



Safety, Emergency Notification and Lockdown Information

The safety and security of every child at Kingsbury Country Day School is paramount. School policies and practices are designed to keep students safe. Classroom and playground rules minimize risks and encourage safe learning and play. Our school has the following emergency procedures in place:

- Staff is trained in CPR and first aid.
- Detailed emergency protocols are drafted annually and reviewed by the safety team. Emergency protocols are reviewed annually with staff.
- Video security surveillance equipment is installed throughout all buildings and on exterior walls to monitor the property.
- The phone system has an emergency paging capacity
- All staff are equipped with walkie-talkies for day-to-day and emergency communication
- Exterior classroom doors are locked and cannot be opened from the outside. Interior classroom doors have night lock safety locks installed
- All entry traffic to either building runs through one door through the main entrance ● Signs at entrance points clearly indicate that all visitors are expected to sign-in at the building's office
- Fire, tornado, safe shelter, lockdown, and evacuation drills are conducted in compliance with state regulations
 - Drills are conducted to identify safe places around the school and to model the type of behavior necessary to ensure staff and children are safe from dangerous situations as quickly as possible
 - Six fire drills, three lockdown/safe shelter drills, two tornado drills, and evacuation drills are conducted throughout the school year.
 - These drills are conducted in partnership with the Addison Township Fire Department, Oakland County Sheriff's Department, and the Oakland County Homeland Security Division
 - During practice lockdown drills, entering and exiting the buildings will be

- restricted for approximately 15 minutes
- Drill summaries are posted on the school's website and reported to the state

In the rare event that a parent or parents learn of an emergency at the school through public or social media, they must refrain from contacting the school. The school's Emergency Response Team may be engaged in critical conversations with local fire and law enforcement agents. Incoming calls from parents could interfere with the ability of school officials to focus on discussions with authorities adequately. Updates and information will be available through the automatic phone, email, and text system once the critical emergency has subsided and it is safe to resume outside communications.

Under no circumstances should parents call their child or children on personal cellular devices. Under emergency situations, all student phones will likely be silenced to prevent students from being distracted during times when vital information is being communicated. Also, ringing cell phones could draw undesired attention to an otherwise safe area. Of course, during emergency situations, parents need to know that their child or children are safe. Please be assured that the administration and staff of Kingsbury Country Day School consider their students' safety to be paramount and will do everything in their power to keep them out of harm's way.

Kingsbury Country Day School is a very open and inviting place where influences from the world about us cannot be completely excluded. Parents are vital allies in reporting problems and concerns to the school administration and by monitoring items that are brought to school by their children.