



C.O.O.R.

EDUCATIONAL CENTER

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COOR Educational Center

School Safety Response Guide

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School Safety Policy

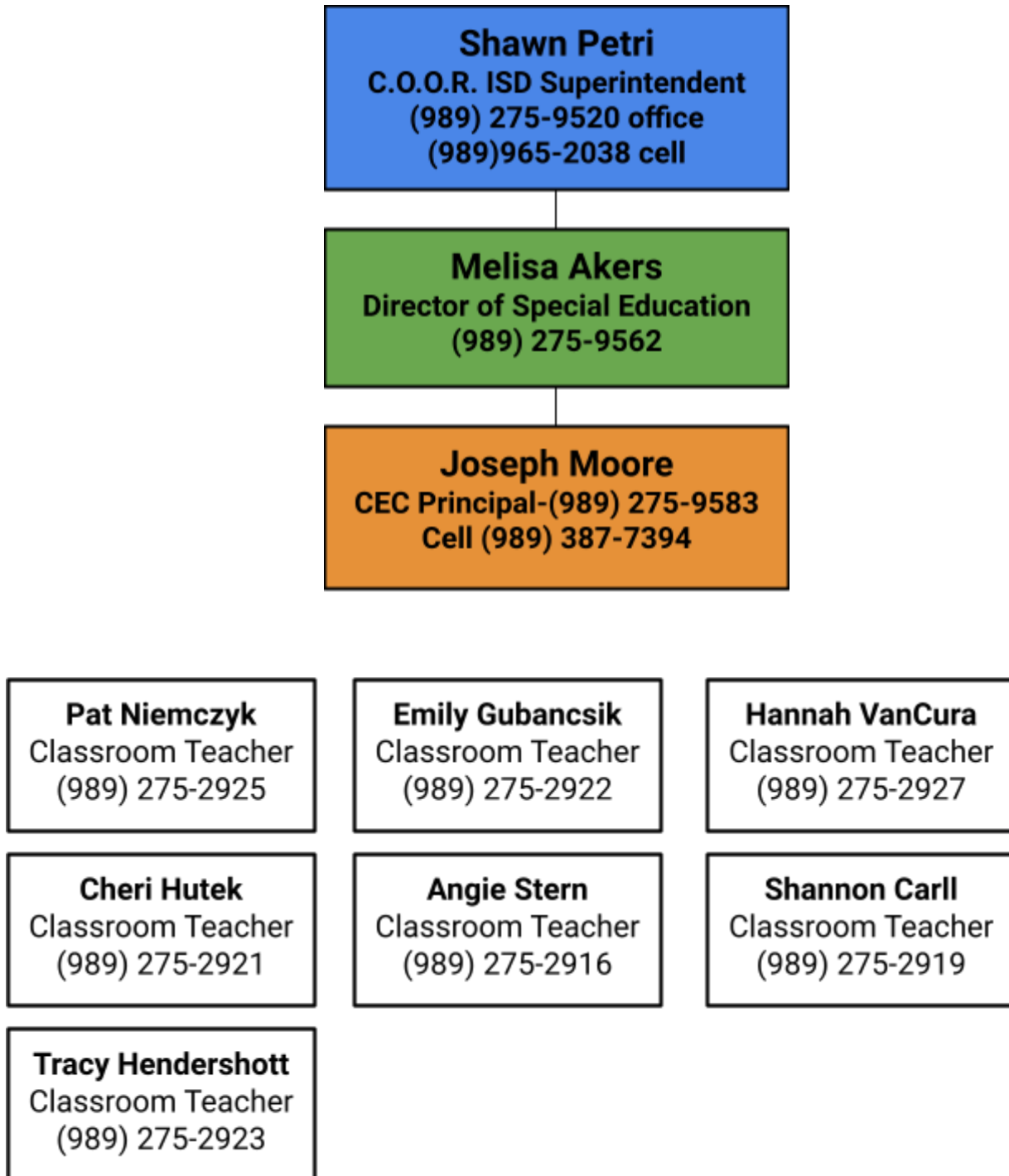
The C.O.O.R. Intermediate School District Board of Education is committed to maintaining a safe school environment. It acknowledges and agrees that school safety will be enhanced through the effective sharing of information and resources. The goal of the collaboration is to establish procedures to be followed when an incident defined in the School Safety Response Guide section of the Statewide School Safety Information policy occurs. C.O.O.R. Intermediate School District further agrees to develop internal policies and cooperative procedures, as needed, to implement the local School Safety Information Policy.

All schools (regardless of size, structure, or affiliation) should have an “all-hazards” emergency plan. This plan will detail how a school will respond to disasters, whether the school is impacted by severe weather or terrorism. Furthermore, the plan should define the roles and responsibilities of all school personnel during a crisis event.

A crucial element of the school planning process is the building of relationships with service groups that may assist a school during a crisis. Schools must construct their plans with the assistance of these groups. Some of the important services are, but not limited to; local emergency management, law enforcement, fire, emergency medical services, community mental health, hospitals, and community volunteer groups.

The plan itself is a living document. The plan “comes alive” as personnel act out their roles and responsibilities. Evaluation keeps it real, as needed changes are made and elements of the plan are refined.

