



Redlands Adventist Academy Security Procedures

(Updated August 5, 2024)

RAA VANS

- **All drivers must be 25 years of age or older** and have been cleared to drive school vehicles.
- It is required to always have two licensed adults in each vehicle when transporting students on long trips. A driver should not drive for more than three (3) straight hours.
- Upon your return, vans should be parked (backed in) by the gym (*south side*) and all trash and personal belongings should be removed.
- When parking the vans, lock the steering wheel and put on The Club (if there is one) and ensure van doors are locked.
- All gates are to be immediately closed and locked.
- RAA vans are not to be used for personal purposes.
- Drivers must complete the mileage log on the clipboard in the van at the beginning and end of the trip.
- Vans will be assigned/used as follows:
 - a. For roundtrips less than 100 miles, vans will be assigned starting with DOG 1, then DOG 2, etc.
 - b. For roundtrips more than 100 miles, vans will be assigned starting with DOG 4, then DOG 5, etc.

RAA GYM

- The gym is for RAA student practices and games or other activities specifically approved by Administration.
- The gym is not for personal use.
- Please clean and put away all tables and chairs. Report damaged tables/chairs to the office.
- Please clean the gym at the end of use (throw out trash, collect clothing, etc.)
- Please turn off all lights in the gym and locker rooms after practices and games.
- Fans are to be turned off after practices and games.
- Coaches (last ones out) are responsible to close and lock all doors and gates.
- The gym is to be closed one hour BEFORE sunset on Fridays.
- The gym may be opened on Saturday one hour AFTER sunset.

GATES

- All gates should remain closed at all times.
- All personal (non-RAA) vehicles are to be parked outside of the gated campus in appropriate parking spaces during school hours.
- Drive-through gates are to remain locked as other teams' players and guests arrive. They are to park outside of campus in appropriate parking spaces and enter the field or gym through the walk-thru gates which should be propped open by the coach. The staff member or coach who is last to leave is responsible for closing and locking all gates.
- After 5:00pm the gates leading onto campus may be opened to allow for parking in marked spaces.

FOBS

- Coaches arriving during school hours should check in at the office.
- Fobs (keys) are to be used for the designated purpose (sports) for which they were given and only at the designated times/days approved.
- Fobs will be deactivated after the season for which they were given and reactivated when the new season begins or when requested by the Athletic Director and approved by Administration.
- Fobs may only be used by the individual to whom they are assigned. Do not loan your fob to another person or coach.
- Fobs may not be used to give access to any other person(s) or entities without express permission by Administration.

BEFORE AND AFTER PRACTICES AND GAMES:

- All gates leading to campus are to remain closed and locked while school is in session.
- After school hours the walk-thru gate in front of the gym may remain open for athletes to arrive for practices/games and to leave when finished.
- Once practices or games are over, the last coach to leave is responsible to close and lock all gates, even when cars still remain in the parking lot.
- When other school activities take place concurrent to athletic practices or games, the last responsible staff member or coach is responsible for closing and locking all doors and gates leading onto campus.

EMERGENCIES

- When emergency responders are dispatched to respond to an emergency, there is a lock box with the key to the drive-through gates closest to the school office for emergency vehicles to be able to enter the campus.
- Report emergencies outside of school hours by calling the Athletic Director or Principal.

I, the undersigned, have read this document and agree to abide by the Security Procedures herein.

Print Name of Coach

Date

Signature of Coach