

**WSC ACADEMY**  
**Emergency Preparedness Plan**

**2021-2022**



*Emergency Preparedness Procedures established for  
WSC Academy in Ypsilanti for School Year 2021-22*

*Updated – November 2021*

**WSC ACADEMY**  
**District Office-Ypsilanti**  
**Ypsilanti Campus**

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## Preventative Measures

### 1. Doors Locked Schedule

*Staff member posted at student entrance doors*

**EXTERIORS DOORS LOCKED AT ALL TIMES**

**Buzzer/Video System used to allow entrance into building**

**INTERIOR DOORS are to remain locked throughout the day.**

### 2. Staff Member Identification

#### Current Staff Members

**School Leader – Portia Mann**

**Principal – Candice Spencer**

**Guidance Counselor-Lauren Maguire**

**Teacher/ Special Education-Rachel Parent**

**Teacher- Layla Daniels**

**Teacher- Abbey Lilly-Lacca**

**Teacher- Niarra Coleman**

### 3. Non-Staff Member Identification

#### Sign-In

a) **All Visitors (parents/family members/visitors/volunteers/mentors, etc.)** must sign-in at the Main Office to receive a visitor pass or be escorted by a staff member while on campus.

b) **All Visitors (parents/family members/visitors/volunteers/mentors, etc.)** must sign-out and return visitor pass or be escorted by a staff member to the Main Office to sign-out.

4. The Emergency Plan (including maps) will be located in the classrooms.

## Emergency Response Team (ERT)

### Staff Members

***Principal*** - Candice Spencer  
***Guidance Counselor*** – Lauren Maguire  
***Teacher***-Abbey Lilly-Lacca  
***Teacher*** – Rachel Parent  
***Teacher*** – Layla Daniels  
***Teacher***- Niarra Coleman

### Emergency Response Team Members Tasks

Any staff member can initiate an alarm if the situation warrants it and will inform the Office Manager either by telephone or intercom.

1. Dial intercom on the phone and then extension 460
  2. Say 911 and the room number/location and somebody from the ERT will be there to assist you immediately.
- ex. Two students are fighting in the classroom. Teacher presses the intercom button, followed by \_\_\_\_\_. Then announce, “911 Room 7”.

#### ***Principal***

- will contact ***ERT*** via intercom or telephone
- will check restrooms and lobby to return students to classrooms
- Announcement: ‘**Response Team please report to the office**’

## **Principal**

- is the ***designated person*** to instruct staff members
- will advise team on evacuating staff and students per Emergency Procedures
- will advise team on staff and student accounting post evacuation
- will check gym area and gym rooms and return students to classrooms

## **All other ERT members**

- Will check all restrooms, classrooms, and hallways and return students to classrooms or safe zone areas.

## Emergency Procedure (A)

### LOCK DOWN

**INSTRUCTIONS:** Used in incidences of a dangerous person (s) on the premises, drive-by shooting, riot, hostage situation, kidnapping or confrontation of groups of people.

The Principal should be contacted **IMMEDIATELY** in the following instances:

- a) A person possessing a gun, weapon, or displaying hostile behavior is in or near the school.
- b) A suspicious person is detected without a visitor's pass and is displaying unusual or hostile behavior.
- c) In the event of a drive-by shooting, riot, hostage situation, forced entry, unlawful removal of a student (kidnapping) or a confrontation of groups or people.

**WHEN ACTIVATED:** The Principal will issue an announcement: Office will dial intercom and then extension \_460\_ with the announcement:

***"THIS IS A LOCKDOWN". All Response Team Members (ERT) ensure that students are out of sight and lockdown procedures are being implemented.***

### **RESPONSE TEAM:**

**Upon receiving a serious threat to school personnel or students:**

#### **1. CALL 911 for EMERGENCY ASSISTANCE**

If possible, PLEASE provide a FIRST PERSON account of the information to the 911 Operator. PREPARE to answer the following questions:

- **EXTENT OF VIOLENCE**
- **NUMBER OF SUSPECTS**
- **LOCATION OF SUSPECTS**
- **SAFE ARRIVAL POINT FOR RESPONDERS**
- **CREATE A TIMELINE AND RECORD EVENTS**

