



Safety Procedures  
Migrant Education Team  
**Las Piedras ISD**

<b>Emergency Contact (office)</b>	123-456-7890
<b>Alternate Emergency Contact</b>	J. Lopez (friend) 444-444-4444
<b>Code Word</b>	Cooper
<b>Go-to-Lines</b>	I just remembered, I need to get Cooper to the vet.

**General Procedures—Before the Visit**

Inform the supervisor and/or support staff of my destination.	Share my schedule (via Electronic Calendar) and travel map with my supervisor and/or support staff.
Review any possible concerns of violence/crime in the area.	Identify who will be driving. Make sure the vehicle is in good condition.
Review weather forecast.	If traveling with a team—agree on a common place for the team to meet in case we are traveling together or in case of an emergency.
Prepare materials and place it on an accessible place in the car.	Call the contact to confirm appointment date, time and location. Kindly ask parents to secure any pets prior the meeting time.
Check my cellphone to make sure I have enough battery.	Print routes and maps.
If possible, invite a colleague to join me.	Identify key places (hospital, restaurants, fire stations, church, town hall, police station) near the area to visit.
Dress comfortably and according to the weather forecast and area to visit. (Avoid excessive jewelry, scarfs, big purses)	Place ID and credit cards in pocket along with the car keys and charged cellphone.
Assign “guardians” on my bSafe phone application.	Set up route on GPS.

**General Procedures—During the Visit**

<b>Parking—</b> Park near the hone in a way that I can make a quick exit if necessary. Do not bock anyone’s parking space. Try to do reverse parking.	Secure all valuables in my car away from sight.
Inspect surroundings. Sit near an exit or facing the hallway so I can view hall and bedrooms.	
In case of an emergency-call 911 and if possible, use the bSafe app to alert my “guardians”.	