

# **Kalkaska Public Schools**

*2011-2012*

## **INTRODUCTION OBJECTIVES OF THIS EMERGENCY GUIDE**

Kalkaska Elementary Schools have developed this Emergency Guidelines Manual in an effort to provide a healthy, safe, and orderly environment for our students, visitors, and staff during an emergency situation. Accidents, injuries, fatalities, and disasters (on a small or large scale) can happen at any time in the school, on a bus, or in the community.

These plans were developed with the coordination of local public safety organizations. Training for staff and students, will be provided appropriate information will be distributed to the parents and community members.

CHERRY STREET INTERMEDIATE

# CONTINUITY OF ADMINISTRATION

During any type of emergency situation, a continuity of administration (chain of command) procedure shall be established and reviewed/revised on an annual basis. It is suggested that the title or position be designated rather than the name of a particular individual. This ensures decision making by title rather than by name should a disaster occur. A suggested continuity of administration procedure is:

**Crisis Response Plan:**

1. Contact Principal or designated person with crisis information.
2. Principal verifies information.
3. Principal calls for Crisis Response Team meeting to advise and implement strategies to handle crisis intervention.
4. Principal uses the Phone Relay to reach staff after hours.
5. Principal notifies Central Office of the need for substitute teachers (Crisis Response Team, and others deemed necessary).
6. Crisis Response Team evaluates severity of crisis. The team determines who else needs to be contacted, what statements need to be made to the media, to whom, by whom, when and where.
7. Crisis Rooms need to be designated depending on severity of crisis (parents, students, staff).
8. All-inclusive staff meeting (staff informed of needs to be addressed) immediately following the Crisis Response Team meeting.

9. The school counselor will be available initially to talk to students in classroom(s) and one-on-one as deemed necessary in the counselors' offices.

CHERRY STREET INTERMEDIATE  
**SCHOOL TELEPHONE NUMBERS**

**BIRCH STREET ELEMENTARY ...258-8629**

Superintendent – Lee Sandy .....	258-9109 (989) 370-4751	Office Mobile
Principal – Greg Webster .....	Ext. 106 758-4513 (Same)	School Home Mobile
Counselor – Val Hays .....	Ext. 114 331-6121 649-5041	School RC Sch. Mobile
School Secretaries – Sue Woodruff .....	Ext. 107 384-0366 (Same)	School Home Mobile
Maintenance Supervisor – Chris Seabolt .....	258-2991 258-8865 564-0148	School Home Mobile
Custodian – GRBS .....	1-800-441-4463	
Sheriff's Department .....	258-8686	

**EMERGENCY TELEPHONE NUMBERS**

EMERGENCY	CENTRAL DISPATCH – KALKASKA COUNTY	911
AMBULANCE	CENTRAL DISPATCH – KALKASKA COUNTY	911
FIRE	CENTRAL DISPATCH – KALKASKA COUNTY	911
POLICE	Kalkaska State Police . . . . .	258-4112
	Kalkaska County Sheriff . . . . .	258-3350
	Village of Kalkaska Police . . . . .	258-9081
	FBI . . . . .	(231) 946-7201
HOSPITAL	Kalkaska Emergency Unit . . . . .	258-7536
	Kalkaska Memorial Health Center . . . . .	258-7500
	Munson Medical Center . . . . .	(231) 935-5000
UTILITIES	Consumers Energy (Emergency Number) . . . . .	800 289-0600
	Gas Leak (Emergency Only) . . . . .	800 842-0842
	Michigan Consolidated Gas Company (Non-Emergency) . . . . .	800 289-0600
	Kalkaska Water and Sewer Department . . . . .	258-9191
	Kalkaska Street Department . . . . .	258-9191

CHERRY STREET INTERMEDIATE  
**ASSIGNED ROLES**

**BUILDING PRINCIPAL OR DESIGNATED ADMINISTRATOR**

1. The Building Principal will supervise all emergency procedures during the initial states.

As soon as the nature of the emergency is identified, he/she will ensure:

- a. appropriate alarm is sounded
  - b. contact 911
  - c. those procedures to ensure the safety of the occupants are being exercised
  - d. that proper authorities and agencies are notified
  - e. that internal communication channels are established within the building
  - f. that external communications are established
2. The Building Principal will also assume the responsibility for ensuring that all personnel be in-serviced annually in the contents of this emergency plan.
    - a. maintain the site Emergency Kit
    - b. maintain an updated alphabetical list of all students and staff. Class lists and staff rosters should be available during an emergency
  3. Survey the building interior to make sure that all children, teachers, and staff are evacuated if necessary.