- **CALLER MUST BE PREPARED TO STAY ON THE LINE AND PROVIDE CONTINUOUS UPDATES FOR RESPONDERS**
- 2. **Correspond** with First Responders (Police, EMT, etc.) as necessary
- 3. **Implement Student Accounting Protocol**
  - Evacuate all hallways and common areas
  - Ensure that all classrooms are accounted for
  - Gather Emergency Information Files
- 4. No excess running around. Law enforcement will be entering in a 'Search and Destroy' mode. Stay out of their way.

**TEACHERS/STAFF:**

1. Immediately direct all students to be silent.
2. Go to the door of the classroom; gather anyone from the immediate hallway into the classroom.
3. Attempt to give the impression of a locked, unoccupied area
  - A. **Close and lock the door**
  - B. **Turn off all lights**
  - C. **Close all blinds and shades (if possible)**
  - D. **Gather students in an area of the room where they cannot be seen from windows on hallway doors**
4. Keep the students quiet and wait for further directions given via intercom.
5. Silently record who is in attendance in your room. Keep this record with you.
6. Once your class is settled, let any other teacher know (via the phone) the location of their student if they are now in your classroom (if you can do so safely).
7. Do not open the door or attempt to leave the room unless directed to do so by the police or administration. If a student is in the hallway, call for the Response Team via intercom to assess the safety of pulling in the student who may be seeking cover from the intruder(s).
8. All staff should be prepared to evacuate the students at the direction of the administration or uniformed law enforcement officials.
9. If you are with a large group in the gymnasium or other common areas, please LOCK DOWN the area, if possible, following standard

emergency procedures. If students are in unsecured areas, please move them quickly into a classroom or the gymnasium. If the dangerous intruder alert occurs during a break time or before or after school hours, please move as many students as possible into classrooms or designated areas and lock down those areas.

**10.** Prepare for an **Emergency Exit** other than the **Main Door**.

**11.** When rescue comes, stay on the floor away from doors and windows to take cover.

**RESPONSE TEAM (ERT):**

**Once all CLEAR from LAW ENFORCEMENT, send an ALL CLEAR over INTERCOM.**



## Emergency Procedure (B) FIRE OR BUILDING EVACUATION

**INSTRUCTIONS:** If fire, suspicious smoke or suspicious smell is detected The Main Office should be contacted IMMEDIATELY if a fire, suspicious smoke or suspicious smell is detected.

**WHEN ACTIVATED:** The Principal will use the phone to dial intercom and then extension 460 to issue an announcement:

**“Response Team report to the office (or as designated)-This is a Fire Emergency”. All Response Team members report to the Office (or as designated) and ensure evacuation procedures are being implemented.**

### **RESPONSE TEAM:**

**Upon receiving an alert of a fire, suspicious smoke or suspicious smell is detected:**

- 1. CALL THE FIRE DEPARTMENT: 911 for EMERGENCY ASSISTANCE**
- 2. IMPLEMENT STUDENT ACCOUNTING**
  - Evacuate all hallways and common areas
  - Ensure that all classrooms are accounted for and are following evacuation procedures
  - Gather Emergency Information Files
- 3. Keep CLEAR all access routes for emergency vehicles**
- 4. Response Team Members (ERT) collects lists of students accounted for and those not accounted for or missing from each teacher and gives all lists to the Principal. The School Leader then gives this information on any missing student and their last known location to firefighters arriving at the scene.**
- 5. RENDER FIRST AID if necessary.**
- 6. The Response Team Member (ERT) in charge is assigned to meet the FIRE Department Incident Commander immediately upon arrival at the fire scene.**
- 7. In the event of a fire near the school, the Response Team Member (ERT) shall determine whether evacuation is appropriate.**

### **TEACHERS/STAFF:**

1. Students evacuate the building in a quiet and orderly fashion to the parking lot outside or designated area located a safe distance from the building.
2. Teachers/Staff should always check hallways and exit route to students leaving.
3. All doors should be closed behind you and lights turned off.
4. Confine the fire by closing all exterior doors of the building(s) after the last person has been evacuated.
5. Once evacuated from the building, teachers/staff should take attendance. If a student is missing, immediately notify the Response Team (ERT) of their name and last known location. Please submit your attendance logs to Response Team members.
6. Students and staff should not return to the building(s) until the FIRE department officials declare the area safe.