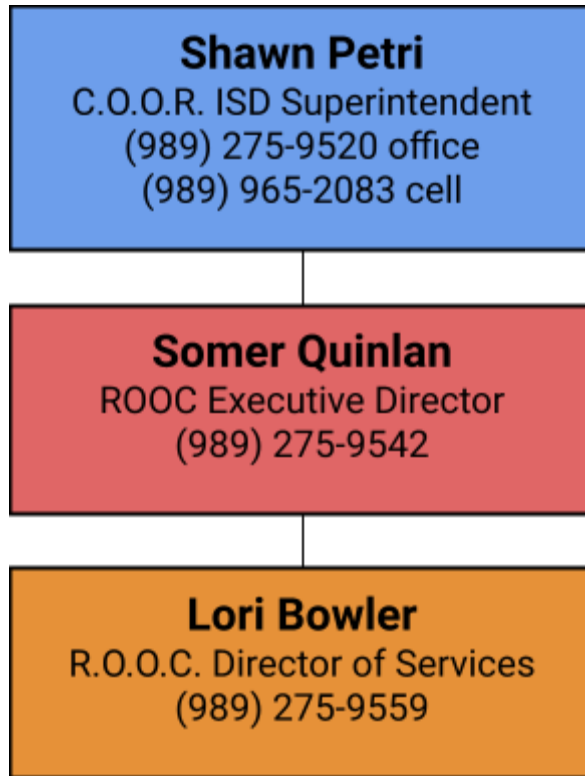
CEC Safety Response Chain of Command



During all Safety Response Incidents, the Office of the Superintendent is the only designated entity to disseminate information to outside agencies. All inquiries from outside agencies (such as newspapers, T.V. reporters, etc.) concerning an incident are to be referred to the Office of the Superintendent.

ROOC Inc.

Safety Response Chain of Command



During all Safety Response Incidents, the Office of the Superintendent is the only designated entity to disseminate information to outside agencies. All inquiries from outside agencies (such as newspapers, T.V. reporters, etc.) concerning an incident are to be referred to the Office of the Superintendent.

Armed Subject or Hostage

Follow these procedures whenever:

- A person has a weapon
- A person says they have a weapon
- A person is holding another person against their will

STAFF

- Notify the Principal's office as soon as possible; advise whether a weapon was visible or indicated.
- Speak calmly to the suspect and the students.
 - Do Not Approach
 - Do Not Attempt to Confiscate Weapon
 - Communicate & Cooperate
- If a weapon is visible, ask calmly for permission to evacuate the class
- If evacuation is not allowed continue to cooperate with the subject until police arrive
- Complete necessary Incident Report

PRINCIPAL'S OFFICE

- Identify problem and location
- Call 911 to report the incident
 - Identify assembly area for Emergency Response
 - Provide suspect(s) description
 - Secure emergency information from Skyward

If the weapon is visible or shots are fired:

- Announce that the school is in lockdown over the PA system.
- Evacuate any locked out student(s) to a safe area (Evacuation is only advisable if the suspect(s) is/are contained).
- Escort police and EMS personnel to the scene and assist with evacuation under police guidance

If a weapon is found on a student:

- Police will secure the weapon for evidence and remove subject

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

SUSPECTED Armed Subject or Hostage

Follow these procedures whenever you suspect a subject may have a weapon on their person or in a backpack, briefcase, purse or other container carried or readily accessible by the subject.

STAFF

- Notify the Principal's office as soon as possible
- If a weapon is suspected and the situation is NOT Violent:
 - Bring subject to the office or isolate the subject
 - Complete necessary Incident Report

PRINCIPAL'S OFFICE

- Identify problem and location
- Assess credibility of information received
- Assess character, history, and school record of the suspect(s)
- Determine if you are going to approach the subject
- If approached:
 - Ensure at least two adults are present
 - Advise the subject what is suspected and ask location and type of weapon(s)
 - Any search must comply with the State of Michigan law

If the weapon is found on the subject:

- Call 911 to report the incident
- Police will secure weapon for evidence

If not approachable because of personal safety:

- **Treat as Armed Subject or Hostage (Refer to Armed Subject or Hostage Section)**

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Weapons on School Property

Follow these procedures whenever you know or suspect a student may have a weapon in their locker, car, or anywhere else on school property.

The term weapon includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, a switchblade, a blackjack, slingshot, billy club, bludgeon, metallic knuckles, sand club, sand bag, a laser or stun gun, a gas ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon, e.g., a tire iron, a baseball bat carried for purposes of assault or defense.

STAFF

- Notify the Principal's office as soon as possible

If the weapon is visible on a student:

- Refer to Armed Subject or Hostage

If the weapon is suspected on a student

- Refer to Suspected Armed Subject or Hostage

PRINCIPAL'S OFFICE

- Identify problem and location
- Determine if reasonable suspicion exists to search for a weapon
- Determine if it is advisable to search for school property, by school personnel, for weapon
- If the weapon is found:
 - Call 911 to report the incident

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Death or Homicide

STAFF

- Identify problem and location. Check the status of the victim.
- Notify the Principal's Office as soon as possible.
- If possible, remove students from the area, try to calm them
- Discourage discussion
- Wait for the police to arrive
- Complete necessary Incident Report
- Identify students in need of counseling

PRINCIPAL'S OFFICE

- Identify problem and location
- Call 911 to report the incident
 - Provide suspects description, if applicable
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
 - Assess whether suspect(s) can be safely isolated and/or detained
- Secure emergency information from Skyward for suspect(s) and/or victim(s)
 - Provide police and EMS with emergency information
- Initiate counseling services for staff and students

