

## **Safety Info for Fair Oaks:**

**Safety is our first priority!**

Henrico County Safety Information Website: <http://henricoschools.us/health-safety/>

Henrico County Crisis Preparedness Handbook to download: <http://henricoschools.us/pdf/HealthSafety/CrisisPreparedness.pdf>

**The hours of operation are: 7:20 am – 4:00 pm**

**\*\*All parents and visitors are to enter through the office door only located in the back of the building.  
Please have ID ready to be checked\*\***

At Fair Oaks Elementary School, safety is our first priority. We practice with our students and staff throughout the year for an emergency. The following drills are completed each school year:

\*Bus Evacuations

\*Fire Drills

\*Tornado Drill

\*Earthquake Drill

\*Hide and Lock Drill

\*Lockdown Drill

\* Evacuation

Any others needed

### **Traffic Safety:**

**Morning Arrival** is between 7:20 and 7:40 am. The school doors are opened at 7:20 am. As shown in the diagram below, all buses (special education and regular education) will enter and exit through the designated bus ramp off Jennings Road. For daycares and parent cars, they will drop off students in the front loop off Jennings Road and will be met by a teacher or admin.

**In the afternoon**, students who ride the bus are dismissed with their teacher walking them out of the bus loop door and to each individual bus. He/she checks out with the administrator at the bus loop. In the afternoon, Kg students that are parent pick up or ride a daycare van are walked to the cafeteria by two staff members. 1st - 5th graders who are daycare or car rider, report to the cafeteria when their class walks to the bus. Between 2:00 and 2:30 pm, the Daycare & Car Riders students wait in the cafeteria for dismissal. Parents will drive to the back of the building and the students will be dismissed from the back door with a teacher walking them to their car. Daycare students are dismissed through the front door near the cafeteria when their daycare arrives in the front loop. A staff member walks them out to their daycare. After 2:30 pm, students are placed in the front office for dismissal & sign out from there for both late daycares and parent pickup.

# Fair Oaks Elementary Traffic Safety Plan

