

Escuela Avancemos!
Academy

**SCHOOL SAFETY
PLAN**

2018-2019

Revised September, 2018

Escuela Avancemos! Academy

ESCUELA AVNCEMOS! ACADEMY CRISIS INTERVENTION TEAM			
Title	Name	Work Phone	Home Number
Executive Director	Stephanie Yassine	(313) 596-0079	(313) 405-0300
Principal	Sean Townsin	(313) 596-0079	(248)-996-7705
Administrative Manager	Shan'Ta Johnson	(313) 596-0079	(248)-298-9573
Dean of Students	Lyndsey Norman	(313) 596-0079	(313)-671-2746
Main Office Coordinator	Sanjuanita Alvarez	(313) 596-0079	(313)-409-4172

School: Escuela Avancemos! Academy
Address: 3811 Cicotte, Detroit, MI 48210
Executive Director: Stephanie Yassine
Primary Entrance Location: Cicotte Street
School Year: 2018-19
Telephone: (313) 596-0079
Fax: (313) 596 -0077

DISTRICT EMERGENCY TELEPHONE NUMBERS	
DEPARTMENT	TELEPHONE NUMBER
Local Police Department	13 th Precinct / Central District
Wayne County Sheriff Department	(313) 222-4222
Michigan State Police Department	(313) 256-2990
Local Fire Department	911
Wayne RESA	(734) 334-1583
Henry Ford Hospital	(313) 874-0224
Electric –DTE	1(800) 477-4747
Gas – DTE	(313) 965-0070
Water –Detroit	(313) 964-9000
Poison Control Center	(313) 745-5711 or 1-(800) 764-7661
Health Department	(313) 456-1000
FHA – Protective Services	(313) 456-1000
Environmental Control	(313) 882-9071
Public Lighting	(313) 224-0500

Master Keys (Location): Main Office
Number of School Staff : 37
Student Population: 290

Evacuation Plan

The need to evacuate the building can be the result of a fire, bomb threat, or Hazmat threat, etc. Several evacuation drills will be conducted throughout the school year. In order to ensure a smooth and uneventful evacuation, lead the student out of the exit that is listed by the classroom number below. If the designated exit is blocked, lead the students to the next nearest exit, when evacuating the building, do the following:

1. Teachers take the attendance form or class record book with you.
2. Instruct the students to line up in one line with no talking.
3. Check to make sure all students are out of the room then close the classroom door.
4. Lead the students to the designated exit and to the common area.
 - a. The common meeting area is the area behind the Music School Building across the street (basketball court).
 - b. Take attendance while at the common meeting area.

The evacuation plan will be 6 short rings.

FIRST FLOOR					
Floor	Room Number	Staff	Type of Room	Exit Number	Supervised by
FIRST FLOOR	108		Library	1	Townsin
	111		Auditorium	1	
		Townsin	Principal Office	1	
		McClintic	Dean Office	1	
		Rodriguez	SFA Room	1	
	113	Ross	2/3 rd grade	1	
		Girls Bathroom		2	Alvarez
	107	Alvarez/Sanchez	Main Office	2	
	105	Morales/Ross	Family Room	2	
		Schervish	Art Room		
	101	Bulgarella	2 nd grade	2	
	102	Fletcher	Kinder	3	
		Leal	Kinder	3	Formigan
		Boys Bathroom		3	
	106	Anaya	1 st grade	4	
	108	Verklan	2 nd grade	4	
	110	Sedlmeyer	1 st grade	4	
	112		Gymnasium	5	
	114	Benitez	1 st Grade	5	
	116	Ellison	Kinder	5	
118		Teacher's Lounge	5		

SECOND FLOOR					
Floor	Room Number	Staff	Type of Room	Exit Number	Supervised by
Second Floor	209	Mosquera	Spanish	1	Yassine/Johnson
		Johnson	Sanga	1	
	213	Cortes	PASAO	1	
		Ross	Responsibility	1	
		Htang/Formigan	MTSS	1	
			Robotics	2	McClintic
			Empty	2	
	201	Wilson	5 th grade	2	
	Boys Bathroom		Boys Bathroom	2	
	202	Gray	5 th grade	4	
			Computer	4	
			Teacher Rm	4	
	208	Bowden	4 th Grade	4	Htang
	210	Burcroff	4 th Grade	5	
	212		Cafeteria	5	
	214	Donahue	3 rd Grade	5	
	Girls Bathroom		Girls Bathroom	5	
216	Taylor	3 rd grade	5		
218		Special Ed	5		