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Drive-By Shooting

STAFF

- When shots are heard, yell to the students **“Drop to the Floor”**
- Move students to the safest area within the classroom
 - If time permits, the most secure location may be an inner room within the building
- Notify Principal’s Office as soon as possible
 - Advise if there are injuries and/or property damage
- Return to the classroom only when safe to do so
- Take attendance and immediately report any missing student(s)
- Discourage discussion
- Wait for the police to arrive
- Complete necessary Incident Report

PRINCIPAL’S OFFICE

- Identify problem and location
- Call 911 to report the incident
 - Provide suspect(s) description
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
- Secure emergency information from Skyward for suspect(s) and/or victim(s)
 - Provide police and EMS with emergency information
- Initiate counseling services for staff and students

NOTIFICATIONS NECESSARY

- Superintendent’s Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Physical Assaults (Fights)

It is recommended that if any of the following occur during a physical assault, the incident be reported to the police:

- The victim alleges injury
- The victim is a member of the school staff
- There is injury to the victim and/or suspect, which required medical attention
- The suspect used a weapon during the physical assault

STAFF

- Make contact with a calm voice
- If the behavior continues, shout "STOP" and then lower your voice
- Direct someone to go to the Principal's Office to get help
- Isolate students to an area where they can calm down without losing face
- Attempt to empty the area of other students to reduce audience and lessen the danger
- Do not leave students alone until they are calm
- If appropriate, escort student(s) to the Principal's Office
- If appropriate, complete necessary Incident Report

PRINCIPAL'S OFFICE

- Identify the problem and intervene if necessary
- If appropriate, call 911 to report the incident
 - Determine if EMS is necessary for the injured student(s)
- Assist the police in locating and identifying the possible suspect(s) and/or victim(s)
- Secure emergency information from Skyward for suspect(s) and/or victim(s)

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Telephone Bomb Threat

TELEPHONE CALL RECIPIENT

- Keep the caller on the telephone as long as possible
 - Do not hang the telephone up. Lay receiver down until police arrive
- Notify the Principal's office as soon as possible
- Write down everything the caller says
 - Use the attached Bomb Threat Checklist
- Make an educated guess at the age, sex, and race of the caller
 - Note any accent in the caller's voice
 - Note any background noises
- Wait for the police to arrive
- Complete necessary Incident Report

STAFF

- Evacuate when advised
 - Take a copy of the attendance roster/book with you
- Take attendance when students are assembled away from school
 - Provide attendance list to Principal's Office

PRINCIPAL'S OFFICE

- Call 911 to report the incident
 - Do not use the same telephone that threat call came in on
 - Provide details of the bomb threat
- Determine whether to evacuate the building. If necessary, refer to the evacuation procedure located in the appendix
 - Radio signals and/or electronic devices can activate bombs. **DO NOT USE RADIOS, CELLULAR TELEPHONES, ELECTRONIC BELLS/PA**
- Notify staff of information and/or instruction by messenger
- Don't touch a suspicious package. Note anything unusual/out of place.
- Coordinate a search team that will assist police
- Have a set of master door keys in hand

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Staff

Bomb Threat Checklist

Send someone to notify the Principal right away!

Principal's Office - Call 911

Ask the questions from the list below if possible! Try to record the exact wording of the threat.

Time of Call: _____

Exact words of the caller: _____

Ask these questions:

When is the bomb going to explode?

Where is the bomb right now?

What does it look like?

Identifying Characteristics or Other Identifying Data:

Describe the caller's voice (male, female, young, old, accent, calm, angry, excited, laughing, slurred, disguised, etc.):

Background Noise: _____

Name of Individual taking threat: _____

Date of Threat: _____

Explosion

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosives are:

- Mechanical
- Chemical
- Nuclear/Radiological

STAFF

Written, e-mail, verbal or call-in explosion threat OR upon discovery of potential explosive device:

- Stay calm
- Inform the Principal's office via messenger or building telephone
- **DO NOT operate radios or electronic equipment**
- Evacuate to designated assembly area, leaving doors open as you exit
 - Recommend 1,000 feet distance minimum
 - **DO NOT** remove any items from the building as you exit
- Take attendance
 - Report any missing students to the Principal's office

PRINCIPAL'S OFFICE

Written, e-mail, verbal or call-in explosion threat OR upon discovery of potential explosive device:

- Upon notification, call 911 to report the incident and notify administration
- Use messenger to signal evacuation of staff and students to designated assembly area
 - Radio signals and/or electronic devices can activate explosive devices.
DO NOT USE Radios, Cell Phones, Electronic bells/public address system (PA)
- Report any unaccounted students to first responder on scene
- Conduct attendance audit of visitors, staff and students

Arson

Definition of Arson: Arson means the unauthorized starting of a fire on school property or assisting another in starting a fire.

- Call 911 to report the incident
- Note: After the initial discovery of any fire in a school building, the teacher and/or principal should complete an immediate site assessment to determine if partial or complete evacuation of the building is necessary.
- If arson is suspected, inform the responding police and fire personnel.
 - Assist police and fire investigators in their investigation
 - Help locate any possible suspect(s) and/or witnesses

Sexual Assault (Criminal Sexual Conduct)

- Criminal Sexual Conduct involves nonconsensual sexual penetration or the unconsented touching of a person's intimate parts
- Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings
- A person's intimate parts include the breast, buttock or genital areas
- Consensual sexual penetration involving a person under the age of 16 is criminal sexual conduct
- Consensual sexual touching involving a person under the age of 13 is criminal sexual conduct and consensual sexual touching of a person between the ages of 13 and 16 is criminal sexual conduct if the perpetrator is 5 or more years older than the victim
- Persons required to report child abuse or neglect refer to Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 - 722.636. Michigan Compiled laws.

