



2014-2015

Emergency Preparedness and Response Plan

Charlton Heston Academy (CHA)
1350 N. St. Helen Rd.
St. Helen, Michigan 48656
989-632-3390

CHA Emergency Response Team

David Patterson, Superintendent-313-622-9173 or ext. 222
Mark Church, Administrator-989-331-2667 or ext. 201
Mike Brown, Director of Physical Plant-989-709-0732 or
Stephanie Sinischo, Office Manager-989-387-5920 or ext. 200

9-1-1 **Fire, EMS, Police Emergency**

313-622-9173 or ext. 222 (cell phone-administrator #1) **David Patterson, Superintendent**
989-331-2667 or ext. 201 (cell phone-administrator #2) **Mark Church, Administrator**
200 and 205 (main office extensions) **Stephanie Sinischo**
989-389-4071 Richfield Township Public Safety; 989-275-5101 **Roscommon County Sheriff**
800-477-5050 **Consumers Energy**
800-947-5000 **DTE**
989-275-5107 **Roscommon County Department of Human Services**

1. Purpose

1.1 The CHA School Board recognizes that the safety of students, faculty, staff and visitors is best met by preparedness response that ensures that the health and safety of individuals is safeguarded, any disruption to the education program is minimized, and students and employees are adequately trained to respond to emergency situations.

2. Mission and Goals

2.1 The mission of CHA in an emergency/disaster is to:

- Protect lives and property.
- Respond to emergencies promptly and properly.
- Coordinate with local emergency operations plans and community resources.
- Aid in recovery from disasters.

2.2 The goals of CHA in an emergency/disaster are to:

- Provide emergency response plans, services, and supplies for all facilities and employees.
- Ensure the safety and supervision of students, faculty, staff and visitors to the school.
- Restore normal services as quickly as possible.
- Coordinate the use of school personnel and facilities.
- Provide detailed and accurate documentation of emergencies to aid in the recovery process.

3. References

3.1 Charlton Heston Academy Local School Emergency Response Plan

4. Definitions

4.1 Emergency: A natural or man-made disaster, accident, act of war, or other circumstance that could reasonably endanger the safety of school children or disrupt the operation of the school.

4.2 Emergency Preparedness and Response Plan: Policies and procedures developed to promote the safety and welfare of students, protect school property, or regulate the operation of school during an emergency occurring within the school.

5. Situation and Assumptions

5.1. Situation

5.1.1 CHA is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

5.1.2 The school's current enrollment is approximately 400 students. The school's staff is comprised of teachers, administrators, office/support staff, and teaching assistants. A current list of employees is located in the Main Office, and kept by the administrators, and a current list of students by classroom/alpha order is located via Powerschool, and kept by each teacher.

5.1.3 Through Powerschool the school has schedules of classes and their location during the day. Copies of the schedules are accessed through Powerschool or at the Main Office.

5.2 Building Information

5.2.1 CHA is located at 1350 N. St. Helen Rd., St. Helen, MI 48656.

5.2.2 Maps of the building annotated with evacuation routes are attached.

5.3 Assumptions: Assumptions reveal the limitations of the Emergency Preparedness and Response Plan by identifying what was assumed to be true during development. These allow users to foresee the need to deviate from the plan if certain assumptions prove not to be true during operations.

5.3.1 CHA will continue to be exposed to and subject to the impact of various emergencies, as well as lesser hazards and other situations that may develop in the future.

5.3.2 It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

5.3.3 A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.

5.3.4 Following a major or catastrophic event, the school may have to rely on its own resources.

5.3.5 There may be a number of injuries of varying degrees of seriousness to faculty, staff and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

5.3.6 Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for this school to be prepared to carry out the initial emergency response on an independent basis.

5.3.7 Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this school's readiness to deal with emergency situations.

5.3.8 A spirit of volunteerism among school employees, students and families will result in their providing assistance and support to emergency response efforts.

6. Limitations

6.1 It is the policy of CHA to do its best by way the response system. As personnel and resources may be overwhelmed, CHA will endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

7. Policy

7.1 It is the responsibility of CHA officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect school.

7.2 It is the responsibility of the school to provide in-service emergency response education for all school and office personnel.

7.3 It is the responsibility of the school administrator, or a designated person, to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.

7.4 This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and identifies immediate action functional protocols as well as guidelines for responding to specific types of incidents.

7.5 This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their regular day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources may be limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. Standard Operating Procedures

8.1 Initial Response

8.1.1 School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. However, at no time will school officials transfer responsibility for student care to anyone other than authorized family members or emergency personnel.