Exit Number	Location
#1	Gated area door?
#2	Main office door
#3	Bus door
#4	Parking lot door
#5	Playground door

Safety and Security Procedures

1. Classroom Emergency – The teacher shall send a messenger / student to get security or call Main Office if a situation exist that requires immediate response by an administrator.
2. **ALERT SIGNAL** – The fire alarm or lockdown signal will indicate that an actual emergency situation exists. Follow the plan outlined under Emergency staff Deployment.

Emergency Staff Deployment

In the event of a situation that poses imminent danger to students and staff, school personnel will assume the roles described below:

1. The **Principal** or designee will direct the other administrators identified in the School Safety Plan.
2. The **Principal, Executive Director, or designee** will circulate throughout the building, observe the situation, and give directions as needed.
3. The **Main Office Coordinator** will assist with the supervision of emergency situation as directed by one of the administrators.
4. **Teachers with classes:**
 - a. Remain in the classrooms with the students.
 - b. Provide necessary instructions to students.
 - c. Remain alert for instructions from the Office.
 - d. Direct students as per directives from the Office.
5. **Teachers without classes:**
 - a. Report to the Main Office immediately.
 - b. Receive instructions from an administrator.
 - c. Offer assistance and directions to students as needed en route to the Office.
 - d. Direct students as per directives from the Office.
6. **Main Office Staff:**
 - a. Call EMS (911), police or security if directed to do so by an administrator.
 - b. Provide communication to school staff, parents, students and other concerned parties via the telephone system.
 - c. Make home contacts for staff, if the need arises and if directed by an administrator. Students are not to call out on their cell phones.
 - d. Make parental contacts for students with disabilities.
7. **Custodian/Engineer Personnel:**
 - a. Check lavatories, stairwells, waste containers, and other locations for materials and substances that may be injurious to students and staff.
 - b. Use fire extinguishers on small fires.
 - c. Notify the Main Office immediately if additional help is required.
 - d. Make frequent checks of building/grounds and report conditions to the Main Office.
 - e. Remove debris (glass, broken furniture, damaged equipment) and graffiti from the area immediately.
 - f. Submit an emergency requisition as need arises.
 - g. Shut off all boilers, fans and related equipment in the event of fire or if instructed to do so.
 - h. Check rooms or other areas in building where there may be damaged or defective equipment.
 - i. Report unusual situations to the Office.
 - j. Notify the Executive Director if an emergency exists that requires immediate replacement of equipment.

All personnel are to remain in their designated assigned area unless a crisis situation develops elsewhere that requires immediate assistance. At such times, the personnel involved should contact the Main Office in order that coverage can be provided for their assigned area.

In the event any emergency during the absence of the Principal or Executive Director, the Dean of Students will notify EMS.

Safety

1. Always keep in mind the safety of the child. Make sure precaution is taken to avoid accidents.

2. Watch the carrying of chairs, scissors, etc. Notify the Main Office if you have anything in your room detrimental to the safety of the child.
3. Do not ask children to carry glass containers or move heavy furniture or objects.
4. Send all accidents cases to the Office and complete an Incident Report.
5. Instruct students that they are not to leave the school grounds under any circumstance unless accompanied by a parent/guardian or teacher.
6. Teachers should never leave students unattended. Notify the Dean of Students or Principal for coverage if there is an emergency situation and you leave the room.

