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SCHOOL SAFETY AND SECURITY TIPS FOR STAFF

A periodic publication of best practices in keeping schools safe

These **GENERAL SAFETY TIPS** can help keep our schools safe and secure:

- **SEE SOMETHING, SAY SOMETHING!**
Report any suspicious activity to the administration immediately.
- A safe school is a shared responsibility. Question any unknown person(s) in the building and direct them to the main office.
- Wear identification or visitor badges. People observed without visitor badges should be escorted to the main office.
- Communicate clearly expected procedures for visitors (e.g., post signage for Access Control System).

- Ensure that emergency number for police and fire assistance are posted near every phone.
- Ensure that students always have an adult present; never leave them alone.

SECURING YOUR VALUABLES also can help keep your school's environment safe!

- Secure all valuables in a locked drawer or cabinet.
- Ensure that valuables are not visible in your car.

**YOU ARE A VALUED PARTNER IN
THE SAFETY OF OUR SCHOOLS!**

Security Contact INFORMATION

CONTACT your field security coordinator or the Department of School Safety and Security at **301-279-3066** between the hours of 7:30 a.m. and 5:00 p.m.

CONTACT the Department of School Safety and Security after hours at **301-279-3232**.

DOORS: Key Safety and Security Areas

- Secure all exterior doors during the school day, including relocatable classroom doors. Do not open side doors for visitors; they should be directed to the front door.
- Lock classroom doors when the room is unoccupied.
- Keep exterior cafeteria and loading dock doors closed.
- Ensure that every teacher has a key to his/her classroom.