



## Emergency Response and Evacuation Procedures POLICY

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Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement. The unpredictable nature of weather, civil unrest and persons with criminal intent requires the school to have a readiness plan. Michigan law under **1974 PA 154 R 408.10623 Employee emergency plans. Rule 623.** necessitates that Dorsey Schools maintains an emergency action plan. This is consistent with **20 USC 1001, et. seq.** regulating schools under the Department of Education and **34 CFR 668** regarding Student Assistance General Provisions.

### **Emergency Response Policy**

All Dorsey Schools owned and operated campuses are required to maintain an *Emergency Response and Evacuation Plan* (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. The campus managing director is designated as the campus safety authority (CSA), who is responsible for reporting and ensuring the evacuation of the campus in the case of an emergency.

A significant emergency or dangerous situation is any situation occurring on the campus involving an immediate threat to the health or safety of students, visitors or employees. The managing director of each campus makes a determination of the level of threat and the response needed.

Dorsey Schools will respond to any actual or perceived emergency with whatever necessary course of action the situation mandates. Any person with information warranting an emergency response must report the circumstances to school officials. Incidents should be communicated immediately to the individual's instructor or supervisor, campus managing director or senior management. In order to ensure a safe environment within Dorsey Schools, all police incidents and security or safety problems, on campus or immediately adjacent public property, including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to the managing director. The individual, for expedience, may directly call 911 to initiate a public safety response. The campus will maintain a crime and incident log for the current 60 days, updated within two days of a reported event. This log is available on inquiry to the managing director of each campus.

**Emergency Notification:** If there is an immediate threat occurring on campus to the health or safety of students or employees, an institution must follow its emergency notification procedures. An immediate *emergency notification* shall be issued to alert the campus population that a significant emergency or dangerous situation poses an immediate threat to the health or safety of visitors, students or staff on campus. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notification shall describe the threat and direct individuals to evacuate, shelter in place or take other specific action. This shall be authorized by the managing director or their designee. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Specific actions for an **Emergency Notification** include:

- Confirm that there is a significant emergency or dangerous situation.
- Determine the appropriate segment or segments of the campus community to receive a notification.
- Determine the content of the notification
  - Campus or workplace violence - lockdown
  - Building hazard (fire, chemical spill, structure collapse) – evacuate
  - Extreme Weather (storm, tornado, earthquake)– shelter in place
- Initiate the notification system established for each campus.

**Timely Warning:** An institution must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)), and that will aid in the prevention of similar crimes, report to the campus community on crimes that are reported to campus security authorities as identified under the institution’s statement of current campus policies or local police agencies; and are considered by the institution to represent a threat to students and employees. A *timely warning* is issued to relevant members of the campus community when there is a continued threat that, in the judgment of management, should be brought to the attention of the campus population to aid in the prevention of similar crimes or health issues. The warning may include information such as the date, time, and nature of the threat. A *timely warning* may only be withheld if the alert would compromise efforts to contain the emergency. The institution will, without delay, and taking into account the safety of the community, determine the content of the warning and initiate the timely warning notification system, unless initiating such a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation. Timely warning shall describe the threat and direct individuals take specific action to aid in the prevention of similar crimes or health issues. This shall be authorized by the managing director or their designee.

Specific actions for a **Timely Warning** include:

- Confirm that there is a continuation of a significant dangerous situation.
- Determine the appropriate segment or segments of the campus community to receive a timely warning that a situation continues to pose a risk.
- Determine the content of the timely warning including the specific action suggested to aid in prevention.
- Initiate the timely warning system of notification.
  - Email alert
  - Posted notice

## **Emergency Action and Procedures**

### **BUILDING EVACUATION**

*This action is taken after the decision is made in the event that it is unsafe to remain in the building. Evacuation may be needed when there is smoke or fire, a natural or man-made disaster, a structure collapse or a chemical, biological, nuclear or radiation release that occurs on or in proximity of the school and directly effects the campus population.*

### **Procedure**

1. Managing director or designee immediately announces the evacuation and initiates the procedure developed for that location
2. Directs public safety notification via 9-1-1 or activates building fire alarm.
3. Directs visitors, students and staff to immediately vacate to the pre-designated “rally-point” for that location. ALL building occupants should reach safety within three minutes of the alarm. Teachers are to bring student rosters and take attendance at the assembly area to account for all students.  
*Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure to certain elements can be deadly. Calmly follow directions of staff in evacuating the scene – but do not leave the campus until staff has accounted for you!*

### **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 protection of staff, students and visitors. Occupants should evacuate through the nearest (less than 150 ft) marked exit. 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

1. Building occupants should choose to escape the danger rather than combat the problem. For example you should **never try to use a fire extinguisher over reaching safety**. Look to your own safety, but assist others if your own life is not placed in jeopardy to do so.