8.1.2 The school administrator will be responsible for activating the school emergency operations plan and the initial response which may include:

- Evacuation: When conditions are safer outside than inside a building. Requires all staff and students to leave the building immediately.
- Reverse Evacuation: When conditions are safer inside a building than outside. Requires all staff and students to go to designated safe places in the building from outside the building.
- Lock Down: When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classroom doors and windows are closed and locked where applicable, blinds are closed, windows are covered, and students and staff stay in their offices, work areas and classrooms.
- Shelter-in-Place: When conditions are safer inside the building than outside. For severe weather sheltering, students and staff are held in the building safe areas and interior rooms away from windows. For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
- Drop, Cover and Hold: Students and staff drop low, take cover under furniture, cover eyes, head with hands and arms and protect internal organs.

8.1.3 Teachers, assisted by teaching assistants and volunteers, will:

- Participate in trainings, drills and exercises.
- Direct and supervise students en-route to pre-designated safe areas within the school grounds (at least 1000 feet from the building per evacuation map routes) or to an off-site evacuation shelter (Richfield Township Fire Hall).
- Check visually rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- Maintain order while in student assembly area.
- Verify the location and status of every student. Report to the school administrator or designee on the condition of any student that needs additional assistance.
- Provide basic first aid to injured students and/or staff.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official Family Reunification process.

8.2 Evacuation: Whenever it is determined that it is safer outside than inside the building (e.g. fire, explosion, hazardous material spill inside, structural failure, etc.) students will be evacuated to a predetermined area.

8.2.1 The school administrator or designee will:

- Call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location where students will be taken. Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the School Administrator.
- Make the following announcement using the building Public Address system or telephone: "Your attention, please. We need to institute an evacuation of the building. Teachers are to take their students to their designated assembly area. Teachers take your class roster and take a headcount at the assembly area."
- Make transportation arrangements, if necessary, to take students to an alternate off-campus relocation site.

8.2.2 The office staff will:

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the school administrator and/or designee of any missing student(s) or staff.
- Inspect the bathrooms, hallways and common areas for visitors, staff and students while exiting.

8.2.3 Teachers, assisted by teaching assistants and volunteers, will:

- Instruct students to evacuate the building, using designated routes, and report to their assigned assembly area.

- Close classrooms and/or work area doors, and turn off their lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring their class lists, and phone lists.
- Take attendance and report any missing students or staff to the school administrator or other designee.

8.2.4 At the assembly area, teachers and students will stay in place until further instructions are given.

8.3 Reverse Evacuation: When conditions are safer inside the building than outside (e.g. severe weather, community emergency, gang activity, hazardous material release outside, etc.) a reverse evacuation will take place.

8.3.1 The school administrator or designee will:

- Order a Reverse Evacuation for students and staff outside to move inside the building. Use the building PA, telephones, or runners to gather school community inside.

8.3.2 Teachers, assisted by teaching assistants and volunteers, will:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, they will direct students to the designated assembly areas or off-campus assembly site.
- Take attendance and account for all students and report any missing students to administration.
- Will ensure that no students or staff members are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

8.4 Lockdown: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (e.g. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.) a lockdown of the school will be conducted.

8.4.1 The school administrator or designee will:

- Call 9-1-1, identify the name and address of the school, describe the emergency, state that the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Make the following announcement using the building Public Address system or telephone: “Your attention, please. We are experiencing an emergency situation and need to lockdown the school immediately. Teachers close your doors and windows and keep students inside until further notice. Students and staff are to return to the nearest classroom or office. Ignore all alarms and bells unless advised otherwise.”
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.

- If needed, notify parents of alternate location for student pick-up.

8.4.2 The office staff will:

- Stay by the phones to wait for additional procedures from district office and incident commander.
- Remotely check status of classrooms via PA, telephone, computer or other methods.

8.4.3 Teachers, assisted by teaching assistants and volunteers, will:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Lock your doors-if possible, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify school administrator and emergency response teams of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until given the "All Clear" signal.
- If outside, move students to the designated off-campus assembly area and wait for further instructions.

8.5 Shelter-in-Place: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency., but mostly will be in the respective classrooms.

8.5.1 The school administrator or designee will:

- Make the following announcement using the building Public Address system or telephone: "Your attention, please. We are experiencing an emergency situation and need to implement shelter-in-place procedures. Students and staff are directed to move to the designated shelter locations and safe areas. All staff and students outside are to immediately move to the protection of an inside room."
- Order a Reverse Evacuation for students and staff outside to move inside the building. Use the building PA, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Be prepared to announce change in status ("Drop, Cover and Hold" or "All Clear")

8.5.2 Teachers, assisted by teaching assistants and volunteers, will:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest building interior safe area or other appropriate shelter.
- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
- If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.

