

ALMA PUBLIC SCHOOLS EMERGENCY OPERATIONS PLAN

SEPTEMBER 2014



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Prevention

Alma Public Schools developed an Emergency Operations Committee in the fall of 2013. The committee included the Superintendent, building principals, and department directors of Maintenance, Transportation and Food Service, counselors, school social workers, Lieutenants from Alma Police Department, City of Alma Emergency Manager, Gratiot County Emergency Manager, parents and school board members.

The objectives of the committee were to:

- Review the current procedures for the Traumatic Events Response Plan (Postvention)
- Develop Emergency Response Procedures for Alma Public Schools
- Develop a well-communicated Evacuation and Reunification Plan for Alma Public Schools
- Develop a training protocol for all APS staff in conjunction with Alma Police Department and Gratiot County Emergency Management.
- Develop a complete Emergency Operations Plan for Alma Public Schools

Alma Police Department Risk Assessment of Facilities

A risk assessment of the schools was conducted by Lieutenant Schooley, Lieutenant Overla, Mick Koutz, the

Maintenance Director, and Scott Owen, the Technology Director in fall 2013. The physical structure including facilities and grounds; utility systems; mechanical systems; and communications systems were assessed.

- Exterior doors locked at all times
- Visual Monitoring System at one of more doors in each building utilizing a Peripheral Vision S-2 system
- Visitors are buzzed in with an intercom system and told to come to the main office to sign in and obtain a Visitors Pass
- Security cameras present in the interior and exterior of Alma High School and Donald L. Pavlik Middle School. System was installed at AHS and DLPMS in 2002.
- Security cameras present at the exterior of all elementary schools positioned at the front entrance and parking lots
- Blueprints of all facilities including mechanical drawings are posted on the Maintenance section of the website under Staff Resources. This section is protected by a secure staff login.
- Alma PD has electronic copies of all APS facility blueprints and all access keycards available in all emergency response vehicles.

RECOMMENDATION:

1. Security camera systems require updating in order to provide better real-time information to building administrators, facility managers and emergency response personnel. Bids should be procured by Tech Director.
2. Inside security camera systems need to be installed at all elementary schools.

Alma Public Schools Risk Assessment of Emergency Operations Process and Climate/Culture

A risk assessment of the schools was conducted by building administrators and Betsey Reimersma, School Social Worker, Gloria Stuart, SSW, and Chris Sandro, School Counselor in fall 2013. The climate/culture was assessed which included operation of the school; student-teacher relationships; parent involvement; and tone and feel of the school toward emergency preparedness.

- Emergency and Crisis Procedures Flip charts provided by The Gratiot County Safety Council and funded by a grant provided by the Saginaw Chippewa Tribe are present in every room in each school building.
- Michigan State Police safety procedures for Shelter in Place/Soft Lockdown; Lockdown – Outside Threat; and Lockdown – Inside Threat were given to all staff in September 2013 in staff handbooks and reviewed at staff meetings. The practice of barricading classroom spaces was introduced and emphasized.
- Building Emergency Response Team (BERT) members are listed for each building to include: Building Principal; Administrative Assistant; School Social Workers and Counselors; Teachers trained in CPR; Custodian
- Safe Schools modules required viewing for all APS employees – Bloodborne Pathogens; Hazardous Waste Management; Bullying Prevention; FERPA
- Fire Drills, Tornado Drills and Lockdown Drills held according to law
- AED defibrillators present in all buildings – Staff handbooks include basic CPR response and location of AED's - Procedure reviewed at staff meetings twice a year

- Suicide Prevention training took place for Grades 6-12 district staff and students in April of 2014. Training was conducted by Dave Opalewski, Grief Recovery, LLC. A session was held for parents and community members in the evening.
- Reunification Plan was established with Alma College in Spring 2014 to be used beginning with 2014-15 school year.

