

DRAFT

Detroit Public Schools
LOCK DOWN – INSIDE THREAT
Suggested Actions

EVENT

Intruder, active shooter or threat inside of school building

Authority to Initiate Lock Down

**(1) Staff (2) Law Enforcement (3) Fire
(4) DPS Public Safety**

Immediate Actions

**Activate Notification System
Call DPS Public Safety (313) 873-2070
Call 911**

Protective Measures

- **Outside activities are routed to a safe location away from building to a predetermined location**
- **Check Halls and rest rooms for students**
- **Close and lock interior doors and windows**
- **Move students to safe corner of classroom to reduce visibility**
- **Turn off lights (including computer monitors)**
- **Verify attendance**
- **Activate signaling system (use public address system to announce lock down mode)**
- **Remain in position until all clear and notified by DPS Public Safety, law enforcement, fire, school resource officer, principal**

DRAFT

**Detroit Public Schools
LOCK DOWN – OUTSIDE THREAT
Suggested Actions**

EVENT

Potential intruder, active shooter or threat outside of school building

Authority to Initiate Lock Down

**(1) Staff (2) Law Enforcement (3) Fire
(4) DPS Public Safety**

Immediate Actions

**Activate Notification System
Call DPS Public Safety (313) 873-2070
Call 911**

Protective Measures

- **Outside activities are routed to a safe location away from building**
- **Check Halls and rest rooms for students**
- **Close and lock interior doors and windows**
- **Move students to safe corner of classroom to reduce visibility**
- **Turn off lights (including computer monitors)**
- **Verify attendance**
- **Activate signaling system (use public address system to announce lock down mode)**
- **Remain in position until all clear and notified by DPS Public Safety, law enforcement, fire, school resource officer, principal**

DRAFT
Detroit Public Schools
LOCK DOWN – SHELTER IN PLACE
(Hazardous Material or Chemical Spill)
Suggestions and Guidelines

Notification System – is any system used to notify of a drill or actual emergency. Notification may be verbal or electronic. School building with public address systems should use the public address system to notify occupants of a lock down/shelter in place drill or emergency. Building without public address systems may use the bell system with coded rings to activate lockdown. Bull horns may also be used.

It is suggested that schools use “plain language” to activate lock down/shelter in place drills or actual events. Using code words, color signals or unusual electronic alarms may cause confusion and loss of valuable time for substitute staff or building visitors who don’t understand the type of emergency being announced.

Using the Fire Alarm Systems for Activation of Drills – School buildings cannot use the fire alarm system for activation of lock down/shelter in place drills.

Types of Drills – Schools must perform a minimum of two drills each school year. Detroit Public Schools are required to conduct one lockdown drill during the fall semester and one drill during the spring semester. Schools may choose to perform one of each or two lockdown type or two shelter in place type drills during the school year.

Drill Times – It is required that drills be conducted as soon after the return to school from summer break as possible. This helps students get acclimated to the drills after being away for several months, and allows for weather considerations, especially if the drills might result in evacuation to an outside location.

All Clear – Once a drill is activated, it is suggested that teacher/staff members do not open any door or window under any circumstances until the all clear is given by the principal or designee. Teachers/staff members may open a locked door to allow entry by a student if it is an approved action in the school drill policy.

Documenting Drills – Lockdown/shelter in place drills shall be conducted and recorded by school officials in the same manner as fire and tornado drills. Detroit Public Schools Fire and Evacuation Drills Reporting Form D must be used to record the drills. Drill documentation must be maintained on file at the school to be presented to regulatory agencies upon request. A copy Detroit Public Schools Fire and Evacuation Drills Reporting Form D must be submitted to DPS Department of Environmental Health and Safety December 1st and June 1st of the school year indicating compliance with state law.

School Safety Plan – Lockdown/shelter in place policy and procedures must be developed and be part of the school safety plan. A predetermined off-site facility to house students in case of an emergency shall be part of the schools safety plan.

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Detroit Public Schools
LOCK DOWN – SHELTER IN PLACE
(Hazardous Material or Chemical Spill)
Suggested Actions

EVENT
Hazardous Material or Chemical Spill Outside of Building

Authority to Initiate Lock Down
(1) Staff (2) Law Enforcement (3) Fire
(4) DPS Public Safety

Immediate Actions
Notification will come from emergency responder or administrator
Activate Notification System
Call DPS Public Safety (313) 873-2070
Call 911

- Protective Measures**
- **Individuals outside of building should be relocated to a separate area away from other building population**
 - **Close and lock exterior doors and windows (NO entrance or exit)**
 - **Shut down air handling system/HVAC**
 - **Ensure students and staff are in a safe area**
 - **Verify attendance**
 - **Activate signaling system (use public address system to announce shelter in place mode)**
 - **Remain in position until all clear and notified by DPS Public Safety, law enforcement, fire, school resource officer, principal**