8.5.3 All persons must remain in shelter until notified by the administrator.

8.6 Drop, Cover and Hold: Is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

8.6.1 The school administrator or designee may order an evacuation if the situation warrants and it is safe to do so.

8.6.2 Teachers, assisted by teaching assistants and volunteers, will:

- Instruct students to duck under their desks or tables and cover their heads with their arms and hands.
- Instruct students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to administration.

8.7 Off-Campus Evacuation: This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent(s), relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.

8.7.1 The school administrator or designee will:

- Begin setting up the evacuation staging area.

- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if other transportation is required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- Order an Off-Campus Evacuation and Family Reunification at a pre-designated relocation site with the following announcement: “Your attention please. For safety reasons, we are evacuating off site to the Richfield Township Hall or Fire Hall both located on the property of 1410 N. St. Helen Rd. We will be implementing the family reunification from that location.”
- Direct staff to exit with students as determined on the posted evacuation routes, and walk with students to the location or load onto buses or other transportation methods.
- Provide detailed instructions via social media, through the SchoolReach mass communication system or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

8.7.2 Teachers, assisted by teaching assistants and volunteers, will:

- Take their class rosters and phone lists as they exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration.
- Maintain control of their class. After receiving the alert for Off Campus Evacuation, guide students to the designated evacuation staging area for movement to the relocation site.
- While en route to the relocation site, the teachers will prepare a list of all evacuees, which will be delivered to the Reunification Site Commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. Assist in staffing the site if needed.

8.8 Family Reunification: The Family Reunification protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

8.8.1 The school administrator or designee will:

- Determine the appropriate pre-designated relocation site and safe evacuation route.
- Notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Commander.

8.8.2 The Reunification Site Commander will:

- Establish a command post.

- Organize public safety and response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff or emergency response teams to provide notification in private away from other parents.
- Set up a media staging area and notify the administrator of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

8.8.3 Teachers, assisted by teaching assistants and volunteers, will:

- Provide a list of evacuees to the reunification site staff upon arrival.
- Follow the instructions of the Family Reunification Center staff when you arrive. School personnel may be asked to assist in staffing the site.

8.9 Notification Procedures

8.9.1 In case of an emergency, information should be provided to community first responders by calling 9-1-1, following which information should be given to the school administrator. Information should include the nature of the incident and the impact on the facility, students and staff.

8.9.2 In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a Lock Down incident or a Shelter-in-Place incident in progress, the building shall be evacuated. In the event that a Lock Down or Shelter-in-Place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.

8.9.3 In the event of a major incident, once the safety and accountability of students is accomplished, school efforts and resources will be fully coordinated with and in support of township, county, state and federal emergency efforts.

9. Training, Exercises and Parent Notification

9.1 CHA understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that personnel and community first responders are aware of their

duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur.

9.2 Training and refresher training sessions shall be conducted for all school personnel. The plans and Standard Operating Procedures will be validated through conducted exercises and drills which identify areas of need for additional training or revisions of procedures and also to insure continued readiness. Training should coincide with the staff in-service days. Other training times/dates shall be held at a time during the school year that will allow for maximum attendance. Records of the training provided including date(s) and type of training will be maintained.

9.3 Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices.

9.4 CHA will participate in any external drills or exercises sponsored by local emergency responders. Availability of school personnel and the nature of the drill or exercise shall govern the degree to which the school will participate.

9.5 Fire Drills

9.5.1 CHA shall conduct fire drills as required by law.

9.5.2 The school will conduct the first fire drill with only staff members.

9.5.3 A fire drill may be postponed, subject to the approval of the administrator or local fire chief.

9.5.4 Fire drills shall include the complete evacuation of all persons from the school building or portion thereof used for educational purposes. An exception may be made for the staff member responsible for notifying the local fire department and handling emergency communications.

9.5.5 When required by the local fire chief, the local fire department shall be notified prior to each drill.

9.5.6 Fire drills shall be initiated by activation of the fire alarm system.

9.6 Other Drills

9.6.1 CHA will conduct drills for other emergencies during the school year as required by law.

9.7 Parent Notification

9.7.1 Parents shall receive a written notice of relevant sections of the Emergency Preparedness and Response Plan.

9.7.2 Parents may receive notice in advance of drills.

10. Source and Use of Resources

10.1 CHA will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

- Request assistance from volunteer groups active in disasters.
- Request assistance from industry or individuals who have resources needed to assist with the emergency situation.