

## **Central Middle Safety Procedures**

Central Middle School has a crisis response team that frequently meets in order to anticipate, prevent and prepare a response to any emergency. The safety of all students and staff at Central Middle School is of great importance. The crisis team feels that it is vital to keep our parents informed of the following procedures.

**Visitor Check-In Procedures** – all visitors to Central Middle are required to sign it at our front entrance or our main office. Sign in sheets and visitor badges should be utilized when checking in and out. We ask that for the safety of the students and staff that you comply with this procedure.

**School Resource Officer** - Parkway School District utilizes a School Resource Officer Program. Central Middle School has a Chesterfield Police Officer assigned to the building, Don Schlemmer. Officer Don's office phone number is (314) 415-7851.

**Updated parent contact information** – Parents, in order to keep you informed in case of emergency, please be sure to update any phone number, address or cell phone number changes with the school registrar, Tanya Marth at (314) 415-7815. Our first form of communication with parents is our automated phone system, which will leave a message at all numbers listed in your student's personal information. It is important that we have current phone numbers to be able to reach you in the event of an emergency.

**Identification** - For safety and security reasons, each staff member in the building wears a name badge. This badge identifies them as a teacher, administrator, staff member, substitute or even student teacher. Therefore, we require each visitor in the building to wear a visitor badge. Visitor badges are available at reception desk near the front doors or in the main office. Please remember to pick up your visitor badge when visiting Central Middle.

**Emergency Drills** – Central Middle participates in fire, tornado, earthquake and lockdown drills for the safety of our staff and students. Teachers review the procedures with the students so they are familiar with how to properly react in each situation. Through information from weather radios and the National weather service, we are able to monitor impending hazardous weather conditions. We also maintain a close working relationship with Monarch Fire Protection District in order to observe fire drills, and conduct safety inspections.

**Evacuation Procedures** - If an emergency would require a long term evacuation, staff and students will move to an alternative site. Our first alternative site is the main gym at Parkway Central High School directly south of our school. If we need to evacuate the Central campus, our second alternative site is Ivy Chapel directly across Woods Mill Road from our school.

**Parent Re-unification** - In case of an emergency requiring evacuation of students, a message would be placed on our phone system, website, and sent to the news media in order to notify you of our new location. Transportation for the students would be provided as soon as possible. Secretaries and Counselors would be in charge of signing out the remaining students picked up from our alternative site. Parents or guardians picking up students will need to sign each student out individually and show photo identification before leaving with the students.