2. All fires which are extinguished by school personnel, regardless of size, require fire department response for investigation and confirmation that the fire is out.
3. The managing director or designee, if not placed in jeopardy, shall physically inspect all classroom/lab and staff areas as people exit to ensure all known occupants have evacuated.
4. Teachers will take attendance to account for all students. Managers will account for all staff and visitors. Missing building occupants are to be reported to the managing director and public safety providers. **NOTE: No individual should leave the campus until all building occupants have been accounted for.**
5. Once assembled, teachers, students and staff are to stay in place until further instructions are given. Never send students home before the end of the regular school day unless instructed by the managing director.
6. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-incident procedure developed for that location
7. When time permits, the managing director shall notify the corporate office of the situation.
8. The managing director shall consult the corporate office to determine if school activities will resume or be dismissed for the day.
9. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
10. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the corporate office within two days of the event.
11. If the event was the result of an act of arson the managing director shall record all pertinent information on the Clery Act report form and submit this to the Corporate Office within two days of the event.

#### **SHELTER-IN-PLACE**

*This action is taken when it is determined that a greater level of protection is provided to students, staff and visitors by remaining within the building. Examples include tornado or severe weather activity, a dangerous wild animal in the area, or similar situation in an area surrounding the campus where being outdoors poses a greater hazard.*

#### **Emergency Alert Systems**

Each unit of county government in Michigan operates an Emergency Operations Center (EOC). 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.emergencymail.org](http://www.wayne.emergencymail.org); Oakland County managers and designated support staff should sign up at [www.oakgov.com/subscribe](http://www.oakgov.com/subscribe); Saginaw County managers and designated support staff should sign up at <https://saginawcounty911.com>; Lansing managers and designated support staff should sign up at [www.lansingmi.gov/emergencyalert](http://www.lansingmi.gov/emergencyalert). Macomb County's Office of Emergency Management does not currently offer this service, but does offer email updates when changes occur in its website.

The Outdoor Warning Siren System is meant to alert those people outdoors of an immediate threat entering their community. In most instances the system is used for severe weather conditions. Always seek immediate indoor shelter when the system sounds. If electricity has not been disrupted, you should refer to local television or radio stations regarding the nature of the alert and instructions for safety.

The Outdoor Warning Siren System may be activated by the county EOC for the following severe weather conditions:

- Tornado Warning issued by the National Weather Service (NWS)
- Tornado / Funnel Cloud Sighting verified by a reputable source
- Severe Thunderstorm accompanied by winds of 70 mph or more issued by the NWS
- Other incidents that require immediate alerting to the public, such as hazardous material spill or terrorist attack.
- The outdoor warning system is tested the first Saturday of each month at 1:00 pm by sounding the sirens.

#### **Procedure**

1. The local office of emergency management may activate the disaster/tornado sirens for the affected area. A severe weather watch may be issued by the NWS. These may also be broadcast by local news outlets.
2. Managing director or designee considers the available notification/alert information and determines the need to take action.

3. Managing director or designee immediately announces the “shelter-in-place” advisory and initiates the procedure developed for that location.
4. In event of a tornado, direct campus occupants to a position of safety. **MOVE QUICKLY! Do not waste time to gather your belongings!**
  - a. Seek a small interior room or hallway on the lowest floor possible
  - b. Stay away from doors, windows, and outside walls
  - c. Stay in the center of the room, and avoid corners because they attract debris
  - d. Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
  - e. *Avoid* auditoriums, cafeterias and common office areas that have flat, wide-span roofs.
5. In the event of a chemical or biological release in proximity to the campus, staff secures individual classrooms and assists completing procedures as needed:
  - Close all exterior doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape.
  - Shut classroom doors and windows. If available, seal exterior windows and air vents with aluminum foil or plastic wrap
  - Turn off thermostats and air systems
  - Turn off sources of ignition, such as pilot lights and other electronics.
 Any affected areas will not be reopened until the local department or appropriate agency provides clearance and managing director gives authorization to do so.
6. When time permits, the managing director shall notify the corporate office of the situation.
7. Building occupants shall remain in the building until it is determined by the proper authority that it is safe to leave. **NOTE: No individual should leave the campus until all building occupants have been accounted for and it has been determined it is safe to leave the building.**
8. Once the outside agency calls an “All Clear,” the managing director shall consult the corporate office to determine if school activities will resume or be dismissed for the day. Never send students home before the end of the regular school day unless instructed by the managing director. No student should be released until safety is assured.
9. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the corporate office within two days of the event.
10. The Federal Emergency Management Agency offers business readiness information at [www.ready.gov/business](http://www.ready.gov/business) which includes resources for sheltering preparations and disaster supplies. Campus managers should consider keeping minimal supplies on hand for these events.