STAFF

- Notify Principal's Office as soon as possible
 - If injuries or any sign of assault are present, inform office upon initial contact
- Do not leave the victim alone
 - Do not allow victim to alter physical condition by washing
- Discourage discussion between students
- If police have been called, wait for their arrival
- Complete necessary Incident Report

PRINCIPAL'S OFFICE

- If an Emergency:
 - Call 911 to report incident
 - Identify alleged perpetrator
 - Comply with Child Protection Law and reporting requirements
- Direct appropriate staff to stay with the victim
- Assist the police in locating and identifying victim, and/or possible suspect(s), witnesses
 - Secure emergency information from Skyward

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)

- Staff

Robbery or Extortion

Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon

Unarmed Robbery: The taking of property from a person by force or threat

Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will

STAFF

- Notify Principal's Office as soon as possible
- Try to calm the student(s), if necessary

PRINCIPAL'S OFFICE

- Identify problem and location
- Call 911 to report incident
 - Determine if weapon is visible or suspected
 - Provide suspect(s) information

Unauthorized Removal of a Student

OFFICE STAFF PREVENTATIVE ACTIONS

- Compile a list of students with special custody arrangement:
 - Example: Family Independence Agency supervised, Court ordered - No contact with named parent and/or person
- Check with the custodial parent, guardian, or Family Independence Agency (if indicated) **before** releasing the student, if a question should occur.
 - Obtain a copy of identification or driver's license of person picking up student
- Verify identity of any parent/guardian who telephones a request for student's release
 - Record time and date
- Hold in Office any student who appears reluctant to go with subject picking them up
 - Notify parent/guardian of student's reluctance

STAFF

- Notify Principal's Office as soon as possible

PRINCIPAL'S OFFICE

- Confirm that student was removed from school without authorization
- Call 911 to report incident
 - Provide Suspect(s) Description
 - Obtain License Plate (if possible)
- Notify parent/guardian listed on student intake form/Skyward
 - Notify other school(s) where sibling(s) may attend to alert them
- Assist the police in locating emergency information
- **Do not release any information to the Media**

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Staff

Suicide Attempt

STAFF

- Notify Principal's Office as soon as possible
- Try to calm the students and others
- Ask the student for permission to evacuate the area
 - Attempt to diffuse the situation
 - Do Not Negotiate
- Wait for police to arrive
- Complete necessary Incident Report
- Identify students in need of counseling

PRINCIPAL'S OFFICE

- Identify problem and evaluate situation
- Call 911 to report the incident
 - EMS should be requested
- Secure emergency information from Skyward
- Assist the police in locating student
- Initiate counseling services for staff and students

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- District Psychologist (if applicable)
- Staff

Note: if weapon is visible refer to Armed Subject or Hostage

Larceny (Theft)

STAFF

- Notify Principal's Office as soon as possible

PRINCIPAL'S OFFICE

- Identify problem and evaluate extent of theft
- **Less Significant Theft:** A call to police may not be necessary. The problem may be addressed by applying school district policy.
- **Significant Theft: Mandatory Reporting**
 - Theft of item(s) is \$100 in value
 - Numerous events of minor theft
 - Theft motivated by hate or gang-related
 - Call 911 to report incident
 - Assist police in locating and identifying possible suspect(s) and/or witnesses

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Intruders

STAFF

- Notify Principal's Office of any suspicious person seen on school property
 - Report anyone who is not displaying the required visitor pass

PRINCIPAL'S OFFICE

- Identify problem and location
- Approach subject and determine the nature of their business within the school
- Ask for identification
- Direct them to accompany you to the office
 - If looking for a specific student check file for court orders, e.g, personal protection orders or custody orders
- If they have no acceptable purpose, tell them to leave
- IF THEY REFUSE TO LEAVE:
 - Call 911 to report incident
 - Provide suspect(s) description
 - Await police response

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education

Drug Use Or Overdose

STAFF

- Notify Principal's office as soon as possible
 - Removal of student from class may be necessary
 - Provide the name of the student if notifying office
- Keep the student as stable as possible
 - Speak calmly until police arrive
- Discourage discussion between students
- Wait for police to arrive
- Complete necessary Incident Report

PRINCIPAL'S OFFICE

- Identify problem and evaluate situation
- Call 911 to report incident
- If an EMERGENCY:
 - Request EMS
 - Secure Emergency information from Skyward
- Attempt to determine the following for EMS
 - Name of drug
 - Quantity of drug
 - Time and how drug was taken
- Provide police and EMS with emergency information

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Drug Possession or Sale

STAFF

- Notify Principal's Office if you have knowledge of or information regarding:
 - A drug sale
 - Drug possession
 - Drug use

PRINCIPAL'S OFFICE

- Identify problem and evaluate situation
 - Assess credibility of information received
- Assess character, history and school record of suspect(s)
- Determine if reasonable suspicion exists to search
- Determine if it is advisable to search school property by school personnel
 - Any search of personal property must comply with State of Michigan Law
- If drugs are found:
 - Call 911 to report incident
- Assist the police in locating and identifying possible suspect(s)
 - Any evidence should be turned over to the police
- Secure emergency information from Skyward for suspect(s) and/or witnesses

