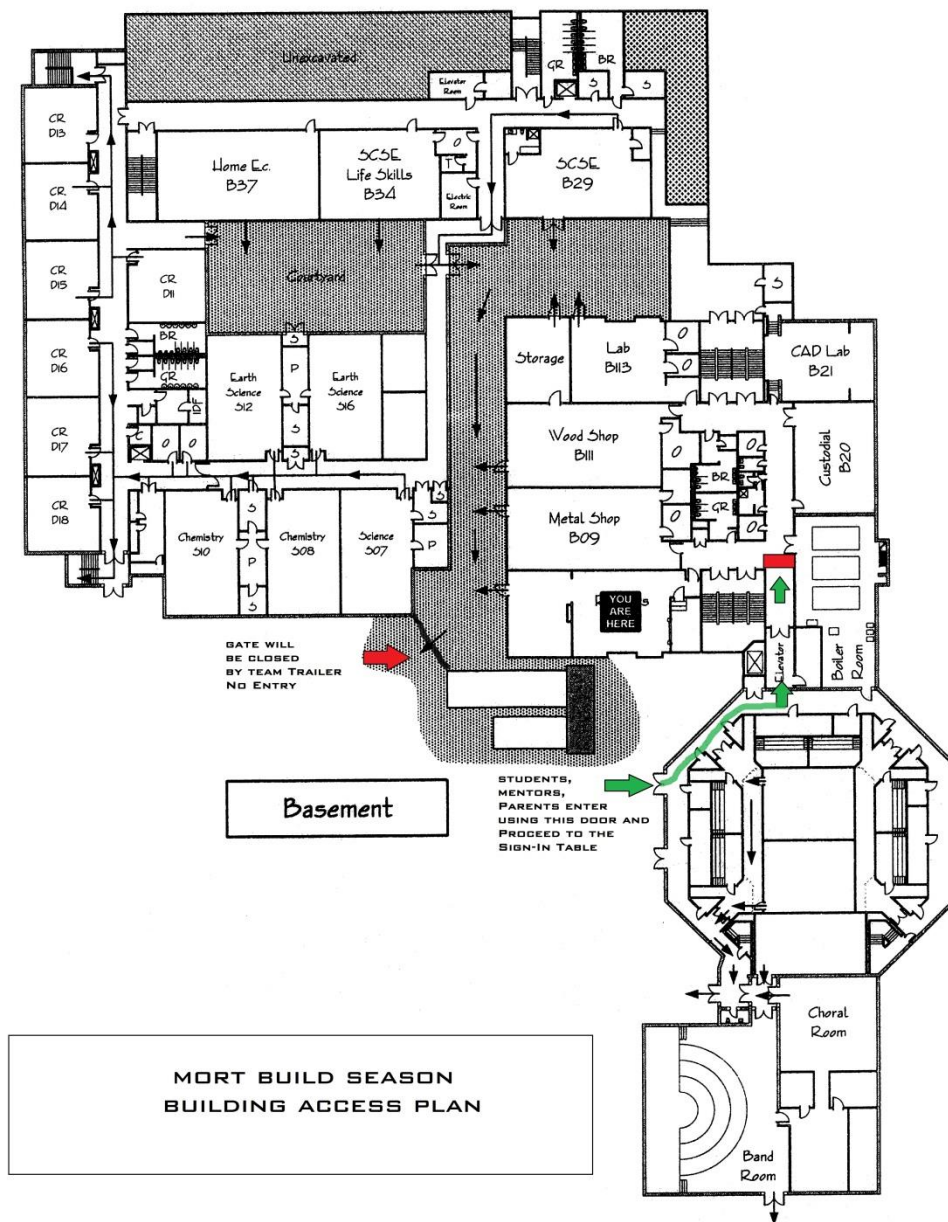




## MORT Facilities Security Plan

1. All students, mentors and parents must enter the MOHS via the door to the right of the back entrance stairs and then proceed to the Sign-In Table. See map below.



2. The gate by the team trailer area in back of the Robotics Room will be closed during all team meetings. No entry is permitted via the back doors.
3. All back doors will be kept closed, no pins in doors or doors propped open with blocks of wood, etc.
4. Upon arriving to the Sign-In Table, students will be signing in using the QR Code Badges which the team will provide each student member. At the end of the meeting, the student will then badge out at the Sign-In Table and turn in their badge for the team to hold on to until the next meeting. No student is permitted to take their badges home.
5. All students, mentors and parent volunteers will be required to wear their name badge during team meetings.
6. Visitors to our program during meeting times will be required to check-in at the Sign-In table and receive their visitor badge.
7. In the event of an emergency, the team members are required to exit the building and assemble over at the adjacent softball field. Once assembled further directions will be provided at that time by school administration and/or local authorities.
8. Lead Mentors will have access to hand held radios to ensure open lines of communication during our team meetings.
9. Any team member found violating any of these safety/security procedures will be reported to Mr. Stansberry and Mr. Kramer for disciplinary action which could result in removal from the team.
10. Safety and Security is a team effort and we need EVERYONE'S support of these new procedures.
11. Any parent who is interested in helping work our Sign-In Table during our team meetings, please email Mr. Bodmer at [dbodmer@mtoliveboe.org](mailto:dbodmer@mtoliveboe.org) or Parent Support Coordinator - Mrs. Susan Mills at [sjmills@verizon.net](mailto:sjmills@verizon.net). We need everyone's help to ensure the safety of our team! Team meeting times are Mon-Fri, 6:30 -9:00 PM; Saturday 9:00 AM -5:00 PM; Sunday 1:00-5:00 PM.
12. Students will not be permitted to leave the team meeting for lunch on Saturday unless signed out by their parent/guardian. The team will provide Saturday Lunch so there is no need to leave the school grounds for any reason. All other meeting times begin after lunch/dinner eating times and students will not be permitted to leave the meeting for meals.
13. If you see any unsafe conditions, strangers in the building, etc. please report them to a team advisor immediately.