Escuela Avancemos! Academy Emergency Procedures

General Information:

1. Preventative measures:
 - a. Require Visitor identification and sign-in
 - b. Conduct background checks on volunteers and visitors
 - c. Implement a Student Uniform/dress code
 - d. Place Emergency Procedures in each classroom
 - e. Ensure that class lists including addresses and phone numbers are located in the emergency folders in each classroom.
 - f. Keep all exterior doors locked including the front entrance
 - g. Take any and all threats seriously.
 - h. Aware of all potential indicators for someone planning an attack on the school, such as, but not limited to, questions about security practices, unattended vehicles, social media comments, someone taking pictures/using other recording devices, and setting of false alarms
 - i. Form a liaison with local law enforcement and provide them with floor plans and keys
2. Emergency Response Team: (in no particular order)
The Principal should designate a specific person to ensure 911 have been called for any emergency situation:
 - a. Executive Director
 - b. Engineer / Custodian
 - c. Any staff members in the building that are not meeting with a scheduled class at the time of the emergency/crisis.
3. The Incident Commander: The Principal or his/her designee will be known as the “Incident Commander” until an emergency service first responder arrives on the scene. This requirement is part of the incident response guidelines required by the National Incident management System (NIMS) and the Federal Emergency management Agency (FEMA)
4. Principal or Executive Director Absence: If the Principal or Executive Director is absent or unavailable, another emergency response team member should be the designee. The Academy should also designate three staff members in order of succession to step into the role of School Leader should it be necessary. If an emergency occurs and the Academy has no administrator on site, the President of Sanga must be notified immediately by phone at (313) 300-
 - a. Dean of students

- b. Main Office Support
 - c. PASEO Staff
5. Emergency Code Phrases: The Academy must designate a plain-language code phrase for each of the following listed emergency situations. All staff must be trained in those phrases and required applicable responses.
 6. Alarm Initiation: Any staff member can initiate an alarm if the situation warrants it.
 7. Cell Phone Use: All staff, students, and visitors who are not response team members should refrain from cell phone use during any emergency situation.
 8. Incoming Calls: All incoming calls to the Academy phone numbers should be answered by the voice mail system (switch voicemail to night mode)
 9. Response Team Communication: Phone system will be used as a signal and to direct the team to help with a crisis. School administration must take care in identifying situations appropriately when alerting staff over the phone system in order to minimize panic and ensure an orderly and safe implementation of the Emergency Plan. Response Team must carry their cell phones and meet as directed.
 10. Response Team Meeting Place/Time: Once the buildings are evacuated, the Response Team meets in an outdoor designated area. Also designate a safe arrival point for outside emergency responders: Front of the School on Cicotte Street.
 11. Ambulance Arrivals: If an ambulance is called to the building, a member of the Response Team will meet its arrival to direct the responders to the location of the emergency.
 12. If a school wide evacuation becomes necessary, parents will be reunited with students at the music school.
 13. In the event of an emergency, information will be sent to parents via phone calls.
 14. Emergency Procedures File:
 - a. Emergency Procedures Plan
 - b. Map of building that includes evacuation routes and emergency designated areas
 - c. Address of the building
 - d. Phone list with extensions for each room
 - e. Student and Staff emergency release information
 - f. Emergency medical information on students and staff
 - g. Master Key or keys to all classrooms
 - h. Signs for Secure Mode/Lockdown
 15. Student Pick Up: If a school wide evacuation becomes necessary, designate where students will be picked up (St. John the Baptist Ukraine Church on Clayton & Edward Street)
 16. Drill logistics:

- a. Practice Drills: 6 total fire drills- 4 in the fall and 2 in the spring, 2 tornado drills, and 2 secure mode (lockdown drills).
- b. Post drill signs for exterior doors for secure mode or lockdown.
- c. Diversify the drills by completing them at inconvenient times, hiding students/teachers/ blocking an exit, not giving advanced notice to staff of when the drill is to take place.
- d. Place a parent notice of secure mode/lockdown drills in the Academy newsletter.
- e. Email the EMC, or sheriff's department, at least 1 week prior to every secure mode drill.
- f. Email the fire department or security company at least 1 week prior to every fire drill.
- g. Record dates and times of drills in a drill log.
- h. In the fall of each year, update your contact list, extension list, response team members, and maps. If changes are made, email revised information to the EMC, sheriff's department, and fire department. Ensure that all members of the response team have the phone numbers of the response team members programmed into their cell phones.

Fire or Building Evacuation

If a fire, suspicious smoke, or a suspicious smell is detected, sound the Fire Alarm.