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Parent(s) and/or Guardian(s)
- Staff

Note: If student is under the influence of an illegal drug, refer to Illegal Drug Use or Overdose

Vandalism or Destruction of Property

STAFF

- Notify Principal's Office as soon as possible

PRINCIPAL'S OFFICE

- Identify problem
- Evaluate nature and extent of damage
 - **Less Significant Incident:**
 - Minor Damage
 - A call to police may not be necessary
 - Problem may be addressed by applying school district policy
 - Document damage in written form and/or with photographs
 - **Significant Incident - Mandatory Reporting:**
 - Damage in excess of \$100
 - Numerous events of minor damage
 - Damage motivated by hate or is gang related
 - Call non-emergency number (989) 275-0911 to report incident
 - Photograph damage and document in written form
 - Assist police in locating and identifying possible suspect(s) and/or witnesses

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Director of Operations
- Staff

Minor In Possession of Alcoholic Liquor or Tobacco Products

Alcoholic Liquor: Alcoholic Liquor includes any beverage containing .05% or more of alcohol by volume. It cannot be possessed by anyone under the age of 21. Beverages with any alcohol content less than .05% by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 750.28).

Tobacco Products: It is a misdemeanor for anyone under the age of 21 to possess tobacco products. Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.

STAFF

- Notify Principal's Office if you have knowledge of or information regarding the consumption of the following on school property:
 - Alcohol
 - Alcohol possession
 - Tobacco use
 - Tobacco possession

PRINCIPAL'S OFFICE

- Identify problem and bring student to the Office
- Inform student what is suspected
 - Two adults should be present
 - If alcohol or tobacco products are found or usage has been witnessed, notify parent(s) and/or Guardian(s)
- Call non-emergency number (989) 275-0911 to report incident
 - Any search must comply with State of Michigan law

NOTIFICATIONS NECESSARY

- Superintendent's Office
- Director of Special Education
- Staff

Bus Incident

Note: In the event of a dangerous incident during school transportation, safety of the students and staff are the most important factors. (Examples: Armed Subject/Hostage, Assault, Bomb Threat, Larceny, Drug Possession, Vandalism, Weapons, etc.)

- Follow the School District Policy and refer to any of the previously mentioned school safety responses for direction.
- Calls to the Bus Garage (275-9531) , 911, and/or the Principal should occur in every emergency situation.

Bus Accident

DRIVER

- Check for injuries
- Call Bus Garage - Keep line of communication open
 - Call 911 to report accident
 - Request EMS if there are any suspected injuries
- Secure vehicle and display warning signs
- Keep all students on the bus unless it is unsafe to do so
 - If threat of fire, move everyone to a safe location
- Administer first aid if necessary
- Account for all students
 - Record extent of injuries
- Complete necessary Incident Report

BUS GARAGE

- If emergency call is received, record all accident information
 - Keep open communication with driver
- Call 911 if not done already by driver
- Provide a second bus and driver to assist with remaining students at the scene
- Notify Superintendent's office and Transportation Supervisor

SUPERINTENDENT'S OFFICE

- Notify Director of Special Education and Principal of the accident
 - Provide updates when available
- Obtain list of student's names on the bus
- Obtain a list of injured students as soon as possible

PRINCIPAL'S OFFICE

- Contact Parent(s) and/or Guardian(s)
- And inform them of the following:
 - List of injured (once available)
 - Medical facility to which injured was transported

Field Trip Emergency

In the event of a dangerous incident, student injury or illness during a field trip, the safety and well-being of students and staff are the most important factors. Possible emergencies include a missing student, bus accidents, medical emergencies, and inclement weather.

Missing Student

STAFF

- Check with other staff to insure student's location is not known
- Notify staff at the facility of field trip location of the missing student
- Return all students to bus or other secure area
- Appoint staff to search the area
- Notify Principal's Office as soon as possible
 - Call 911 if told to by Principal
- Secure student information from Skyward
- Prepare description of student's clothing (provide picture if possible)
- Complete necessary Incident Report

PRINCIPAL'S OFFICE

- If student is not located within 10 minutes, notify Director of Special Education or Superintendent
- Notify Parent(s) and/or Guardian(s)
- Have the last person to see the student available to talk with police
- Have description of student ready for police

Medical Emergency

STAFF

- Identify the nature of accident or illness
- Call 911 to report incident and provide them with a description of the problem.
- Take necessary First Aid action
- Notify Principal's office as soon as possible
- If possible, remove other students from vicinity to bus or other secure area
- Secure emergency information from Skyward
- Wait for ambulance
- Assist EMS on arrival and provide emergency information
- Assign staff to travel with student if taken to the hospital
- Complete necessary Incident Report

PRINCIPAL'S OFFICE

- Notify Parent(s) and/or Guardian(s)
- Other notifications necessary:
 - Superintendent's Office
 - Director of Special Education

Severe Weather

STAFF

When a Severe Weather Watch is in effect:

- Have cellular phone turned on
- Contact Principal to inform of watch
- If possible, return to school
- If radio is available, monitor weather reports
- Locate Safe shelter. If unable to locate safe shelter, evacuate to area where shelter can be found

When Watch is Changed to Warning:

- Move students to safest shelter available
- If you must remain outdoors, show students how to take cover in nearest depression
 - Have student's lie flat facedown and cover their heads
- If you are able to locate shelter inside, follow general tornado procedures
 - Students positioned facing an inside wall, sit on floor with head tucked and arms covering head

