



Campus Safety Plan

Introduction

Dorsey Schools strives to provide a safe, orderly, and secure environment conducive to learning. For that reason, Dorsey Schools will respond to any actual or perceived emergency with whatever the necessary course of action the situation mandates. Anyone with information warranting an emergency response must report the circumstances to the Managing Director by coming into the school office. In order to ensure a safe environment within Dorsey Schools, all police incidents and security or safety problems including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to the Managing Director.

An immediate warning shall be given to the campus population in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on campus. This warning shall be authorized by the Managing Director or their designee. The warning may include information such as the date, time, and nature of the threat. Warnings may only be withheld if they would compromise efforts to contain the emergency.

Emergency Exits

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students' protection. The locations of these fire exits are posted within each classroom. Building occupants should take a moment to familiarize them self with the closest emergency exit. In the event that an evacuation is necessary, students and staff will be notified through an announcement and/or the fire alarm.

Emergency Alert Systems

Wayne County, Oakland County and Saginaw County all have emergency alert systems which can notify enrollees via their cell phone or email of events throughout the county. Managers of schools located in Wayne County and designated support staff should sign up at www.wayne.getalerts.org; Oakland County managers and designated support staff should sign up at www.oakgov.com/subscribe; Saginaw County managers and designated support staff should sign up at <https://saginaw911.onthealert.com/Terms/Index/?ReturnUrl=%2f>. Macomb County's Office of Emergency Management does offer via email an update when changes occur in its website, but has no emergency alert communication system in place.

Emergency Action and Procedures:

The following are suggested actions and procedures to follow in case of an emergency occurrence:

- Building Evacuation page 2
- Shelter-In-Place page 3
- Lock Down page 4
- Bomb Threat page 5-6
- All Clear page 6

Local emergency and agency phone numbers are found on the last page of this memo.

BUILDING EVACUATION

This action is taken after the decision is made that it is unsafe to remain in the building, such as when fire is discovered on school grounds, an aircraft has crashed on or in proximity to school property, or a biological or chemical release where multiple victims are suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing.

Procedure

1. The Managing Director immediately initiates Building Evacuation.
Announcement:
"YOUR ATTENTION PLEASE, PLEASE EVACUATE THE BUILDING. TEACHERS AND STUDENTS ARE TO EVACUATE TO AN OUTDOOR AREA. LOCK DOORS AS YOU ARE EXITING. PLEASE EVACUATE THE BUILDING."
2. The Managing Director signals the fire alarm and/or initiates the **call to "911."** The Managing Director is to observe the classrooms and staff areas as people exit to ensure all occupants evacuate.
3. Teachers and staff are to direct all students out of the building in a calm and orderly manner using a safe route to an assembly area away from the building, paying particular attention to those with any special needs and/or handicaps. Teachers are to bring student rosters and take attendance at the assembly area to account for all students. The Managing Director is to delegate the accounting for staff. Missing building occupants are to be reported to the Managing Director. Once assembled, teachers, students and staff are to stay in place until further instructions are given.
4. Managing Director directs the responding agency/department to the emergency and briefs department official on situation.

Affected areas are not reopened until the local department or appropriate agency provides clearance. All fires which are extinguished by school personnel, regardless of size, require fire department response for investigation and confirmation that the fire is out.

5. The Corporate Office is notified and updated on the status of the situation as time permits. Management at the Corporate Office, in conjunction with the Managing Director, will make the decision whether to release the students or to resume classes, and any other pertinent decisions which result from the emergency.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless instructed by the Managing Director.

6. Once the local department or other outside agency calls an "All Clear," contact the Corporate Office before taking any further action.

SHELTER- IN-PLACE

This action is taken to keep students indoors in order to provide a greater level of protection after the decision is made that it is unsafe to exit the building. Examples include a fire discovered in an area adjoining or surrounding the school, potential explosion, tornado or severe weather activity, a dangerous wild animal in the area, or a biological or chemical release outdoors and/or in the surrounding community.

Typically, when tornado warning sirens are activated, a three-minute tone indicates a tornado has been sighted in the area.

Procedure

1. Managing Director immediately will calmly announce the situation, and give clear directions such as the following:

(Announcement example for potential explosion, tornado or severe weather activity:)

"YOUR ATTENTION PLEASE. MOVE IMMEDIATELY TO AN INTERIOR HALL. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION AND INSTRUCTIONS TO FOLLOW."

Teachers and students should move away from windows. Teachers will instruct students to duck under their desks and cover their heads with their arms and hands. This action is taken to protect students and staff from flying or falling debris. Teachers should keep students in the classroom until further instructions are given.

(Announcement for unsafe external conditions, such as a potentially toxic substance being released into the atmosphere:)

"YOUR ATTENTION PLEASE ... SHELTER IN PLACE...SHELTER IN PLACE. STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING, AWAY FROM OUTSIDE AIR, WITH WINDOWS CLOSED AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Teachers secure individual classrooms and assist completing procedures as needed: shut down classroom/building(s) and air system, turn off local fans in area, close and lock doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape. Seal vents with aluminum foil or plastic wrap if available and turn off sources of ignition, such as pilot lights.

2. Managing Director **calls "911,"** providing exact location and nature of emergency. When time permits, the Managing Director shall notify the Corporate Office of the situation.
3. Any affected areas will not be reopened until the local department or appropriate agency provides clearance and Managing Director gives authorization to do so. Affected individuals should be isolated until cleared for release by the appropriate agency.
4. Once the outside agency calls an "All Clear," contact the Corporate Office before taking any further action.

