



Safety and Security in the Newhall School District



The safety and security of staff, students, parents and volunteers is a top priority in the Newhall School District. To that end, there are procedures that all staff must follow.

These include:

- Wearing (in a visible spot and not obscured in any fashion) current photo ID badges.
- Keeping designated doors closed and locked at all times and following administrators'/supervisors' directions regarding entry into common areas such as an MPR, school or other office.
- Keeping one's cell phone on or near one's person so that emergency calls can be made instantly. Staff should maintain, in their cell phone "contacts" list, the numbers of the principal, assistant principal, office manager and other key personnel specified by the principal/supervisor. Ideally, all staff have each other's cell number. The idea is to have more than one option for quick communication. Please understand that staff are not required to purchase a cell phone if they do not presently have a phone.
- Reminding visitors (who do not have a photo ID or visitor's badge) on campus or who are attempting to come on campus after school starts to report first to the office. NOTE: If the person looks suspicious, immediately contact the principal, assistant principal, office manager or other designated staff.
- Maintaining vigilance and reporting any suspicious activity immediately to a designated contact or, if an event is in progress, calling 911 *before* making a report to a designated contact.
- Fully participating in all active shooter, lockdown and other emergency drills and safety/security trainings.
- Viewing the video *Run, Hide, Fight: Surviving a School Shooting*. Your site administrator(s) will coordinate the viewing.