CHERRY STREET INTERMEDIATE

## **ACCIDENT – SERIOUS INJURY – ILLNESS**

### **STEPS OF ACTION:**

- 1. Contact Building Principal and stay with injured/sick person.**
- 2. If a certified aide person is available, request that they administer first aide.**
- 3. First Adult to contact 911.**
- 4. Complete an Incident/Accident Report Form.**

## **BOMB THREAT – EXPLOSION**

### **BOMB THREAT:**

- 1. Contact principal in person to relay message – telephone may create explosion.**
- 2. Principal to determine if evacuation procedures are needed. (If so, follow evacuation plan).**
- 3. Protect face and head from flying debris with arms, books, coats, etc.**
- 4. Stay in this position until flying debris ceases.**

## **EXPLOSION**

### **EXPLOSION:**

- 1. Immediately call 911. Give exact location, magnitude of the explosion, and an assessment of the damage and/or injury.**
- 2. Call the Principal's office and relay the same information.**

**3. Building must be evacuated. Follow evacuation guidelines.**

CHERRY STREET INTERMEDIATE

**FIRE DRILL PROCEDURES**

**DESCRIPTION:** A fire in the building or on the premises **REQUIRES** evacuation of the building site.

**SIGNAL – CONTINUOUS RINGING OF FIRE ALARM.**

**STEPS OF ACTION:**

- 1. Call 911.**
- 2. Sound FIRE ALARM. If the alarm doesn't go off when pulled, call the office.**
- 3. Take class list of students with phone numbers and your attendance.**
- 4. Evacuate building to assigned places at least 300 feet from building.**
- 5. IMMEDIATELY notify fire fighters if a student(s) is missing.**

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1. Remain calm and quiet.
2. Make sure all windows are shut and locked.
3. File out in single file quickly but absolutely no running.
4. Light should be turned off and doors shut.
5. Students should not stop for coats or backpacks.
6. The last person in line should close the door.
7. Students are to remain quiet and with the teacher throughout the alarm.
8. No horseplay will be tolerated.

9. Teachers should take roll and raise their hand when their class is accounted for.
10. When an “ALL CLEAR” sign is given, students will file in quietly and Return to their rooms.

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## **INTRUDER:**

### **(SAFETY CODE – LOCKDOWN PROCEDURE ON FOLLOWING PAGE)**

In the event there is an emergency in the classroom, hit the buzzer. If over the intercom you here, “the building is now in a lockdown”, move your students to a safe place in the classroom.

#### **STEPS OF ACTION:**

Depending on the situation, the Principal will take appropriate action.

1. Take charge of the situation.
  - a. If in the hall, stop stranger and inquire as to their business in the building.
2. If stranger has entered classroom, contact Principal as soon as possible.
3. Principal will determine call to 911.
4. If appropriate, lockdown classroom and move children away from doors and glass.
5. Keep all students together. Have students lie flat on floor, out of sight, and face down until all clear announcement is made. **PLEASE STAY AWAY FROM DOORWAYS.**
6. Pull blinds and place SIGNAL on the outside door as well as inside door:  
**WHITE = UNOCCUPIED**  
**RED = HELP**  
**GREEN = OK**
7. Leave white card in the door of unoccupied rooms. Putting the signal in the door allows police to know the unoccupied rooms.

CHERRY STREET INTERMEDIATE

## LOCKDOWN PROCEDURE

### CODE:

1. **Teacher hits buzzer**
2. **ANNOUNCEMENT** - *"The building is now in a lockdown."*

### STEPS OF ACTION:

1. Place SIGNAL card in the inside and outside door:  
**WHITE = UNOCCUPIED**  
**RED = HELP**  
**GREEN = OK**
2. Go to the safest place in your classroom. Keep all students together.
3. Close the blinds and cover all window/openings through which an intruder may view the interior of the room.
4. Lock all classrooms.  
NOTE: Cafeteria – Move workers and students behind equipment/serving line.
5. Turn off all lights, require complete silence, ignore all bells
6. **TEACHERS** – Immediately make a list of all missing students and their last known location.
7. **ALL** – Make a list of students now under your control.
8. Do not open your door until someone in authority comes by your door.  
NOTE: Only the principal or his designee can give the “ALL CLEAR”.
9. Keep students in the room/area until given further instructions.
10. All Emergency Plans should be placed by the phone in your room.
11. **Information should be included in your sub plans.**