LOCK DOWN

This action is taken when threat of violence or gunfire is identified, or as directed by law enforcement when it is necessary to prevent perpetrator(s) from entering occupied areas. During Lock Down, students remain in classrooms or designated locations at all times.

Procedure

1. Managing Director immediately will calmly announce the situation, and give clear directions such as the following:
Announcement:
"YOUR ATTENTION PLEASE. LOCK DOWN. LOCK DOWN. IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE

THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT.

2. Teachers instruct students to lie on floor, lock doors and close any shades or blinds if safe to do so. Do not evacuate the building if a shooter is involved- even if the fire alarm rings. Remain secure until further instructed.
3. Managing Director **calls "911"** providing exact location and nature of emergency. When time permits, the Managing Director shall notify the Corporate Office of the situation.
4. Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.
5. Teachers and students remain in classroom or secured area until further instructions or "All Clear" is given by the Managing Director and/or law enforcement.

BOMB THREAT

The response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that presents risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact Managing Director and/or Police Department at **911**.

The person receiving the call is to stay calm and speak calmly. They must listen closely to the voice of the caller to determine the caller's age, sex, accent, speech impediment etc. Also, they must listen for background noise such as a payphone, school yard, busy traffic, railroad cars, PA systems etc.

Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies Managing Director:

- **When is the bomb going to explode?**
 - **Where is it?**
 - **What will cause it to explode?**
 - **What kind of bomb is it?**
 - **What's your name?**
 - **Why are you doing this?**
 - **What can we do for you to avoid this?**
 - **Can I call you back? Give me your number.**
4. Depending on the seriousness of the threat, the Managing Director makes the decision whether or not to initiate **Building Evacuation** procedures.
 5. When time permits, the Managing Director shall notify the Corporate Office of the situation.
 6. Police officers and other responding agencies along with appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is **NOT** to be touched, handled or moved by searching personnel.

Have appropriate staff contain area, keeping everyone away. Other search teams will continue the search until all areas of the campus and buildings have been completely searched (on the possibility a secondary device or object could have been planted). All cellular phones should be turned off and not used.

When a suspicious object or bomb is found, the Managing Director immediately issues the **Building Evacuation** as detailed on page 2 above. Staff and students evacuate building using a safe route away from object to assembly site.

9. When the search is complete, the Managing Director determines the appropriate response, which may include **Building Evacuation or Shelter-In-Place (duck, cover and hold on)**.
11. School activities are not resumed until the affected area and the school have been inspected and searched by proper authorities and determined to be safe. Once the outside agency calls an "All Clear," the Managing Director will contact the Corporate Office before taking any further action.

ALL CLEAR

This action is taken to notify teachers, students and school staff that normal school operations can resume.

Procedure

1. The Managing Director signifies the emergency is over through an announcement.
Announcement:
"YOUR ATTENTION PLEASE...IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND ALL STUDENTS AND STAFF OF DORSEY SCHOOLS FOR THEIR COOPERATION."
2. If appropriate, teachers immediately begin discussions to address student's fears, anxieties, or any other concerns.

LOCAL EMERGENCY AND AGENCY PHONE NUMBERS

Police Department.....	EMERGENCY NUMBER IN ALL AREAS CALL.....	911
Madison Heights.....		(248) 585-2100
Southgate.....		(734) 285-3060
Farmington Hills.....		(248) 871-2628
Wayne.....		(734) 721-1414
Roseville.....		(586) 775-2100
Pontiac (via Oakland County Sherriff).....		(248) 858-5000
Taylor.....		(734) 287-6611
Saginaw		(989) 797-4580
Michigan State Police Department, Second District Post (metro Detroit).....	911....	(248) 380-1020
Michigan State Police Department, Third District Post (tri-county)	911....	(989) 758-1760
Wayne County Sheriff's Department.....	911....	(313) 224-2222
Oakland County Sheriff's Department.....	911....	(248) 858-5000
Macomb County Sheriff's Department.....	911....	(586) 469-5151
Saginaw County Sheriff's Department.....	911....	(989) 790-5456
Federal Bureau of Investigation, Michigan	Detroit Field Office.....	(313) 965-2323
Fire Department / Ambulance / EMS		
Madison Heights.....		(248) 837-2807
Southgate.....		(734) 258-3080
Farmington Hills.....		(248) 871-2800
Wayne.....		(734) 722-1111
Roseville.....		(586) 445-5456
Pontiac.....		call 911
Taylor.....		(734) 374-1355
Saginaw	911....	(989) 759-1393
Wayne County Health Department.....		(313) 224-0810
After hours.....		(734) 727-7284
Oakland County Health Department.....		(248) 858-1280
Macomb County Health Department.....		(586) 466-7923
Saginaw County Health Department.....		(989) 758-3800
Poison Control Center.....	(800) POISON-1	(800) 764-7661
American Red Cross (Southeast Michigan).....		(877) 788-0014
American Red Cross (Saginaw).....		(989) 754-8181
Animal Control		
Madison Heights		(248) 837-2784
Southgate		(734) 246-1328
Farmington Hills		(248) 391-4102
Wayne		(734) 721-1643
Roseville		(586) 775-2100
Pontiac		(248) 857-7925
Taylor.....		(734) 374-1354
Saginaw.....		(989) 797-4500
Macomb County Animal Control Services.....		(586) 469-5115
Corporate Office.....	(248) 585-9200 ext. 1300	
Pat Fischer (direct).....	(cell 248-891-3596).....	ext. 1307