If Severe Weather Occurs While on the School Bus:

- When a tornado is sighted, head away from it's path, at a right angle of it
- Try to find shelter under a bridge or overpass
 - Once under overpass, have students open windows & drop to the floor & cover their heads
- In an open area, escort children to a low area (ditch, culvert, ravine, etC.)
 - Have students lie flat facedown & cover their heads
- Account for all students
- Report in as soon as possible

After Severe Weather:

- Take roll ASAP
- Report any injuries or missing students
- Try to restore calm
- Assist in any First Aid needed in your area
- If necessary, call 911
- Notify Principal
- Await any further instructions

Tornado or Severe Storm

- Teachers and students should know the difference between a National Weather Service issued Watch and Warning. Remember also there may not be a time for a tornado WARNING before a twister strikes. Tornadoes form suddenly.
 - A tornado WATCH is issued when the possibility of tornadoes exists
 - A tornado WARNING is issued when a tornado has been spotted or indicated on radar.
- Tornado shelter areas are designated in each school. Schools should use interior hallways on the ground floor that are *NOT* parallel to the tornado's path, which is usually from the southwest. Never use gymnasiums, auditoriums or other rooms with wide, free-span roofs. Avoid all windows and other glassed areas. ***The most dangerous locations of a building are usually along the south and west sides and at all corners.***
 - Teachers and students should know their designated shelter areas.
- During a tornado WATCH, specific staff members should be designated to monitor radio or TV for tornado warnings.
- Weather spotters should keep an eye on the sky for dark, rolling clouds, hail, rain, or a ***sudden increase in wind*** in addition to the telltale funnel or roaring noise.
 - **Note:** Tornadoes are often obscured by precipitation or darkness.
- Specific teachers should be assigned to round up students on playgrounds or in other outdoor arenas.
- When students are assembled in designated sheltered areas and when the danger is imminent, they should be instructed to respond to a specific command, such as DROP AND TUCK. They should assume a protective posture facing an interior wall.
 - **Note:** Most tornado deaths are caused by head injuries.

The COOR Educational Center [Tornado Plan Map](#) is posted in each classroom.

Danger Signs

- **Severe Thunderstorms:** Thunder, lightning, heavy rain, and strong winds.
- **Hail:** Pellets of ice from dark-clouded skies
- **Roaring Noise:** Like a hundred railroad locomotives; a crashing thunderous sound
- **Funnel:** Dark, spinning rope or column from the sky to ground or a sudden increase in wind

Prior to Onset of Bad Weather

STAFF

- Be aware of WATCH and WARNING signals
- Know shelter area for your class
- Be aware of any other specific assignments during a WATCH or WARNING

PRINCIPAL'S OFFICE

- Be aware of guidelines for safe and unsafe shelter areas
- Designate tornado shelter areas
- If possible, have a cellular phone on hand
- A PA announcement should be used (or messenger if no power) to indicate a tornado WARNING (tornado has been sighted and is approaching)
- Contact the CRAF Center (ATC) and inform them of the warning
- Have regular tornado drills: 1 per semester
 - Ensure staff and students know the difference between a WATCH and WARNING
 - Ensure staff and students are aware of shelter areas
 - Instruct students how to DROP AND TUCK.
 - Instruct students outdoors how to take cover in nearest depression
 - Designate staff to monitor radio and TV

During a Tornado WATCH

PRINCIPAL'S OFFICE

- Make PA announcement that a tornado WATCH is in effect
- Remind staff and students what to expect if a WARNING is issued
- Remind teachers in exterior rooms to close windows
- Activate pre-designated staff to monitor radio and TV for warnings
- Bring students and staff from playgrounds and other outdoor areas indoors
- Notify maintenance that gas **ONLY** should be shut down if he/she hears a tornado WARNING
- During a tornado WATCH, students may be released to parent or those listed on an emergency release form

STAFF

- Close windows
- Remind students of tornado drill procedures
 - Define the shelter area they may need to move to
 - Review the DROP AND TUCK position facing the wall
 - Inform students not to be alarmed if lights go out
 - Immediate action may be called for - DROP AND TUCK under desks if instructed to do so

During a Tornado WARNING

PRINCIPAL'S OFFICE

- Make a P.A. WARNING announcement immediately
- Move all occupants to tornado shelter areas
- **IMPORTANT:** IF A TORNADO IS SPOTTED OR REPORTED AS BEING VERY IMMINENT, ISSUE A COMMAND OVER P.A. TO DROP AND TUCK WHERE THEY ARE, UNDER DESKS
- Ensure that appointed caretakers assist disabled students
- Account for all students
- Parents arriving at school to pick up students should be invited to shelter inside
- Keep all exterior doors closed

STAFF

- Evacuate students to shelter area
 - Take roster with you
 - Take flashlight, if available
 - Leave classroom door open
- Have students sit on floor quietly
- Take roll and account for all students
- Keep students calm and quiet
- If you are given DROP AND TUCK command, ensure students face wall
- If you sense that a tornado is imminent, give the DROP AND TUCK command yourself

MAINTENANCE

- Shut off gas but **NOT** electricity
- Ensure that all exterior doors are closed to prevent wind tunnel effect and flying debris
- If time permits, hand out flashlights
- If there is the possibility that a tornado has hit the building, shut off electrical power immediately.

