



### **Safety & Security Document**

*This document is designed in part to inform you of emergency procedures related to safety and security at the Livingston Area Career Center and also to be kept on file as a means to contact you in the event of an emergency. Therefore, we request that you return one copy and keep the other copy for your records.*

#### **Emergency Procedures Related to Safety and Security**

A **Code Yellow** is announced when there is a situation in the building which requires medical or other attention. It may also require the notification of Law Enforcement personnel, the Fire Department or Ambulance personnel. In the event of a **Code Yellow** our classroom procedures are as follows: Secure the classroom: ensure door(s) are locked; Continue to conduct class as normal until further notice; Keep students calm and occupied; No one leaves the classroom – no exceptions. When appropriate, an “all clear” announcement will be made. In the rare event that there is an immediate threat to safety and security at the Livingston Area Career Center procedures have been put in place in accordance with the Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) program. It is our number one priority to keep the children in our care safe. It is our goal to be prepared should an emergency situation occur. Each year we discuss possible situations, practice several scenarios, and stress the importance of how to react appropriately. We intend to remain calm and focused as we realize that our reactions impact the safety of the children. We also ensure regularly that our emergency supplies are stocked and easily accessible. If you have any specific questions or concerns regarding these procedures please feel free to contact us. Career Center Director, Tera Graves (815) 842-2557; tgraves@pontiac90.org ECE Instructor Amy Richardson (815) 842-2557; arichardson@pontiac90.org

**Emergency Contact Information:** Child’s Name: \_\_\_\_\_

1<sup>st</sup> person to contact:

Name: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to child: \_\_\_\_\_

2<sup>nd</sup> person to contact:

Name: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

\_\_\_\_\_ Relationship to child: \_\_\_\_\_

***Please sign that you have read and understand the procedures related to safety and security.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_