1. Response Team Responsibilities

- a. Immediately call the Fire Department: 911 AND sound the Fire Alarm.
- b. Establish a protocol to ensure that all classrooms are accounted for.
- c. Ensure that all hallways and common areas are evacuated.
- d. Gather emergency information files.
- e. Keep all access routes clear for emergency vehicles.
- f. Give information on any missing student and their last known location to firefighters arriving at the scene.
- g. Render first aid as necessary.
- h. The Administration Leader (or designee) is assigned to meet the fire department incident commander immediately upon their arrival at the fire scene.
- i. The incident commander may request the School Leader (or designee) to shut down all utilities [Gas: Consumers Energy: 1800-477-5050, Electrical: DTE Energy: 1800- 947-5000, Water: 313-269-8000].
- j. Notify Sanga at (313) 269-0654, please include a contact name and mobile number.
- k. After evacuation, the response team will gather outside the school building to debrief.
- l. In the event of a fire NEAR the school, the Response Team shall determine whether evacuation is appropriate.

2. Teachers/Staff Responsibilities:

Ensure that students evacuate the building in a quiet and orderly fashion to a designated area, located a safe distance from the building(s).

Check hallways and exit routes for issues prior to students leaving.

Once evacuated from the building, whoever pulled the fire alarm must let a member of the Response Team know the exact nature and location of the suspicious smoke, smell or fire.

Take Attendance. If a student is missing, immediately notify the Response Team of their last name and location.

Confine the fire by closing all exterior and interior doors of the building(s) after the last person has been evacuated from the area.

Ensure that no student or staff returns to the building(s) until the fire department officials have determine it is clear.

**Signal to return inside: ("ALL CLEAR")*

Tornado

The office will broadcast (Teachers and students: there is a tornado watch or warning, please go to your designated shelter area) by phone, in order to alert the response team, who will meet in the designated shelter area.

1. All staff and students must immediately go in an orderly and quiet manner to the designated shelter as posted next to the classroom door.
2. Staff will escort their students to the designated shelter area. All doors must be closed.
3. Teachers should take attendance at the designated shelter area. If a student is missing, immediately notify the Response Team of their name and last known location
4. Students should be escorted to shelter areas.
5. Students should not sit in front of or across from glass or a window.
6. Instruct students to position themselves onto their knees; heads facing the interior walls, and hands over their heads.
7. Students are to remain quiet.
8. To ensure accountability, the Administration Leader (or designee) and Response Team are responsible for making sure all hallways and common areas are accounted for.
9. The Response team must gather the emergency information files.
10. If a tornado strikes without warning, have students move under their tables or other heavy furniture. Everyone must stay away from windows whenever possible. (Teachers need to practice this with students)
11. No one should leave the shelter area until Clearance* is given.
12. Notify Sanga at (313) 269-0654, please include a contact name and mobile number.

**Signal for Clearance: ("ALL CLEAR")*

Potential Intruder/ Threat Outside of Building/ Secure Mode

The Office will broadcast through the Walkie Talkies, "Teachers please lock your doors at this time, we will be operating in Secure Mode at this time."

1. Response Team Responsibilities:
 - a. Close and lock all exterior doors.
 - b. Carry cell phones and meet in the designated area.
 - c. All students and staff that are outside of the building should be directed to proceed immediately indoors by administration.
 - d. Post "Out of Order" signs at school entrances. (Safety drill signs are posted for drills).
 - e. No building entry will be allowed to any parents/guardians/visitors during Secure Mode.
 - f. Correspond with local law enforcement
 - g. Establish a protocol to make sure that all classrooms are accounted for.
 - h. Ensure that all students are in their classrooms.
 - i. Ensure that all hallways and common areas are evacuated.
 - j. Gather emergency information files.
 - k. Notify Sanga at (313) 269-0654, please include your contact name and mobile number.

1. If the school was put into secure mode during the day without affect to the scheduled end of the school day, parents must receive notice by the end of the next school day explaining secure mode.
2. Teachers/Staff Responsibilities:
 - a. Check all halls and restrooms for students and return them to their classrooms.
 - b. Close and lock all interior doors, barricade doors if necessary to prevent entry.
 - c. Close and lock all windows; close all blinds and shades.
 - d. ONLY if directed to by the Response Team, turn off lights (including computer monitors).
 - e. Teachers are to take attendance and let the Student Office know if any student is missing.
 - f. All enrichment classes, support service programs, lunch and outdoor activities will be cancelled. Return all students to the appropriate classroom if directed to do so.
 - g. The administration will direct all staff and students that are outdoors to immediately move indoors. If it is safer to the students to evacuate to another location, the staff member outside with the students will make this decision but will contact the classrooms via phone.
 - h. Students should not be allowed in the hallways without an adult but if necessary the student can do so only with the permission of the Main Office. The Main Office will conduct a balance test to access the necessity of the movement versus the severity of the danger.
 - i. Once all students have been accounted for, teachers should continue to teach normally, and try to make students feel as little disruption as possible.
 - j. Carpool is cancelled until the Response Team has given Clearance*.