RECOMMENDATIONS:

1. Establish a CLEAR and EASY to UNDERSTAND procedure for Lockdown, Evacuation, and Reunification that meets the most updated research practices for School Safety.
2. Run a districtwide EOP drill with local emergency responders and school staff before school begins, August 2014.
3. Upgrade communication procedures and practice these periodically during each school year with all staff and emergency responders.
4. The Emergency Operations Committee should meet twice yearly – to prepare and evaluate the EOP.
5. Continue SET SEG Safe Schools modules for Bloodborne Pathogens once a year and include Cardiac Response Plan review at each staff meeting for every department twice yearly.
6. Conduct suicide prevention training every 5 years in the district.

****IN JULY 2014, NEW SAFETY DRILL REQUIREMENTS WERE INTRODUCED IN PUBLIC ACT 12 OF 2014. THIS ACT INCLUDED A NEW SET OF EXPECTATIONS FOR FIRE, TORNADO AND LOCKDOWN DRILLS AS WELL AS EXPECTATIONS FOR THE TRAINING AND USE OF EPI-PENS AND CARDIAC EMERGENCIES. THESE EXPECTATIONS ARE BEING MET AND ARE INCLUDED IN THE PREPAREDNESS SECTION.**

Preparedness

Emergency Management Team

Alma Police Department – Chief Dave Walsh

City of Alma Emergency Manager – Matt Schooley

Gratiot County Emergency Manager – Dick Harrell

Superintendent of Alma Schools – Sonia Lark

Alma Schools Administrative Assistant to the Superintendent – Wendy Guyette

Board of Education President – Art McClintic

Board of Education Member – Kendra Overla

Alma Schools Director of Maintenance – Mick Koutz

Alma Schools Director of Technology – Scott Owen

Alma Schools Social Worker – Betsey Riemersma

Alma Public Schools Building Principals

Alma College Associate Director of Facilities and Service Management – Scott Dennison

Alma College Director of Systems and Networking Information Technology Services – Kyle Warner

