

Safety Procedures for Schools

Please read through the following procedures to follow in case of an emergency during a Book'em Volunteer visit.

- Each school should have a camera intercom system at the front entrance with a button you have to push. If asked over the intercom, tell them you are a RIF reader with Book'em. They will unlock the door electronically. **Do not hold the door open for any other visitors.**
- There are safety vestibules at most, if not all, MNPS schools. This is an added layer of security to limit access to the school in case of an emergency.
- You can expect locked classrooms, badge required entry for staff, security cameras, instant background checks for visitors (by scanned IDs), and visible MNPd presence at elementary schools.
- Schools are required to conduct routine emergency drills and/or exercises. If you are in school during a drill, please follow the instructions of the school staff. They will direct you. If it helps to understand what may happen, the following terms may be used:

**Lockdown* – This is implemented when there is a potential threat of any nature that requires all classrooms and exterior doors to remain locked and no student or guest movement inside or outside of the building as the school implements its crisis response plan. The hallways are cleared. If you are in the book room at Cockrill Elementary, quickly check the hallway for students/staff. Bring them into the book room, lock the door (key is hanging next to the door), turn off the light, cover the glass portion of the door with the fabric curtain provided, move out of sight of doors and windows, and answer the phone when/if it rings. That is how the staff will account for everyone in the building. If you are at your RIF school, stay in your classroom and follow the teacher's instructions. If you are in the hallway when a lockdown is announced, go to the nearest classroom.

**Lockout* – This occurs when there is a threat in the area that is not school specific but could affect the school. No one is allowed to transition in or out of the building. Metro PD will be working with MNPS security department and maintaining ongoing communication with the school until an all clear is given. All outside activities come inside. If in the book room, lower the blinds. Normal activity may occur indoors. Check the hallway before entering it for unauthorized guests. You will not be allowed to leave or enter the building until the lockout is cleared.

**Shelter in place* – This is for weather related events. Please follow the directions of your teacher. If in the book room, consult the instructions hanging by the door.

**Fire drill* – Leave the room or hallway and follow the classes closest to you. If needed, see the instructions hanging near the door in the bookroom.

For information on Safety & Security at MNPS, please use this [link](#).

