

## **Coonley Safety Procedures**

We always complete all of our school-wide safety drills in the fall in order to remind (and alert new students) of our safety procedures. We continually reflect on opportunities to make Coonley an even safer learning environment for our students, but we depend on the cooperation of our community. We will continue in our efforts to control the flow of people in and out of the building. We ask that parents only enter the building through the main entrance. Students may enter in the morning through various staff monitored doors. All visitors must sign in at the security desk, which is located on the lower level to the right/north of the main entrance.

### **Drop Off**

We ask that all parents please drop students off at the designated outside line area. Please refrain from walking students directly to the classroom, unless you have a previously scheduled appointment with the teacher. If you have a scheduled meeting with a teacher please check in at the main office before proceeding to the classroom.

### **Car Safety: Drop Off and Pick-up**

Once again we implore parents to refrain from dropping off or picking up in front of the school. These areas are reserved for buses. Please park legally (not in crosswalks) in the neighborhood. We must be respectful to our community. Please use the Kiss n Go on Bell Ave. if you would like to drop off.

### **Safety Drills**

- Fire Drill/Evacuation- Chicago Fire Department comes throughout the year to assist with evacuation procedures
- Shelter-in Place/Disaster- Students practice procedures for finding safe locations within the building in the event of severe weather
- Lockdown- An emergency drill to account for various crisis situations, including a situation that may involve an active shooter
- Allergen- Staff education, as well as practice of emergency procedures if there was an adverse allergic reaction
- Bus Evacuation- Bus evacuation drill for all students