**Signal for Clearance: (“ALL CLEAR”)*

NOTE: These drills will be referred to as “safety drills” in front of the students.

Bomb Threat

The Office will broadcast on the Walkie Talkies, “Teachers: please look around your room for any suspicious items and prepare for evacuation.”

1. General Information
 - A. The telephone call recipient should:
 - a. If a student has answered the phone, have an adult take the call.
 - b. Notify the Main Office ASAP.
 - c. Call 911.
 - d. Keep the caller on the phone as long as possible
 - e. Do not hang up; lay the receiver down until the police arrive.
 - f. Write down everything the caller says.
 - g. Use the Bomb Threat Checklist if you have a copy.
 - h. Make an educated guess as to the caller’s age, sex, and race
 - i. Note any accent in the caller’s voice.
 - j. Note any background noises.
 - k. Wait for the police to arrive.
 - l. DO NOT USE: cell phones, radios, or any electronic devices. Radio signals and electronic devices can activate bombs.
 - m. Carpool is cancelled. Parents will need to park and wait to pick up their child(ren) until Law Enforcement has determined that it is safe to do so.
 - n. During a search, evacuation routes should be checked for suspicious or out of place items. If a suspicious item is found, do not touch, tamper with, or move it. Staff will

immediately leave the area, shut the door and report the object to the School Leader or designee. Law enforcement will need to know where the suspicious item is located, who discovered it, why it is suspected of being a bomb, and if it has been disturbed or moved.

- o. Use the totality of the circumstances to determine the best course of action, for example, if a school wide evacuation is necessary.

2. Response Team

- a. Call 911, if it has not been done, to report incident (use different phone and line) and provide details of bomb threat.
- b. Bring your cell phones and meet in the designated area. (Do NOT USE cell phones or until everyone is outside AND the entire building has been evacuated)
- c. Determine whether the threat is credible, whether to evacuate the building, and the extent of the search necessary.
- d. Ensure accountability by establishing a protocol to make sure all classrooms are accounted for.
- e. Make sure all hallways and common areas are evacuated.
- f. Gather emergency information files.
- g. Notify Sanga at (313) 269-0654, please include a contact name and mobile number
- h. Response Team members may only use cell phones once buildings are evacuated

3. Teachers/Staff

- a. Do NOT touch light switches or computers.
- b. No cell phones or electronic equipment are to be used by visitors/ staff/ students.
- c. Check for suspicious objects in classrooms (anything remotely suspicious must be reported to the Student Office immediately)
- d. If anything suspicious is found, don't touch or investigate it. Evacuate the building immediately. Staff should always check hallways and exit route prior to students leaving.
- e. Evacuate when advised and shut doors open when exiting.
- f. Take a copy of the attendance roster with you and take attendance when students are assembled away from school.
- g. If a student is missing, immediately notify the Response Team in the Student Office (or in the parking lot if building is evacuated) of their name and last known location.
- h. An air horn will direct all staff and students that are outdoors to the appropriate response.

NOTE: These drills will be referred to as "safety drills" in front of the students.

Hazardous Material or Chemical Incident Outside of Building

The Office will broadcast by the Walkie Talkie “Teachers: we have a possible chemical spill, Please close up your rooms.”

If the threat is inside the building, the announcement will include the location of the threat.