CHERRY STREET INTERMEDIATE

# SCHOOL VIOLENCE – ARMED SUBJECT

**LOCKDOWN PROCEDURE – *See previous page***

## **STEPS OF ACTION:**

1. Lock down classroom – Stay where you are.
2. Place signal in inside and outside door:  
**WHITE = UNOCCUPIED**  
**RED = HELP**  
**GREEN = OK**
3. Secure attendance for your classroom only.
4. Remain with students.
5. Principal will supervise all emergency procedures.
6. Evacuate only by police authority.

**NOTE: DO NOT MAKE COMMENTS TO THE PRESS. REFER ALL PRESS/MEDIA TO THE PRINCIPAL**

Elementary Counselor – Val Hays. . . . . Ext.114  
(231) 649-5041    Mobile

# STUDENT RUNAWAY – ABDUCTION

**DEFINITION:** Student runs away from school building, from class trip, or student is abducted.

## **STEPS OF ACTION:**

1. Notify Principal/Classroom Teacher.
2. Follow student if appropriate (student runaway).
3. Contact 911, Police, Parents, and Superintendent.

4. Provide picture of child to Principal or office staff and a description of clothing worn.

CHERRY STREET INTERMEDIATE  
**SUICIDE AT SCHOOL**

**STEPS OF ACTION:**

1. Notify Principal by intercom or in person.
2. Principal to call 911.
3. Render first aide.
4. Clear the area of students.
5. Secure area.
6. Principal to contact CRISIS RESPONSE TEAM.

**NOTE: DO NOT MAKE COMMENTS TO THE PRESS. REFER ALL PRESS/MEDIA TO THE PRINCIPAL OF Cherry Street Intermediate**

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(231) 649-5041

## CHERRY STREET INTERMEDIATE

# TORNADO – SEVERE WEATHER

1. Under suspicious weather, turn on the radio in the Principal's Office.
2. Custodian and administrator on duty will act as weather lookouts.
3. If a tornado watch has been issued either by radio, Central Office or the Sheriff, each teacher will be notified that this is not a drill.
4. In the Cherry Street Intermediate School, the signal for a tornado warning will be an announcement over the public address system.
5. In the event of a drill or tornado warning being issued, follow these procedures:
  - a. Students will be taken to their homerooms from art, music, physical education, resource room, library and the extension room.
  - b. Classroom door shut and latched.
  - c. **TEACHERS WILL TAKE THEIR RECORD BOOKS (CLASS LISTS) AND THEIR STUDENTS TO THE DESIGNATED AREAS.**
6. Students will remain in these areas until directed to do otherwise.

CHERRY STREET INTERMEDIATE  
**UTILITY EMERGENCY**

**STEPS OF ACTION:**

1. Evacuate Area if power lines, gas line break, or sewer line pose imminent danger.
2. Power lines down – DO NOT GO NEAR AREA – POSSIBLE HOT WIRES.
3. Notify Principal (Ext. 101) or Main Office (Ext. 107).
4. Principal will determine if 911 call is to made.
5. Main Office will contact utility.
6. Notify Maintenance of type of emergency.

**EXAMPLES OF UTILITY EMERGENCY:**

1. Downed Electrical Power Lines – EXTREMELY DANGEROUS – STAY CLEAR.
2. Building Power Outrage.
3. Gas Line Break – EVACUATE AREA – EXTREMELY DANGEROUS.
4. Water Main Break.
5. Sewer Line Break – EXTREMELY DANGEROUS – STAY CLEAR OF AREA.

To reach an outside agency from a classroom telephone dial 90-8 then number.

**UTILITIES:**

**Consumer Energy (Emergency Number) . . . . . 800-477-5050**  
**Gas Leak (Emergencies Only) . . . . . 800-842-0842**  
**Michigan Consolidated Gas . . . . . 800-289-0600**  
**Kalkaska Water and Sewer Department . . . . . 231-258-9191**  
**Kalkaska Street Department . . . . . 231-258-9191**

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