

## ***Safety and Security***

Maintaining a safe and secure environment is of the highest priority. Therefore, we at Twinbrook Elementary School would like you to know that we continue to be vigilant in ensuring our school is properly secured.

To enhance the safety and security of students and staff, exterior building doors, with the exception of the main entrance doors, are properly closed and secured throughout the school day. We ask that all visitors to the school follow the school's visitor sign-in procedures. **All visitors should have either a visitor's sticker or a MCPS ID badge.** If an unknown person is walking through our hallways, staff will direct the individual to the office to follow proper sign-in procedures.

Additionally, Twinbrook has an established "Parent/Child Reunification Process (PCR)." In an event of an emergency, a PCR site will be established at a safe and secure location for reuniting parents with their children. Depending on the emergency, the PCR area could be anywhere on Twinbrook's campus or it could be one of our designated off campus sites below:

Twinbrook Rec. Center—1220 Twinbrook Pkwy

Halpine Church—5606 Halpine Road

Our PCR procedures consist of three steps. Step 1—Parents will be asked to present ID to staff to pick up their child. Step 2—Staff will locate the student and escort him/her to the PCR area. Step 3—Children will be released to their authorized guardian.

We remain alert and will report any suspicious or disruptive activities or persons to the appropriate public safety agency. If you have questions or concerns at any time, please contact Ms. Cobbs or Mr. Payne.

Please accept our appreciation for your continued efforts in making Twinbrook a safe and secure learning and working environment for students and staff. If you have suggestions that might improve our procedures, do not hesitate to let us know.