### **LOCK DOWN**

*This action is taken when threat of campus 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 as quiet as possible while hiding in a place of secured shelter, such as a locked classroom or other designated location, out of line of sight from windows at all times.*

### **Procedure**

1. Managing director or designee immediately announces the lockdown and initiates the lockdown procedure developed for that location.
2. Directs public safety notification via 9-1-1.
3. Directs the entry doors to the campus are locked (if not endangering the individual).
4. In the event an attacker gains entry remember **RUN-HIDE-FIGHT**. If escape is possible, individuals should always try to **run** from the attacker. Look to your own safety and only assist others if your own life is not placed in jeopardy to do so. If a panicked co-worker or student is “frozen” in place, you may have to leave them behind. Find a place of opportunity to **hide** such as under a working station or in a closet. If cornered, be prepared to **fight** for your life!
5. Directs the doors to each classroom/lab are locked or barricaded.

6. Directs students and staff to remain quiet and out of sight from windows. Do not evacuate the building if an active shooter is suspected in the building - even if the fire alarm rings. Remain secure until further instructed.
7. Teachers instruct students to lie on floor, lock or barricade doors and close any shades or blinds (if safe to do so). Stay hidden until found by police or the "all clear" has been given.

Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure can be deadly. Do not evacuate the building if a shooter is involved- even if the fire alarm rings. Remain secure until further instructed by the managing director or law enforcement.

When law enforcement arrives – do not "pop-up" from your hiding place. Calmly follow directions of the public safety personnel in evacuating the scene – but do not leave the campus until staff has accounted for all building occupants.

8. Teachers will take attendance to account for all students. Managers will account for all staff.
9. When time permits, the managing director shall notify the corporate office of the situation.
10. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
11. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-lockdown procedure developed for that location
12. The managing director shall consult the corporate office to determine if school activities will resume or be dismissed for the day.
13. The managing director shall record all pertinent information on the Clery Act report form and submit this to the corporate office within two days of the event.

### **Specific Emergency Actions**

No action plan can be all inclusive. Since there is always the possibility of an unforeseen emergency, the campus should have specific plans in place to deal with other situations not listed above. For example, what to do when a staff member or student suddenly becomes ill or injured, discovery of a suspicious package or specific bomb threat, or the need to summon local public safety agencies. Emergency contact numbers should be posted with the campus address clearly visible so that callers can properly direct public safety to the location.

### **MEDICAL EMERGENCY**

*This action is taken in the event of sudden illness or injury presenting in a member of the staff, students or visitors.*

#### **Procedure**

1. Alert the managing director of the situation.
2. Managing director or designee directs public safety notification via 9-1-1.
3. If staff trained in first aid is readily available they may render aid until public safety arrives. This staff should not provide medical opinion or advice.
4. Managing director or designee shall meet, or direct others to meet, public safety personnel and direct them to the victim.
5. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the Corporate Office within two days of the event.

### **BOMB THREAT**

*This action is taken in response to a specific bomb threat initiated towards the campus upon receipt of a threatening phone call.*

#### **Procedure**

1. 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.

The following information should be elicited from the caller, if possible:

- **Where is the specific location of the explosive device**
  - **When is it set to explode**
  - **What could make it explode**
  - **What type of explosive or device**
  - **What is the reason for the threat**
  - **The person's identity / call back number**
  - **What can be done to change their mind about setting off the device**
2. If an unattended or suspicious package is discovered, the managing director shall be notified immediately.
  3. **NO CELL PHONE USE IS ALLOWED** – this can activate an explosive device!
  4. Managing director or designee considers the available information and determines the seriousness of the threat and the need to take action.
  5. Managing director or designee shall call **911**.
  6. If indicated, the managing director or designee immediately announces the bomb threat and moves staff, students and visitors to a place of safety following the building evacuation procedure listed above.
  7. **NO ONE SHOULD ATTEMPT TO MOVE OR EXAMINE A SUSPECTED EXPLOSIVE DEVICE.**
  8. Once the outside agency calls an "All Clear," the managing director shall consult the Corporate Office to determine if school activities will resume or be dismissed for the day.