### **RESPONSE TEAM:**

**Once an ALL CLEAR is received from LAW ENFORCEMENT, send an ALL CLEAR over intercom.**

## Emergency Procedure (C)

### TORNADO

**INSTRUCTIONS:** If a tornado is rapidly approaching the campus and students and staff must take cover inside the building.

**WHEN ACTIVATED:** The Principa will use the phone and dial intercom and then extension 460 to issue an announcement:

**“Response Team report to the office (or as designated)-This is a TORNADO WARNING”. All Response Team members report to the Office (or as designated) and ensure that “take cover” procedures are being implemented.**

#### **RESPONSE TEAM:**

1. Implement Student Accounting
  - **Ensure that all classrooms are accounted for**
  - **Gather Emergency Information Files**

#### **RESPONSE TEAM AND TEACHERS/STAFF:**

1. All Teachers/Staff and students are to go into an orderly and quiet manner to the bathrooms/hallway or designated shelter area immediately.
2. Take attendance and report any missing students immediately to a member of the ERT and the student’s last know location.
3. Direct students to remain quiet.
4. Ensure that students are not sitting in front of or across from a window.
5. Instruct students to get on their knees, make sure their heads face interior walls, and place their hands over their heads
6. All doors must be closed to classrooms.
7. If a tornado strikes without warning, have students move under their tables or other heavy furniture. Stay away from windows whenever possible.

8. No one should leave the shelter area until ALL CLEAR is given. This is important because a storm may generate more than one tornado funnel and a single funnel may behave unpredictably.

**TEACHERS/STAFF:**

1. Bring attendance logs and take attendance at designated shelter area.
2. Report any missing students to the Response Team (ERT).

**RESPONSE TEAM:**

**Once an ALL CLEAR from LAW ENFORCEMENT is given, send an ALL CLEAR over intercom.**

## Emergency Procedure (D)

### BOMB THREAT

**INSTRUCTIONS:** Used in incidences if a bomb threat is received.

#### **RESPONSE TEAM AND TEACHERS/STAFF:**

1. The Principal should be contacted IMMEDIATELY

2. ***Telephone Call Recipient:***

- Keep caller on telephone as long as possible.
- Do Not Hang Up.
- Write down everything the caller says.
- Make an educated guess at the age, sex, and race of the caller.
- Note any accent in caller's voice.
- Note any background noises that can identify where the caller is placing the call from.
- Lay receiver down until police arrives
- If a student has answered the telephone, have adult take the call.
- If the call comes in on a telephone other than the school office telephone, notify the Principal's office as soon as possible.

3. **Radio signals and/or electronic devices can activate bombs.**

**DO NOT USE: CELL PHONES, RADIOS, OR ANY ELECTRONIC DEVICES**

4. Students may not leave the building to take the city bus or for parents/others picking them up until Law Enforcement personnel have determined that it is safe to do so.

#### **RESPONSE TEAM:**

1. **CALL 911** to report incident (use different phone and line) and provide details of bomb threat.
2. The Response Team will be notified by intercom and will meet in the Main Office.
3. Use intercom to direct teachers and staff out of the building.
4. Implement Student Accounting
  - **Evacuate all hallways and common areas**
  - **Ensure that all classrooms are accounted for**
  - **Gather Emergency Information Files**

5. Check building for full evacuation
6. Response Team members (ERT) may use cell phones once building has been evacuated.