1. Response Team
 - a. Close and lock all exterior doors.
 - b. Shut down air handling systems.
 - c. Seal exterior windows and doors with duct tape.
 - d. Carry cell phones and meet in the designated area.
 - e. Determine whether to evacuate students away from the threat.
 - f. Determine the isolation area.
 - g. If locking the exterior doors, post a sign on the doors.
 - h. Render first aid as necessary.
 - i. Ensure accountability by establishing a protocol to make sure all classrooms are accounted for.
 - j. Make sure all hallways and common areas are evacuated.
 - k. The Administration Leader (or designee) is assigned to meet local authorities immediately upon arrival and update Academic Leader.
 - l. Gather emergency information files.
 - m. The Administration Leader (or designed) may be called upon to shutdown utilities at the request of the incident commander.
 - n. Notify Sanga at (313) 269-0654, please include a contact name and number.

2. Teachers/ Staff
 - a. Check halls and restrooms for students and return them all to their classrooms.
 - b. Close and lock all interior doors.
 - c. Close and lock all windows.
 - d. Do NOT touch light switches or computers
 - e. Carry cell phones and meet in the designated area.
 - f. Teachers are to take attendance and let the Main Office know if any student is missing.
 - g. The Administration Leader will direct all personnel and students that are outdoors to immediately move indoors.
 - h. Students should not be allowed in the hallways without an adult but if necessary the student can do so only with the permission of the Response Team. The Response Team will conduct a balance test to assess the necessity of the movement versus the severity of the danger.
 - i. Once all students have been accounted for, teachers should continue to teach normally and try to make students feel as little disruption as possible.
 - j. Individuals outside of the building at the time of the alarm and anyone else who might have been exposed to the hazardous material must proceed to the area designated as the isolation area and remain isolated from the rest of the building population.

*Signal for Clearance: “ALL CLEAR”

Lockdown

(Used in incidences of a dangerous person(s) on the premises, drive-by, riot, hostage situation, kidnapping or confrontation of groups of people).

The Office will broadcast on the Walkie Takies, “Teachers:

WHEN ACTIVATED: The Principal (or designed) should be contacted IMMEDIATELY in the following instances:

- a. A person possessing a gun, weapon, or displaying hostile behavior is in or near the school.
 - b. A suspicious person is detected without a visitor’s pass and is displaying unusual or hostile behavior.
 - c. In the event of a drive-by, riot, hostage situation, kidnapping or a confrontation of groups of people.
1. Response Team
 - a. **CALL 911** to request assistance upon receiving a serious threat to staff or students. If at all possible, a 1st person account of the information to the operator is best. Have the following information prepared:
 - Extent of violence
 - Number of suspects
 - Description of suspect(s) & weapons (if applicable)
 - Location of suspects
 - Safe arrival point for responders
 - Timeline of events
 - Caller must be prepared to stay on the line and provide continuous updates for responders
 - b. Carry cell phones and meet in the designated area.
 - c. Post Out of Order signs at school entrances.
 - d. Correspond with local law enforcement as necessary.
 - e. Make sure all hallways and common areas are evacuated.
 - f. Establish a protocol to make sure all classrooms are accounted for.
 - g. Gather emergency information files.
 - h. Notify Sanga at (313) 269-0654, please include a contact name and mobile number.
 - i. Stay out of Law enforcement’s way and wait for direction.
 - j. Response Team **MUST** be clearly identified.
 2. Teachers/Staff
 - a. Direct all students to be silent
 - b. Go to the door of the classroom; gather anyone from the immediately hall into the classroom.
 - c. Attempt to give the classroom the impression of a locked, unoccupied area:
 - i. Close and lock the door
 - ii. Barricade the door (if possible)
 - iii. Turn off all lights (including computer monitors)
 - iv. Make sure all cell phones are silent (or off if light of phone might be visible). Teacher should keep cell phone on (but only if it is safe to do so), but ensure that light and sound of phone cannot attract attention. Any light and vibration can make it easier to determine your location.
 - v. Move the students in the room away from visibility from the hall or windows and have them sit on the floor.
 - d. Keep the class quiet and wait for further instructions by walkie talkie

