Entrance and the North Exit on the west side, on the south side of the Parish Centre, and in the gravel lot (gravel lot parking is back in to stalls only).

Parking will be on a first come, first served basis. Once your child is safely on school property, you may wish to leave and free up a parking space for those later than you.

The parking lot in front of the school building are for Kindergarten only. A “K” should be prominently displayed.

The one reserved 24 hour spot in front of the school is for the successful bidder at the annual Dinner/Dance Auction. Please respect their right to park there at any time.

The handicap parking spot is for cars with a handicap decal.

There are many times when parents are helping in the school for extended periods of time. In these instances, you are encouraged to not park in front of the school as Kindergarten dismissal is at 2:50 pm. These parents, too, need a close place to drop off and pick up.

Please observe the “no parking” signs along the front of the school and across the North Bridge. For the sake of people leaving the school grounds, do not park along Arthur Drive at the north bridge exit.

Children and parents walking to and from the gravel lot are expected to cross on the inside paved part of the bridge, not on the dirt bulkhead.

Special rules for the end of the day

There is often not enough parking on the gravel lot at the end of the day to accommodate everyone. If your child can easily get into your car without your help, you may wish to pick up in the Drop-off/Pick-up zone. Be prepared to move forward in line as others leave. Pick-up is only allowed between the north and south crosswalks unless the child is accompanied by an adult.

Your child is only allowed to enter your car once you have moved past the south crosswalk. Once you have picked up your child you may turn into the left hand lane of the driveway and carefully exit. Remember to use your signal. Please do not leave your car unattended while in line.

Bicycle and Skateboard Safety

Students who ride their bicycles or skateboards are asked to follow all regular traffic and safety regulations such as the use of helmets. Students should walk their bicycles or skateboards through all crosswalks. No student is permitted to ride a bicycle or skateboard on the school grounds from 8:00am to 4:00pm. They should be walked during these times.