



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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SAFETY AND SECURITY GUIDELINES FOR SCHOOLS | 5012.3

Building administrators are to comply with the following guidelines to ensure a safe campus:

1. Principals will update emergency plans annually. A copy of these plans is to be forwarded to the Office of the Assistant Superintendent for District Operations by October 1 of each year. Plans must be shared with building staff before October 1.
2. Lockdown and evacuation drills are to be conducted on a regular basis.
3. As required by the State Fire Marshal, fire drills are to be completed each month that students are in attendance. Notification of the date and time of each drill must be communicated to the Supervisor of Security and Public Safety.
4. All entrances to school buildings shall be locked to visitors while students are present in the buildings. The exception to this rule is buildings that do not have intercom-equipped door systems. For these buildings, one main entrance may remain unlocked.
5. All visitors are expected to use the sign-in system located in the main office of each school and display the printed badge. District staff shall ask for photo identification. School staffs are to be vigilant for the presence of strangers in the building who are not wearing visible visitor identification. Staff should report suspicious persons immediately.
6. Buildings, playgrounds, and athletic areas are to be maintained according to code standards and inspected regularly. Safety concerns are to be reported immediately to the Chief Custodian.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.