National Incident Management System

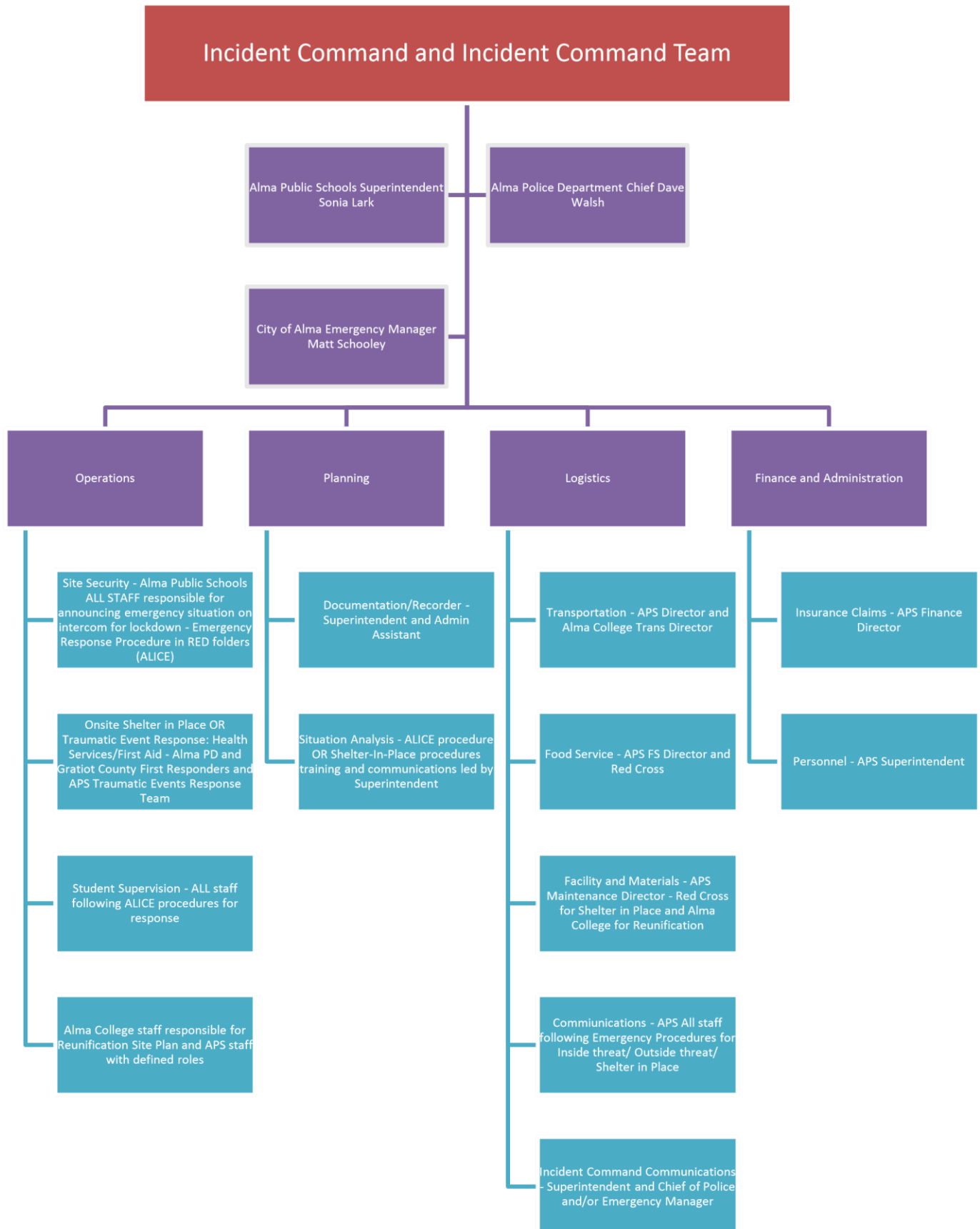
Alma Schools Board of Education has adopted City of Alma's EOP as part of an effective emergency management system. We pledge to continue to update and refine the NIMS concepts, practices and principles through collaborative efforts with local emergency responders.

This is the link to City of Alma, Michigan Emergency Operations Plan

<http://www.ci.alma.mi.us/1/307/files/EmergencyOperationPlanFebruary2014.pdf>

Incident Command System

Facilities Coordinated Response



Threat Response Plan

Alma Public Schools in collaboration with Alma Police Department and the City of Alma is following Board Policy 8420 Emergency Situations at Schools, adopted in August 2014. The policy includes expectations for Emergency Preparedness; Emergency Drills; Drill Result Publication; and a Cardiac Emergency Response Plan. Emergency preparedness procedures are included in RED folders throughout the district. Procedures are reviewed with all staff biannually.

Emergency Drills

The following series of drills are scheduled each year in every building in concurrence with PA 12 of 2014:

- A minimum of 5 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
- A minimum of 2 tornado safety drills is required for each school year at the schools and facilities described in subsection (1). At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
- A minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The governing body of a school shall seek input from the administration of the school and local public safety officials on the nature of the drills to be conducted under this subsection. A school that operates any of grades kindergarten to 12 shall conduct at least 1 of the drills required by this section during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.

The following letter is sent home with students prior to lockdown drills:

Dear Parents/Guardians,

Over the past several years our country has witnessed an increase in school violence. As the experts analyze these events, they have determined that schools and community agencies need to do more in regards to training/educating students and staff. Not only should we be learning about how to prevent a crisis from occurring, but also how to survive a potentially traumatic event in our school building.

Although our district has taken great steps to ensure your child's safety at school, we know we must continue to discuss and plan for a traumatic event so that we are prepared, if one should ever occur. Measures we currently have in place include:

- All points of entrance will continue to be locked during the school day.
- A secure system on the main office entrance allows us to know who is entering our building while students and staff are present.
- All visitors are expected to enter the building through the main office and to wear visible identification if they need to proceed further into the building.