### **TEACHERS/STAFF:**

1. Evacuate when advised and leave doors open when exiting.
2. Take a copy of the attendance roster with you and take attendance when students are assembled away from the school.
3. Report any missing student(s) to the Response Team of their name and last known location.
4. Check halls and restrooms for students and direct them to the designated area outside of the building.
5. Close and lock all interior doors.
6. DO NOT TOUCH ANY LIGHT SWITCHES OR COMPUTERS.
7. NO CELL PHONES or ELECTRONIC EQUIPMENT are to be used by visitors/staff/students.
8. If anything suspicious is found, don't touch or investigate it. Evacuate the building immediately. Staff should always check hallways and exit route prior to students leaving.
9. Ensure that students remain in designated areas. Students must not leave the designated area until LAW ENFORCEMENT personnel gives an ALL CLEAR.

### **RESPONSE TEAM:**

**Once an ALL CLEAR from LAW ENFORCEMENT is given, send an ALL CLEAR over intercom.**

**Emergency Procedure (E)**  
**CARDIAC EMERGENCY or Anaphylactic Shock**

Instructions: Used in incidents where a student is believed to be having a cardiac emergency.

Response Team/Staff:

1. If a cardiac event occurs or anaphylactic shock instruct a student to dial intercom then extension 460 and identify the event as a cardiac emergency or anaphylactic shock and the room number or area of the school. For example, “Anaphylactic shock in the gym”. Assess the situation but do not attempt to move the victim unless there is imminent danger. Staff member in room immediately begins CPR if no pulse. If experiencing shock, ERT member will retrieve epi-pen from main-office and report to the emergency area.
2. Emergency Response Team member that receives intercom call immediately dials 911 to report the emergency if cardiac arrest. If anaphylactic shock, an Emergency Response Team member who is not responding with the epi-pen immediately calls 911.
3. Once incident has been reported, ERT member will go to room where emergency is occurring and assist staff with CPR in progress or administration of epi-pen.
4. Continue with CPR until EMS arrives or monitor breathing depending on status of patient.

## **OTHER EMERGENCY PROCEDURES**

### **GENERAL PLAN FOR BEFORE AND AFTER SCHOOL AND EVENING EMERGENCIES:**

1. **Follow all procedures** outlined for school hour emergencies.
2. In the absence of the Response Team (ERT), the person in charge of any night activities will implement the emergency procedures.
3. The person in charge should contact the Principal.
4. The Principal will instruct handling the emergency situation.

### **GENERAL PLAN FOR EMERGENCIES AT OFF-SITE ACTIVITIES:**

#### **PREPARE:**

1. Person in charge will collect all emergency cards for all participating students prior to scheduled off-site activity.
2. If appropriate, the School Leader will contact the Response Team (ERT) to make plans to meet with emergency needs.

#### **EMERGENCY PROCEDURE:**

1. In emergencies, all students should be immediately accounted for and the primary concern should be for the students' safety.
2. Follow all procedures outlined for school hour emergencies.
3. The person in charge should contact the Principal.
4. The School Leader will instruct handling the emergency situation.

### **GENERAL PLAN FOR HANDLING SUSPICIOUS MAIL/MATERIAL:**

#### **STUDENTS SHOULD NOT SORT OR OPEN U.S. MAIL:**

1. Do not handle a letter or package suspected to be contaminated
2. Do not open the letter or package; do not shake it, bump it, or sniff it.
3. If the letter or package has already been opened and powder spills out, do not clean it up.
4. **KEEP OTHERS AWAY FROM THE AREA.**
5. All persons who handled the letter or package should immediately wash with soap and water and remain on-site awaiting further directions.
6. **NOTIFY YOUR IMMEDIATE SUPERVISOR.**



**7. EVACUATE THE AREA.**

8. Call the police for further instructions.
9. Start a list names, addresses, and telephone numbers of all persons who have handled the letter or package. Share that list with law enforcement officials if requested.
10. All persons who have handled the package should remain isolated from the rest of the building population.

**If an ambulance is called to building, a member of the Response Team (ERT) will meet its arrival to direct the responders to the location of the emergency.**

# WSC EMERGENCY PLAN

## INDIVIDUAL SIGNATURE PAGE

\_\_\_\_\_ I have reviewed the entire Emergency Plan

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Signature

Date