- e. Silently take attendance of those in your classroom. Keep this record with you.
- f. Once your class is settled, let any other teacher know (via the phone) the location of their student if they are now in your classroom (if you can do so safely).
- g. Do not open the door or attempt to leave the room unless directed to do so by the police or response team. If a student is in the hallway, carefully check through the window to see if alone. If you can safely pull that child into the classroom, do quickly and close the locked door directly behind him/her. Take caution, a student or adult calling to you from the hall might be the one who is threatening force.
- h. All staff should be prepared to evacuate the students at the direction of the administration or uniformed law enforcement officials.
- i. If the dangerous intruder alert occurs during break time or before or after school hours, please move as many students as possible into classroom areas and lock down those areas.
- j. If a dangerous intruder problem presents while outside or on the playground, gather the students and move them away from the danger area- either in a building, or even into the community if necessary. Staff will use an air horn to gather the students to the staff members.
- k. If a fire alarm sounds, check hallways for smoke. If there is no visible smoke, then stay in your room until an announcement from a familiar administrator indicates that evacuation should now occur or directed to evacuate by uniformed police or firefighters.
- l. Prepare for an Emergency Exit other than the main door.
- m. When law enforcement arrives, all staff and students should:
 - i. Remain calm and follow officers' instructions.
 - ii. Put down any items in your hands (i.e., bags, jackets, cell phones).
 - iii. Immediately raise hands and spread fingers.
 - iv. Keep hands visible at all times.
 - v. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - vi. Avoid pointing, screaming, and/or yelling.
 - vii. Do not stop to ask officers for help or direction when evacuating— just proceed in the direction from which officers are entering the premises.
- n. As a last resort, and **only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter. Act with physical aggression, using anything that you have as a weapon (eg. fire extinguisher, scissors, throwing items, etc...)

**Signal for Clearance: "ALL CLEAR"*

NOTE: These drills will be referred to as "safety drills" in front of the students.

Emergency School Closings

If the school needs to be closed while students are on the premises, staff should implement the following procedure:

1. Response Team
 - a. The Administration his/her designee will evaluate the situation and discuss whether to close the school building(s). If the Administration Leader/designee determines that school closure is recommended, then the President of Sanga must be contacted at (313) 269-0654 to make the final decision. All members of the Response Team will be notified as to the final decision.
 - b. If closure is necessary, the school leader will ensure all teachers are notified of the decision. The School Leader will also provide the language to be used to notify parents of the emergency school closure.
 - c. A member of the Response Team will place a school closing announcement on TV/Radio, on the main phone lines, and on the front page of the website (if possible).
 - d. Assist the office with coordinating pick-up and “inclement weather carpool” procedure.
 - e. Inclement carpool procedure will begin. Ensure that a notation is made indicating who has picked up which students; the pick up information will be consolidated in the office.
 - f. One person on the Response Team will hold the official record detailing which students have left and who has picked them up.
 - g. Consolidate students in classrooms as necessary. Staff can only be dismissed when numbers permit; the Administration and Academic Leader or his/her designee will be responsible for deciding when to dismiss staff and which staff to dismiss.

2. Teachers/Staff
 - a. When an announcement is made as to the school closing, teachers should have their cell phones accessible. Proceed to resume normal classroom activities. Any staff that is not occupied with a class should proceed to the Main Office for an update on the closing.
 - b. As directed, staff will call each number on the class list (located in emergency folders in each classroom) in the order listed. Should there be multiple students with the same parents, consolidate all applicable students in one phone call. If the call is forwarded to voicemail, the teachers will leave the following message, “This is _____ from _____Academy. I am calling to inform you that it has become necessary for us to close the school for the rest of the day because_____. Please pickup your child immediately. I will continue to call other numbers on your emergency form.”
 - c. Staff must take detailed, legible notes on who has been contacted. Be sure to include the child’s name and name of the parent that has been contacted in those notes.
 - d. While parents/guardians are being notified, classroom activities should resume as normally as possible. Students may leave as they are called by the office or Response Team. All sign-out of students must occur at the office or at the carpool line; no student may be signed out from the classroom directly.
 - e. Teachers should notify the Administration and Academic Leader when 50% of their students have been picked up.
 - f. Staff may only be dismissed by the Administration Leader or his/her designee.

Other Emergency Situations

Heightened Security (Precautionary)

Procedures to be used in a situation where there is a possible threat and the Academy needs to prepare to go into secure or lockdown mode at a moment's notice.

Upon receiving notice of a possible threat to Academy personnel or students, alert administration immediately. The Administration will gather the Response Team/Leadership Team and attempt to become fully aware of the facts surrounding the threat and decide which precautions are reasonable under the situation.