BUS DRIVER

- When a tornado is sighted, head away from its path, at a right angle
- Try to find shelter under a bridge or overpass
 - Once under overpass, have students open windows, drop to the floor, and cover their heads
- In an open area, escort children to a low area (ditch, culvert, ravine)
 - Have students lie flat facedown and cover their heads
- Account for all students
- Report in as soon as possible

Post Tornado

If Building is Struck by a Tornado:

PRINCIPAL'S OFFICE

- Call maintenance to ensure that gas and electricity have been shut off at main switches
- Activate medical responses (see medical problem or accident)
- Call 911 (use cell phone)
- Appropriate staff should administer first aid until medics arrive
- All injuries should be noted
- Evacuate damaged area cautiously
- Call the Director of Special Education's office who will ensure that the necessary administrators are notified.
- Take roll and search for any missing staff or students
- Establish a parent-information response team ASAP
- Retain students in an area until it is considered safe
- After crisis, principal should go to hospital to be with the injured
- Complete necessary Incident Report

MAINTENANCE

- Shut off gas and electricity at main switches

If Tornado Passes Without Striking:

PRINCIPAL'S OFFICE

- Be cautious, as there may be other funnels in the area
- Continue to monitor radio and TV for current advisory information
- Notify utility companies of any break or suspected break in lines
- Retain students in the area until it is considered safe to return to class, go home, be released to parents, or board school busses
- Make P.A. announcement that all is clear to return to class

STAFF

- Take roll ASAP
- Report any injuries or missing students
- Try to restore calm
- Assist in any first aide needed in your area
- Await any further instructions

Shelter in Place

Definition: Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.

EXAMPLE EMERGENCIES:

- Hazardous Material Release
- Chemical Plant Accident
- Chemical Train Derailment
- Chemical Truck Overturning
- Pipeline Rupture
- Other Disaster Affecting the Environment

PRINCIPAL'S OFFICE

- Receive information and instruction to shelter in place rather than evacuate, due to a nearby hazardous material release
- Activate the school shelter in place plan by PA announcement
- Require all persons in outside areas to go indoors
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Ensure that appointed staff assist disabled students
- Ensure that maintenance immediately shuts off all heating, cooling and ventilation systems for entire building
- In severe cases instruct teachers to secure doors and windows
- Call the Director of Special Education's Office who will ensure that the necessary administrators are notified
- Allow no one to leave the shelter during the emergency
- Be in contact with police for continuous information and instructions until the incident is under control

STAFF

- Move all students indoors [Tornado Plan Map](#)
- Close all windows and doors to the shelter
- Turn off room heating, cooling and ventilation systems
- If there appears to be air contamination within the shelter, place a wet paper towel over the nose and mouth for temporary respiratory protection
- Verify attendance
- Continue to follow instructions given over the P.A system
- Do not allow anyone to leave the shelter until the ALL CLEAR. *You will be notified by law enforcement, fire, emergency manager, principal or a designee.*

MAINTENANCE

- Turn off all motors, fans and other power-driven equipment

Evacuation

EXAMPLE EMERGENCIES

- Fire
- Bomb Threat
- Fallen Aircraft
- Other Disaster
- Chemical Release

PRINCIPAL'S OFFICE

- Sound fire alarm to signal an evacuation
- Use P.A announcement if alternate evacuation route or assembly area is to be used
- Call 911
- Advise staff to administer first aid as necessary
- Evacuate all staff and students to pre-designated evacuation areas
- Ensure that appointed staff assist students who are disabled
- Pre-appointed staff members should search all areas of building for stragglers
- Ensure that maintenance has turned off all motors, fans, and other power-driven equipment
- Call the Director of Special Education's office who will ensure that the necessary administrators are notified
 - Advise whether primary or alternate assembly area will be used
 - Advise whether students need to be transported by bus to other site
- After total roster is collected, pre-appointed staff should search building for any missing students
- If students are to be evacuated to another site or they are to be dismissed for the day, organize a system for loading the busses as quickly and safely as possible
- If students are to be dismissed for the day, check-out area should be established
- Students should only be released to parents or those listed on emergency release form
- Signal ALL CLEAR/ RETURN TO CLASS when appropriate
- Complete necessary Incident Report

STAFF

- Evacuate when you hear fire alarm
- Be aware of pre-designated primary and alternative evacuation routes
- Take laptop with you so you can access your class list or have a class list pre-printed and readily available
- Close classroom door and turn out lights as students leave
- Leave building in an orderly manner without rushing or crowding
- If situation warrants, vehicle evacuation will be used to transport students to another site

- If emergency calls for an evacuation without the use of vehicles, walk from the building to the assigned location
- Students should be evacuated at least 300 feet from the building and out of the way of emergency vehicles
- Reassemble students and take roll
- Report any missing students
- Return to the room when you are instructed that it is safe

NEW - Parent and Pupil Reunification

Our top priority in any emergency situation is the safety and security of students. One critical aspect of emergency response is an organized and accountable reunification of students with their parents/guardians in the event of a school crisis or emergency. As part of our Emergency Operations Plan (EOP), we have developed detailed evacuation and reunification plans for all of our school campuses. These plans have been shared with our staff and have been rehearsed by students and staff alike.

Parents/guardians are key partners in reunification events. Guardians can ensure the success of reunification operations by reviewing the steps of the plan and discussing these steps with their student. In stressful situations like those that require reunification, prior discussion and review of the plan helps the process run more smoothly and reduces anxiety.

