

Safety Monitor and Hall Monitor Job Description 2011-2012

Safety Monitors should assist the Religious Education Programs in the following ways:

- Be the first happy welcoming face the children see when they come to Blessed Kateri.
- Be aware of all Safe Environment Program Policies and follow them.
The information is in the Safe Environment Program Handbook.
Emergency Evacuation Procedure is on the back side of this paper.
- Sign your name on the sign-in sheet letting us know that you are here.
Please be on time. Call the Religious Education Office if you can't come in or if you will be late. Our phone number is: 661-296-6945 x7902.
- Wear an orange safety vest located near the drinking fountain next to the Confirmation Office.
- Before Class Safety Monitors: Arrive at your assigned location **at least 15 minutes before class begins**. 5 minutes after the children enter the classrooms, you may leave.
- After Class Safety Monitors: Be at your assigned location **at least 10 minutes before classes are dismissed and stay at least ten minutes after classes are out**.
- Hall Monitors: Please be in the hallway at least 15 minutes before classes start and 10 minutes after classes dismiss.
- Outside Posts: Rose Garden and Red Curb:
Parents may drop their child off at the safe zone near the rose garden. **They may NOT drop them off at the red zone curb**. Outside safety monitors are to direct the flow of traffic. If there are ANY problems, direct the parent to the RE office.
- Inside Posts: Glass Door, Hall Monitor, Religious Education Office Doorway and Vestibule:
Please help ensure that the children are behaving in the hallway and only in the RE hallway. **The children may not be in the classrooms without adult supervision**. No rough housing, hitting or taunting others. They are to line up quietly against the walls until their catechist is ready to let them in the room. Give children that are acting up gentle but firm direction on the proper behavior. If they ignore you or are disrespectful bring them to the RE office.

Inside safety monitors are to direct the flow of people. Parents are to enter through the RE staircase and exit the building through the stairwell by the RE office. Elevator use must be kept to a minimum. Direct any uncooperative parent to the RE office.

Be aware of visitors. Visitors must check in with the RE Office and receive a Visitor's Badge.

Parents who pick up children early from class need to check in with the RE office first. Someone from the RE office will bring the parent to the classroom to pick up the student.
- Children are to be released only to an adult on the Carpool Release Form. Children will remain in their classrooms until they are picked up. If they are not picked up in a timely manner they are to be brought to the RE office for safe keeping. No minor is to walk out of the building alone.
- Always ask us questions. We want to hear what you have to say especially about any needs, wants or safety issues.

As you can see, your role is EXTREMELY IMPORTANT to our program. THANK YOU for ensuring the safety of God's children. We couldn't do it without you!

Emergency Evacuation Procedures: Elementary

In the case of a fire or earthquake emergency the following procedure shall be in place:

- 1) Adults must stay calm to minimize the anxiety of the children.
- 2) **In the case of an earthquake:** Immediately duck and cover until shaking has stopped. Once it has stopped line the children up in the classroom. Once they are lined up and orderly leave the building immediately. *DO NOT* wait to be directed to evacuate.
- 3) **In the case of a fire:** Immediately line the children up in the classroom. Once they are lined up and orderly leave the building immediately. *DO NOT* wait to be directed to evacuate.
- 4) It is very important that the children remain calm and silent as they leave the building. This may be a life and death situation – do not be afraid to be stern if needed to get the children’s attention and cooperation.
- 5) The Catechist will lead the children and the aide will follow at the end of the line.
- 6) Safety Monitors need to position themselves at the exits to assist with the flow of people out of the building.
- 7) The Catechist will take the attendance record with them to the safe zone in the north parking lot.
- 8) **Rooms 1,2,3**
In the case of either a fire or an earthquake: will exit via the Religious Education Office stairs. The Catechist will lead them through the glass doors in the foyer by the patio, down the outside stairs, along the side of the building, around the upper driveway and out to the north parking lot to their safe zone, which is a parking space with their room number painted on the black pavement. *DO NOT ENTER THE TUNNEL.*
- 9) **Rooms 4,5,6 and YR**
In the case of either a fire or an earthquake: will exit the building via the stairs by the Youth Ministry Office, go around the upper driveway and out to the north parking lot to their safe zone which is a parking space with their room number painted on the black pavement.
DO NOT ENTER THE TUNNEL.
- 10) The first class aide to the upper driveway shall stand at the base to block all traffic as the children evacuate.
- 11) Each class shall stay lined up and separated from each other while in the safe zone.
- 12) Attendance will be taken as quickly as possible upon arrival at the safe zone. Any missing children *MUST* be reported to the Elementary Coordinator, Director of Evangelization and Lay Formation or other Religious Education Office staff **immediately**.

Staffs Role

- 1) Immediately upon the exit of the children, the staff member in charge will do a complete sweep of all classrooms/storage areas/bathrooms to ensure all children are out of the building C-Kateri Faith Center. They will move the emergency barrel in the foyer to the far end of the patio, near the stairs. They will then join the children in the safe zone.
- 2) The staff member in charge will check with all catechists to ensure that all children are accounted for.
- 3) Once the building has been evacuated **NO ONE** shall enter it until the all-clear has been given by the fire dept.
- 4) Upon receiving the all-clear, the classes shall return to the building in the same manner that they evacuated.

In the case that the all-clear does not come and parents arrive to pick up their children the following procedure shall be in place:

- The Staff member in charge is responsible to ensure that all children and parents are safely united. They must create the atmosphere authority and calm to keep all parties safe.
- The Catechist and Aide must control the children’s exit. They must be physically handed over to their parent to ensure their safety and our accountability.
- **Do Not** allow them to run to their parents. They will likely be anxious, but you must control the situation.
- **In the event that a Catechist is experiencing difficulty with a parent or carpool designate, they are to be directed to the staff member in charge.**