1. Response Team/Leadership Team

- a. Grab their cell phones and meet in the Principal's Office to discuss situation and determine level of response.
- b. Close and lock all exterior doors.
- c. Decide what type of entry will be allowed (if any). (eg. visitors that you know or that have valid i.d.) If no entry or exit allowed, post Out of Order Signs at Academy entrances.
- d. Correspond with local law enforcement as necessary. Gather information to determine the severity and credibility of the threat.
- e. Discuss what type of activities should be restricted or cancelled:
 - Recess
 - Scheduled events for the day
 - Travel between buildings/buses
 - Travel between classrooms, restrooms, enhancements, etc...
 - Lunch
 - After school events/extra-curricular activities
- f. Decide if interior doors should be locked.
- g. Decide if blinds and window shades should be closed.
- h. Responsible for making sure all staff are notified about the possible threat and which precautions are being activated.
- i. If restricting movement inside the building, make sure all hallways and common areas are evacuated. Also, check bathrooms and return students to their appropriate classrooms.
- j. Gather emergency information files and prepare for the possible next steps.
- k. Contact Sanga (313) 269-0654 with a quick notification, including a contact name and number.

2. Teachers/Staff

- a. All staff should be prepared to follow the instructions and precautions given by the Response Team/Leadership Team.
- b. If restricting movement inside the building, check halls for students and return them to their classrooms. Send students not belonging to your classroom to their appropriate classrooms.
- c. Close and lock any windows or exterior doors in your classroom.
- d. If instructed to, close and lock interior doors.
- e. If instructed to, close blinds and window shades.
- f. Silently record those in attendance in your room. Keep this record with you. Notify the Response Team of any missing students.
- g. Continue teaching class. Do not alert students of the situation. Teachers should try to make students feel as little disruption as possible.
- h. Stay aware and notify Response Team/Leadership Team of any unusual or suspect activity.

Emergencies Outside of School hours:

- a. Follow all procedures outlined for school hour emergencies.

Emergencies at off-site activities:

- a. Person in charge will have emergency cards with them for all students in attendance.

- b. Ridership lists will be left at the school for all field trips.
- c. In emergencies, all students should be immediately accounted for and the primary concern should be for the students' safety.
- d. The person in charge on site will contact the School Leader as soon as feasible.
- e. The School Leader will take appropriate action.
- f. Contact Sanga at (313) 269-0654.

General Plan for handling suspicious mail/material:

- a. Students should not sort or open U.S. mail.
- b. Do not handle a letter or package suspected to be contaminated, including but not limited to shaking it, bumping it, or sniffing it.
- c. If the letter or package has already been opened and powder spills out, do not clean it up or handle it at all. Make effort to keep others away from the area.
- d. All persons who handled the letter or package should immediately wash with soap and water, remain isolated from the rest of the building's population and remain on-site awaiting further directions.
- e. Notify your immediate supervisor.
- f. Evacuate the area.
- g. Start a list of names, addresses, and telephone numbers of all persons who have handled the letter or package. Share that list with law enforcement officials if requested. Keep those persons isolated from the rest of the building population.
- h. Call the police for further instructions.
- i. Contact Sanga at (313) 269-0654.

Homeland Security Advisory System Information:

- a. The National Terrorism Advisory System (NTAS) replaces the color coded Homeland Security Advisory System. <http://www.dhs.gov/files/programs/ntas.shtm>.
- b. The Secretary of Homeland Security, in coordination with other government agencies, will issue an alert based on credible information about a threat.
- c. This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.
- d. The advisory system will indicate whether the threat is elevated, imminent, impending, or if there is no specific information about the timing or location.

After- Emergency Actions

- a. Determine if individuals are injured or missing.
- b. Determine a method for notifying the families of individuals who have been affected by the emergency
- c. Assess the psychological state of individuals at the scene, and refer them to health care specialists accordingly
- d. Identify and fill any critical personnel or operational gaps in the organization as a result of the incident
- e. Develop an after-action report, identifying successes and failures of the incident
- f. Analyze the effectiveness of the current Emergency Action Plan
- g. Begin to develop improvements on the current Emergency Action Plan, including the addition of an additional emergency evacuation route.