



CRISIS MANAGEMENT PLAN

Revised 2017

The primary consideration in any crises situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual crises situation, all school personnel, instructional and non-instructional, will be required to remain in the building until they are dismissed by the Superintendent.

EVACUATION

A. When a crisis occurs, the Superintendent shall decide whether or not to evacuate the school. An announcement will then be made to inform staff and students of the crises procedures that will be followed.

B. If a decision is made to send students home or to a predetermined site, attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students. The professional and support staff members will supervise the orderly evacuation of the building.

1. If time permits, all students will go to their lockers, unlock them, take a coat if applicable, and return to class leaving lockers open.

2. The Superintendent or Security staff will assign and instruct the members of his/her staff to positions that allow "free-flow" of traffic on and off school property.

3. Teachers should take class rolls, including, addresses and telephone numbers of students as well as emergency information.

4. Teachers will remain (or return) to their regular classrooms and remain with their students.

C. In case of a bomb threat, the Local Police Department and the staff may assist in searching the building.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

FIRE/TORNADO DRILLS

Pursuant to P.A. 2012 regarding emergency drills, each school K thru 12 in the state of Michigan are required to perform the following drills per school year:

5 Fire Drills

3 Lockdown Drills

2 Weather Emergency Drills

1 Crisis Emergency Drill

The school district shall prepare and distribute fire drill procedures whereby:

A. All personnel leave the building during a fire drill;

B. The plan of evacuation provides at least one (1) alternative route in case exits or stairways are blocked;

C. Teachers, when the fire alarm sounds, caution students to walk silently and briskly from the building to a specified location, close all windows and doors of room and turn out lights, if possible, before leaving, check to make sure any disabled students requiring assistance are being assisted properly, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for.

D. A list is compiled of all disabled students in the building who will require assistance in exiting the building together with the assignment of a staff member or non-student volunteer in

the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist a disabled student when the evacuation signal is given and he/she is in another area of the building such as the gym, all-purpose room, or lunchroom.

Security shall document that each fire drill was conducted in a proper manner and submit such documentation to the District Compliance Officer at the end of each school year.

UNUSUAL SITUATIONS

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

A. Student or staff member held hostage

1. Isolate the area. **DO NOT** make a P.A. announcement or sound the fire alarm. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.

2. Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.

3. Notify the Superintendent.

4. Develop a list of casualties, if any.

B. Intruders in building or on school property

1. Call Security.

2. Security may remind them of trespassing law.

3. Notify the Main Office.

4. Avoid any physical conflict or loud verbal altercations.

The Superintendent or any staff member who is involved may notify Police if intruders do not leave and/or call for the assistance of other members of the staff.

ACTIVE SHOOTER SITUATION

Try to remain calm.

Try to warn other faculty, staff, students and visitors to take immediate shelter.

Proceed to a room that can be locked or barricaded.

Lock and barricade doors or windows.

Turn off lights.

Close blinds.

Turn off radios or other devices that emit sound.

Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.

Silence cell phones.

Have one person call 911 and provide:

"This is Detroit/Redford Service Learning Academy (give your location), we have an active shooter on campus, gunshots fired."

If you were able to see the offender(s), give a description of their sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity - if known.

If you observed any victims, give a description of the location and number of victims.

If you observed any suspicious devices (improvised explosive devices), provide the location observed and a description.

If you heard any explosions, provide a description and location.

Wait patiently until a uniformed police officer, or a school official known to you, provides an "all clear."

Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or school official.

Rescuing people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

Try to remain calm.

Try not to do anything that will provoke the active shooter.

If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).

Call 911, if possible, and provide the information listed in the first guideline.

If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

If you are in an outside area and encounter an active shooter, you should:

Try to remain calm.

Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).

Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.

Try to warn other faculty, staff, students and visitors to take immediate shelter.

Call 911 and provide the information listed in the first guideline.

Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.

Identify threats such as improvised explosive devices.

Identify victims to facilitate medical care, interviews and counseling.

INVESTIGATION

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first

responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Do exactly as the officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.