On-Campus Reunification

Depending on the situation, a reunification may occur at the school. This is an option if the campus is safe and reunification operations will not interfere with an investigation or other emergency responses.

Off-Campus Reunification

If it is not safe to remain on campus or when parents coming to the school could create an additional hazard, reunification operations will be set up off-campus. COOR ISD has designated evacuation and reunification sites that building administrators and staff are familiar with. In the event of an off-campus reunification operation, parents/guardians will be notified via School Messenger text, email and phone call, the location of the reunification site. Notifications may also be made via COOR ISD and/or school specific social media accounts.

Delayed student release at Reunification

Some students may not be released to their parent/guardian immediately. Students who witnessed an incident may need to be interviewed by law enforcement officials, others may need time to speak with a school counselor and some may be receiving medical attention on site. All of these can take time and may delay the release of a student. In these instances, COOR ISD staff will inform and update guardians of the situation as appropriate.

If a parent/guardian cannot immediately pick up their student

If a guardian cannot go to the Reunification Site, their student will only be released to individuals previously identified as emergency contacts. If an emergency contact has not been designated, students will be held until their guardian can arrive at the Reunification Site.

NEW- Continuity of Operations Procedures (COOP)

1. The purpose of Continuity of Operations Procedures (COOP) is to ensure there are procedures in place to maintain or rapidly resume essential operations of the school district after the disruption of these normal operations. These essential operations are the academic, business and physical facilities of the school district.
2. Designated school staff will perform the essential functions as listed below:
 - a. Superintendent/Their Designee/Incident Commander
 - i. Determine when to close schools, and/or send students/staff to alternate locations.
 - ii. Disseminate information internally to students and staff.
 - iii. Communicate with parents, media, and the larger school community.
 - iv. Identify a line of succession, including who is responsible for restoring which business functions for the school.
 - v. Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.
 - b. Principal and/or Department Heads
 - i. Identify relocation areas for classrooms and administrative operations, if necessary.
 - ii. Create a system for registering students
 - iii. Brief and train staff regarding their additional responsibilities.
 - iv. Secure and provide needed personnel, equipment, resources, and services required for continued operations.
 - v. Identify strategies to continue teaching
 - vi. Other as needed
 - c. Custodians/Maintenance Personnel
 - i. Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.
 - ii. Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping)
 - iii. Other as needed
 - d. Teaching Staff

- i. Work with others to obtain class teaching materials
 - ii. Work with others to obtain student curricular materials
 - iii. Prepare for alternative curricular delivery methods as needed.
 - iv. Other as directed
 - e. School Secretary/Administrative Support Staff
 - i. Maintain inventory
 - ii. Maintain essential records
 - iii. Ensure duplicate records are kept at a different physical location.
 - iv. Secure classroom equipment, books, and materials in advance.
 - v. Retrieve, collect, and maintain all building personnel data (emergency contacts, etc.).
 - vi. Provide accounts payable and cash management services
 - vii. Other duties as needed
 - f. Social Workers and School Nurses
 - i. Establish academic and support services for students and staff/faculty.
 - ii. Implement additional response and recovery activities according to established protocols.
 - g. Support Staff
 - i. Determine how transportation, food services, maintenance and custodial services will resume.
- 3. Annual Training
 - a. All core COOP Plan members and senior staff will undergo annual training on the COOP Plan. Training will be designed to inform each member of their responsibilities during a COOP Plan implementation. Identified COOP Plan members will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of off-site backup system data and IT operating systems in cooperation with the district office.
- 4. Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- 5. Supervise an orderly return to the school building.
- 6. Conduct an after-action review of COOP operations, plans and procedures

Mental Health and Pupil/Teacher Safety Training Plan

Our 31-N Behavioral Health Team is available to help meet the behavioral and mental health needs of our students and staff. The following [CDC Mental Health Resource](#) is available to help staff address mental health issues with their students.

Improving School Building Security

C.O.O.R. ISD administration does an annual walk-through with the local police department (Gerrish Township and Roscommon Sheriff's Department) and the Emergency Management Director (989-275-8740). EOP document updates are completed at this time, if necessary. Any suggested improvements by law enforcement are reviewed by the school safety committee.

Threats to a School-Sponsored Activity/Event

Staff are provided with contact numbers for transportation, administration, and first responders in the case of an emergency. All school personnel have these phone numbers printed on the back of their ID badges for quick reference.

If staff are off-campus with students during an emergency, they are to get to a point of safety and immediately call 911. They will then notify the contact numbers listed on the back of their ID badges.

Vulnerability Assessment

A vulnerability assessment can help a school district identify vulnerabilities and help determine areas where improvement is needed. Annually, the CEC completes a walkthrough of the school facilities with local law enforcement, the fire department, and/or the county Emergency Management team.

NEW- Document Links

- [CEC Bomb Threat Checklist](#)
- [Detailed Version of School Response Protocol](#)
- [In An Emergency Take Action PDF](#)
- [Public Address \(PA\) System Document](#)
- [Drill In Progress Door Sign](#)
- [School Response Protocol Parent Handout](#)
- [Lockdown Drill Worksheet](#)
- [Attendance Sheet and Green/Red Cards](#)
- **NEW** [Office and Classroom Emergency Supplies Checklist](#)
- **NEW** [School Safety Drills, Documentation, and Reporting Requirements](#)
- **NEW** [Cardiac Emergency Response Plan](#)
- **NEW** [Tornado Plan Map](#)