

# San Diego Hua Xia Chinese School Safety Patrol Duties

Safety patrol is a very important part of our daily operation. Your performance is the key to keep our children safe. I ask you to please take your job seriously. There are rules and guidelines need to be followed. **You are a role model for all the students.**

- STAND ALERT. Keep your attention on the traffic and student behavior.
- DO NOT try to touch, grab, push or in anyway restrain any student at any time. (If there is a problem with a student's behavior, the patrol person should get help from a teacher or the office).
- Inappropriate behavior could lead to your dismissal from the patrol team.

## BE ON TIME - NEVER TARDY

Being on time is important for the whole team. If you are not there doing your job, somebody else has to cover your part **as well as** theirs. Don't let the team down. Be there to do your job.

## BE ALERT - BE RESPONSIBLE

YOU NEED TO ALWAYS KEEP YOUR EYES ON THE TRAFFIC.

This is very important so you can judge the timing of the cars.

Safety rules instructions to parents and students:

- Pulling forward to drop off student and in a timely manner.
- Student Walk - DO NOT RUN. Watch for upcoming vehicles.
- Fighting is absolutely forbidden at any time any place.

If a student does not follow your instruction, you will need to report their names and information to the team leader. There are forms in the office to be filled out. You are responsible to report all incidents you observe.

If a car moves on campus in an unsafe manner, write down the license plate number, color and make of the car. Describe the driver.

## ACCIDENTS - In Case AN ACCIDENT HAPPEN

1. STAY CALM!
2. Send someone to or call the school office for help right away. Ask the office to report the accident or request an ambulance or call police when it is necessary.
3. Make sure students leave the scene. Keep the crowd away from the accident scene.
4. If victim is injured, NEVER Try to MOVE THE PERSON.
5. Write down everything you saw or have done. Your notes can be very important.

## **EQUIPMENT**

**Safety vest** - Each patrol person must wear an orange safety vest. This is important because you are easy to be identified; it shows authority, visibility and safety.

**Orange Cones** - Use the orange cones to create routing to help the traffic.

**It is your responsibility to take care of your equipment.**