

Personal Safety Reminders For RPS Staff

With daylight savings time comes some dark mornings. Many of us are arriving to work before the sun starts peeking out. Below are just some reminders of things you can do to help ensure your safety.

- Have your phone accessible, use the flashlight if needed
- Make sure your access badge is out and ready to swipe to get in the door.
- Be extra aware of your surroundings. Look around as you drive into the parking lot
- Park in well lit area
- If parking lot light timers do not have the lights on when you arrive, have a work order put in to correct this. (Using FMX)
- After parking, wait a minute or two to see if someone else arrives you can walk in with
- Trust your gut, if something feels unsafe, look around and identify why
- Always report any suspicious activity, if you notice something that does not look right, delay going in or out of the building. If needed call the police, Richmond Non-Emergency is 804-646-5100 and of course 911 in case of an emergency.
 - Did you know you can text 911? Although a call is quicker, if you are in a situation where you cannot call for some reason, just put 911 in your "To" and text your message.
- The below numbers can be used to reach Safety and Security and Facilities
 - Safety and Security: 804-780-8550
 - Facilities: 804-780-6112
- It's also a great time to address your "Spring Safety Checklist"
 - Change smoke alarm batteries and check carbon monoxide detectors
 - Develop or review your home family emergency plan
 - Update supplies in first aid kits
 - Check fire extinguishers
- Mitigate daylight saving time's effects on health
 - Seek sunshine, open blinds if possible
 - Focus on driving safely
 - Get plenty of sleep (that is a tough one)

Safety Reminders for Students

For Bus Stops:

- Arrive early: Students should arrive at the bus stop at least five minutes before the scheduled pickup time. Students in grades Pre-k to 2 should be accompanied by an adult.
- Be visible: Encourage students to wear bright-colored clothing or reflective gear, especially during early morning hours when visibility might be reduced.
- Be alert: Remind students to be aware of their surroundings and avoid distractions like cell phones or loud conversations while waiting for the bus.
- Wait on the sidewalk: Students should wait on the sidewalk or designated waiting area, away from traffic to the greatest degree possible.
- Board safely: Students should wait for the bus to come to a complete stop before approaching and board in an orderly manner.
- Use the handrail when boarding and departing the bus.
- Do not place or store anything in the aisle of the bus to prevent tripping hazards.

If there are concerns to be reported or additional information is needed, please call Transportation's Customer Service line: 804-674-1234