Alma Public Schools has been working closely with our Gratiot County Emergency Manager and the Alma Police Department for many years to create safety plans for our schools. In partnership with these groups, we have learned much more about other traumatic incidents in schools around the country, as well as the strategies that were used to increase

the safety of all students and staff. We have used this information to adopt new policies and procedures that research has shown to be more effective in saving lives during a traumatic event. These new procedures, referred to as the A.L.I.C.E. System, are as follows:

- **Alert** – Get the word out! Use clear and concise language in the building to convey the type and location of the event
- **Lockdown** – Begin with “locking down” students and staff in secure areas
- **Inform** – Communication during the event keeps an intruder off balance and allows for more time to make better decisions
- **Counter** – Apply skills to distract, confuse or gain control of the threat
- **Evacuate** – Reduce the number of students or staff who could potentially be injured during a hostile event in the building

In short, using the A.L.I.C.E. method will teach our students and staff potentially life-saving strategies in the event of an intruder in our building. The school staff has been learning how to:

1. Listen carefully for real-time information about a hostile event going on in our building.
2. Get to and/or remain in a secure area until it is safe to evacuate.
3. Apply skills to slow down, distract, confuse or gain control in the event an intruder enters their secured area. We are in NO WAY asking students or staff to attempt to subdue a dangerous person if an event of this nature should ever occur.
4. Evacuate in a swift and safe manner to reduce the number of potential victims.

Over the course of this school year we will be conducting state mandated lockdown drills. You can find our district drill reports on our website at www.almaschools.net. The school staff has been trained on the A.L.I.C.E. principles to better prepare them to keep your student(s) safe at school. When talking with the students, teachers will simply be discussing the following points:

- A lockdown will only occur in the event that a potentially “dangerous person” is in the building.
- In previous years, lockdown protocols have directed staff and students to move away from classroom doors/windows, but yet remain in their LOCKED classroom and be absolutely silent, waiting for the situation to be resolved.
- **New lockdown protocols** require the exact same steps, except that now, staff members are encouraged to use the phones and PA system to provide real-time information to everyone in the building.
- Based upon the real-time information that is communicated, staff members are expected to help students evacuate at a safe and appropriate time.

The purpose of these drills is to educate students on the proper procedures for a lock down, and to expose them to the idea of “evacuation”. We WILL NOT get into the details of other traumatic school events that have occurred in other parts of the country. We WILL ONLY talk about the lockdown protocol and the various evacuation exit strategies. Your student’s safety continues to be our number one priority at Alma Public Schools.

Sincerely,
(Building Principal)

Posting of Drills and Results

Public Act 12 Subsection (7) states:

For a school that operates any of grades kindergarten to 12, the governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website within 30 school days after the drill is completed and is maintained on the website for at least 3 years. For a school operated by a school district or intermediate school district, the documentation may be posted on the district website. The documentation posted on the website shall include at least all of the following:

- (a) The name of the school.
- (b) The school year of the drill.
- (c) The date and time of the drill.
- (d) The type of drill completed.
- (e) The number of completed drills for that school year for each type of drill required under subsections (3) to (5).
- (f) The signature of the school principal or his or her designee acknowledging the completion of the drill.
- (g) The name of the individual in charge of conducting the drill, if other than the school principal.

This is the link to all Alma Public Schools Safety Drill postings:

<https://drive.google.com/folderview?id=0B7Afi3yxX2xVU2Z2Tnl4OWhkRW8&usp=sharing>

Public Act 12 Subsection (8) states:

Not later than September 15 of each school year, the chief administrator of a school that operates any of grades kindergarten to 12, or his or her designee, shall provide a list of the scheduled drill days for the school buildings operated by the school, school district, intermediate school district, or public school academy to the county emergency management coordinator appointed under section 9 of the emergency management act, 1976 PA 390, MCL 30.409. A scheduled drill that is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, will not result in a violation of this section as long as the school conducts the minimum number of drills required under subsections (3), (4), and (5), the school reschedules the drill to occur within 10 school days after the scheduled date of the canceled drill, and the chief administrator notifies the county emergency management coordinator of the rescheduled date for the drill. The county emergency management coordinator shall provide this information to the appropriate local emergency management coordinator appointed under that section, if any, and, consistent with applicable federal, state, and local emergency operations plans, to the department of state police district coordinator and the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief. The information provided under this subsection is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

Alma Schools keeps a Google Calendar with all the building drill dates scheduled by September 15 of each school year. The Google Calendar is shared with all district administrators and administrative assistants, as well as Alma's Emergency Manager and Gratiot County Emergency Manager.

Cardiac Response Plan with AEDS

- AED Maintenance - Alma Public Schools Athletic Director and APS Maintenance Director are jointly responsible for ensuring all AED's are maintained. Maintenance follows checks AEDs on a routine basis in order to keep AED's in working order.

- Cardiac Response Team – Each building at Alma Schools has an established Cardiac Response Team, which includes at least 2 people trained in CPR/AED. All Varsity Coaches for APS will complete training this spring/summer and will be added to the CRT for each building.
- AED/CPR training plan includes: Each building has 2-3 adults with AED/CPR certification; ALL staff members will practice the AED/CPR procedures using AED's located in each school building (MS and HS – several locations) twice yearly at staff meetings; The training will be led by the Cardiac Response Team in each building. One district drill will be conducted at Alma High School per year and the report will be completed as follows.

MEDICAL EMERGENCY PRACTICE DRILL- CPR/AED USE PROCEDURE CHECKLIST & TIME

LINE
Date _____ **Time** _____ **Location** _____ **Time**
Line

Patient Collapses	
First Person arrives at the scene (may be first responder-not EMS):	
	start clock
- Concern for own safety considered?	YES NO
- Patient checked for responsiveness? - Internal call for help in accordance with emergency protocol – Office contacted - "Call 911" command given?	YES NO
- Command given to obtain AED? - Command given to contact First Responder?	YES NO
	YES NO
	YES NO
Time of 911 Call	
- Individual sends someone for help?	YES NO
- Individual instructs someone to meet EMS?	YES NO
- Documented emergency protocols followed?	YES NO
Time of First Responder arrives at scene	
- Concern for own safety considered?	YES NO
- Patient checked for responsiveness?	YES NO
- "Call 911" and AED commands confirmed?	YES NO
Time of AED command	
- Patient responsiveness and breathing checked?	YES NO
Time when CPR started	
- CPR performed correctly?	YES NO
Time of AED arrival at Scene	
- Clothing properly removed?	YES NO
- Electrodes properly placed?	YES NO
- AED voice prompts followed? (especially do not touch patient)	YES NO
Time of first AED shock	

- AED voice prompts continued to be followed?	YES NO
- Patient placed in recovery position?	YES NO
- Was AED left on?	YES NO
- Monitoring of patient continued?	YES NO
Time of EMS Arrival (Add six (6) minutes to time of 911 call)	
- Were details of event properly conveyed to EMS - Documented emergency procedures followed?	YES NO
	YES NO
SHOCK WITHIN 3 MINUTES / EMS WITHIN 7 MINUTES	EXCELLENT
SHOCK WITHIN 5 MINUTES / EMS WITHIN 8 MINUTES	FAIR
SHOCK AFTER 5 MINUTES / EMS AFTER 8 MINUTES	POOR

- Cardiac Emergency Communication Plan follows Incident Command and Incident Command Team flowchart.