#### **Educating New Students and Employees**

Michigan's DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, GENERAL INDUSTRY SAFETY STANDARDS, by sections 16 and 21 of **Act No. 154 of the Public Acts of 1974**, as amended, PART 1. GENERAL PROVISIONS , **R 408.10011**. Employer responsibilities. Rule 11. Set forth, "An employer shall comply with all of the following: (a) Provide training to each newly assigned employee regarding the operating procedures, hazards, and safeguards of the job." **34 CFR 668.46**, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (b)(5) and (6)** States the following:

(b) *Annual security report*. An institution must prepare an annual security report that contains, at a minimum, the following information:

- (5) A description of the type and frequency of **programs designed to inform students and employees about campus security procedures and practices** and to encourage students and employees to be responsible for their own security and the security of others.
- (6) A description of **programs designed to inform students and employees about the prevention of crimes**.

#### **Procedure**

1. During orientation, individuals shall be directed to the location of the campus safety policy.
2. The managing director or designee shall instruct the individual to any *campus specific* policy or requirement regarding the reporting or response to crime or other campus emergency.
3. The managing director or designee shall disseminate any updates or changes to this policy to all current students and staff within 5 days of the change.

#### **Emergency Response and Evacuation Plan – Practice Drills**

**34 CFR 668.46**, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (g)(6)(i - iii)**. States the following:

(g) *Emergency response and evacuation procedures*. An institution must include a statement of policy regarding its emergency response and evacuation procedures in the annual security report. This statement must include—

- (6) The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including—
  - (i) Tests that may be announced or unannounced;

- (ii) Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year; and
- (iii) Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

**Procedure**

1. The *Emergency Response and Evacuation Procedure* (EREP) shall be tested as a planned/announced or unplanned/alarm exercise at least twice annually. The test exercises may be any combination of building evacuation (fire, toxic exposure, armed assailant), lockdown (dangerous perpetrator) or shelter-in-place (tornado) exercise.
2. The managing director or designee immediately announces the “alarm” and initiates the procedure developed for that situation.
3. The exercise is documented on the proper form to include a description of the exercise, the date, time, the time taken to successfully evacuate or achieve safety and whether it was announced or unannounced. Exercise reports are maintained in the campus safety log.

<b>LOCAL EMERGENCY AND AGENCY PHONE NUMBERS</b>			
<b>POLICE / FIRE DEPARTMENT EMERGENCY NUMBER IN ALL AREAS – CALL 9-1-1</b>			
<b><u>Location</u></b>	<b><u>Police</u></b>	<b><u>Fire</u></b>	<b><u>Animal Control</u></b>
<b>EMERGENCY</b>	<b>9-1-1</b>	<b>9-1-1</b>	<b>9-1-1</b>
<b>Dearborn</b>	(313) 943-2235	(313) 943-2277	(313) 943-2201
<b>Farmington Hills</b>	(248) 871-2628	(248) 871-2800	(248) 391-4102
<b>Lansing</b>	(517) 483-4800	(517) 483-4200	(517) 676-8370
<b>Madison Heights</b>	(248) 585-2100	(248) 837-2807	(248) 837-2784
<b>Pontiac</b>	(248) 585-4911	(248) 758-3540	(248) 391-9266
<b>Roseville</b>	(586) 775-2100	(586) 445-5456	(586) 775-2100
<b>Saginaw</b>	(989) 759-1248	(989) 399-1311	(989) 797-4500
<b>Southgate</b>	(734) 258-3060	(734) 258-3080	(734) 246-1328
<b>Taylor</b>	(734) 287-6611	(734) 374-1355	(734) 374-1354
<b>Wayne</b>	(734) 721-1414	(734) 722-1111	(734) 721-1643
<b>Michigan State Police</b>	(800)-525-5555		
<b>Oakland County Sheriff</b>	(248) 858-5000	<b>Poison Control Center:</b>	(800) 764-7661
<b>Macomb Co Sheriff</b>	(586) 469-5151		
<b>Wayne County Sheriff</b>	(313) 224-2222		
<b>Saginaw Co Sheriff</b>	(989) 790-5456	<b>Amer Red Cross-SE Mich:</b>	(877) 788-0014
<b>FBI – Detroit Field Ofc</b>	(313) 965-2323	<b>Amer Red Cross-Saginaw:</b>	(989) 754-8181



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**STUDENT ACKNOWLEDGEMENT OF RECEIPT OF POLICY**

You are provided a copy of this policy for future reference. A signed copy will be maintained in your student file for the duration of your program.

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Student Name (printed)

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Student Signature

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Date