

Safety Planning for Crisis Events

For all Muskegon County Schools: Muskegon County Sherriff's Department and Local Law Enforcement

Internal Lockdown Procedures (Threat inside the building)

1. Administrative Decision:

- a. Assess the situation
- b. Announce Internal Lockdown over PA
- c. Call 911 (1. Principal 2. Assistant Principal 3. Dean or AD)
- d. Check for students and staff in hallways and bring them into closest room.

2. Teacher/Staff/Para professional actions:

- a. Check for students and staff in hallways and bring them into your room.
- b. Lock classroom doors. Turn off lights
- c. Tell students to sit on floor in a safe pre-designated place, out of sight of the door. (A large closet is a good location.)
- d. Leave window shades on outside windows up so police can see into the rooms from the outside.
- e. Remind students to be very quiet. Reassure students that the police are on their way and they are safe.
- f. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- g. Stay in safe areas until directed by law enforcement officers/administrators to move or evacuate, or until uniformed officer signals lockdown has been lifted.
- h. Teachers or administrators should always be ready to evacuate students, if the situation dictates, to a designated location.
- i. If an evacuation occurs, all students and staff will be directed by a law enforcement officer or administrator to a safe location.
- j. If evacuated from the building, teachers take roll to account for all students present in class.

Bathroom	Move to stalls, lock them, and stand on the toilets.
Cafeteria	Move to the nearest designated safe area. Secure doors and turn off lights.
Gym	Move into a locker room or other designated safe area and lock all doors.
Hallway	Move to the closest classroom
LMC	Remain in LMC. Lock the doors, move to a safe area, and turn out the lights.
Outside	Move to the designated evacuation site. Do not enter the building.

3. Student Actions:

- a. Remain quiet and calm in order to hear all directions given by administrators and law enforcement.
- b. Do not use electronic devices during a lockdown. (phoning, texting, will tie up 911)
- c. Remain seated in designated safer area away from sight of door.

External Lockdown Procedures: (Threat Outside of Building.)

1. Administration:

- a. Announce an external lockdown. (Local law enforcement will inform Admin.)
- b. Call 911 (1. Principal 2. Assistant Principal 3. Deans/AD)
- c. Close window shades. Turn off lights
- d. Sit on floor away from the windows.
- e. Law enforcement officers/administrators will announce when the lockdown has been lifted.

2. **Teachers:** (Same procedures for internal lockdown.)

3. **Students:** (Same procedures for internal lockdown.)

Shelter in Place: This is a precaution aimed to keep students and staff from hazardous materials that may have been released into the atmosphere outside of the school.

Shelter in Place is done when law enforcement determines evacuation or dismissal could possibly place students at risk.

Procedures:

1. Announce a Shelter in Place situation. State what the emergency is.
2. Move to pre-designated interior spaces in the school, with no or few windows.
3. Law enforcement officers/administrators will announce when the Shelter in Place order has been lifted.

Front office Staff Responsibilities:

Attendance Secretary:

1. Notify administrators of threat
2. Lock front office door
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Bring updated classroom attendance records to safer area.
5. Bring updated student medical alerts and medications to safer area.
6. Stay in designated safe area during a lockdown, even in the event of a fire alarm.

Bookstore Clerk:

1. Notify administrators of threat
2. Lock front office door
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Put Lockdown signs on front lobby doors if not a threat. (Drill or safe to do so.)
5. Stay in designated safe area during a lockdown, even in the event of a fire alarm.

Dean's Clerk:

1. Notify administrators of threat
2. Lock front office door
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Stay in designated safe area during a lockdown, even in the event of a fire alarm.

Administrative Assistant:

1. Notify administrators of threat
2. Ensure that all exterior doors are electronically locked.
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Stay in designated safe area during a lockdown, even in the event of a fire alarm.
5. Send Parent notification email of lockdown whether a drill or deemed threat, per directive from Principal. (Pre-written crisis letter.)

Athletic Secretary:

1. Notify administrators of threat
2. Lock counseling office door. (Check hallway and bring in any staff or students.)
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Stay in designated safe area during a lockdown, even in the event of a fire alarm.

Counseling Secretary:

1. Notify administrators of threat
2. Lock counseling office door. (Check hallway and bring in any staff or students.)
3. Call 911 if an administrator is not available
 - a. Use PA to announce Internal Lockdown
4. Stay in designated safe area during a lockdown, even in the event of a fire alarm.

Administrators Responsibilities:

Principal:

1. Assess the threat
2. Announce an Internal Lockdown
3. Call 911
4. Check for students and staff in hallway in the immediate area and bring them into the closest room.
5. Lock doors
6. Coordinate with Law enforcement at Command Center.
7. Notify parents of internal lockdown, via parent email notification/district web page. (Use pre-written crisis plan letter.)

Assistant Principal:

1. Assess the threat
2. Announce an Internal Lockdown in the absence of Principal
3. Call 911 as requested or in the absence of Principal
4. Check for students and staff in hallway in the immediate area and bring them into the closest room.

Deans of Students/Athletic Director:

1. Assess the threat
2. Announce an Internal Lockdown in the absence of Principal/Assistant Principal
3. Call 911 as requested or in the absence of Principal/Assistant Principal
4. Check for students and staff in hallway in the immediate area and bring them into the closest room.