Response

Emergency Response Procedures

In 2008, the Gratiot County Safety Council and the Isabella County Safety Council members worked together to create Emergency and Crisis Procedures Flip Chart. The chart was distributed to all Gratiot Isabella Regional Educational Service District area schools, including Alma Public Schools. This red flip folder hangs in all classrooms and offices in the district. There are procedures for each of the following emergencies:

- Intruder/Weapons (*See below) ○
- Fire ○ Disasters ○ Riots/Disobedience
- Suicide/Death at School ○
- Abduction/Runaway ○ Accidents ○
- Allergic Reaction ○ Asphyxiation ○
- Assault - Physical/Sexual ○ Child
- Abuse/Neglect ○ Drug
- Overdose/Poisoning ○ Suicide Threats ○
- Overnight Housing of Students ○
- Illicit Drugs: Selling or Use ○
- Bomb/Explosive/Telephone Threats ○
- Storms/Tornadoes ○
- Chemical/Biological ○
- Radiological/Nuclear

*In Spring 2014, the district Emergency Management Team, reviewed the information for responding to Intruders/Weapons and updated the threat response plan to incorporate **ALICE principles**. In short, rather than always remaining in a lockdown state, staff members are urged to remove students from danger as soon as they can safely move them away from a compromised area. These new procedures, in response to an outside or inside threat are as follows:

- **Alert** – Get the word out! Use clear and concise language in the building to convey the type and location of the event- Make the announcement on the intercom immediately
- **Lockdown** – Begin with “locking down” students and staff in secure areas
- **Inform** – Communication during the event keeps an intruder off balance and allows for more time to make better decisions
- **Counter** – Apply skills to distract, confuse or gain control of the threat
- **Evacuate** – Reduce the number of students or staff who could potentially be injured during a hostile event in the building

Emergency/Lockdown Procedure Overview

All classrooms and office spaces in Alma Public Schools have a RED folder containing the Emergency/Lockdown Procedures for all APS employees to follow should one of three emergency situations take place:

- Outside Threat/Lockdown
- Inside Threat/Lockdown
- Shelter in Place/Soft Lockdown

This is the link to the contents of the [Emergency Response Procedures for Alma Public Schools](#)

Reunification procedures

This plan coincides with the policy set for Alma Public Schools and St. Mary’s School and Alma College. Should there be an event that would cause a disruption with the regular dismissal of students and there is a need for alternate reunification location, the athletic facility – the Hogan Center – at Alma College will be used. The plan lays out the logistical aspect of this plan.

[Alma Public Schools and Alma College Reunification Plan](#)

Recovery

Postvention

Alma Public Schools Traumatic Events Response Team has a detailed set of procedures outlined in a binder located in each building office.

[Traumatic Events Response Plan](#)

Board Policy 8160 – Crisis Intervention

Traumatic Events Response Team Members

Team Activation for Postvention

APS Plan for Traumatic Events Postvention

Debriefing Model and Related Information

Relevant Materials

Writing Samples of Communication to Staff/Parents

Alma Area Community Resource List

Contact Information by Building *(lists are updated yearly)

Preparedness

Emergency Management Team

Alma Police Department – Interim Director Mark Williams

City of Alma Manager – Matt Schooley

Gratiot County Emergency Manager – Dan Morden

Superintendent of Alma Schools – Donalynn Ingersoll

Alma Schools Administrative Assistant to the Superintendent – Wendy Guyette

Board of Education President – Art McClintic

Board of Education Member – Kendra Overla

Alma Schools Director of Maintenance – Mick Koutz

Alma Schools Director of Technology – Scott Owen

Alma Schools Social Worker – Betsey Riemersma

Alma Public Schools Building Principals - Tom Torok, Dan Falor, Wade Slavik, LaDawn Showers, John Helinski, Cassie Thelen

Alma College Associate Director of Facilities and Service Management – Scott Dennison

Alma College Director of Systems and Networking Information Technology Services – Kyle Warner

National Incident Management System

Schools Board of Education has adopted City of Alma's EOP as part of an effective emergency management system. We pledge to continue to update and refine the NIMS concepts, practices and principles through collaborative efforts with local emergency responders.

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Incident Command System

Facilities Coordinated Response

