



# Detroit Public Schools Emergency and Safety Procedures Guide

**Emergency Phone Numbers:  
DPS Public Safety 7-873-2070  
Fire and Police 7-911**

**PLEASE POST NEAR CLASSROOM DOOR**



## Dealing With the Media:

### District Policy

- If you are approached by the media, direct them to a school administrator. The principal or school administrator is the key spokesperson for the school.
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade or other personal identifying information.
- The District legally cannot confirm a student's attendance at any specific school location.

### News Media Personnel on School Grounds

- If any news media personnel are observed on school grounds notify the school administrator immediately.

**Contact Office of Communication at 873-4542**

**Remember to Fill Out Form #63  
for All Emergency Situations.**

**DEALING WITH THE MEDIA**

### **If a Utility Outage/Failure Occurs: (Electrical, Heating, Cooling and Water)**

- Notify the office immediately of the type of utility outage (electrical, heating, cooling, water, etc.)
- Stay calm. Reassure students.
- Remain in place unless directed by the school administrator.
- If the situation would expose the students to danger, implement the appropriate emergency procedures (i.e., Evacuation - Classroom/Area, etc.).
- Open blinds to let outside light in or use flashlights.
- Take attendance to ensure all students are accounted for. Immediately notify the school administrator in charge of any missing students.
- If you are moved to another area, conduct a student count once you arrive at the new location.

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**UTILITY OUTAGE/FAILURE**

### **If a Bodily Fluid Spill Should Occur: (Blood, Vomit, Feces, Saliva, Urine)**

- Do not try to clean up the spill unless you are trained and have the proper equipment to perform the clean up.
- Always treat bodily fluids as though they are infectious.
- Wear disposable gloves at all times when dealing with another person's bodily fluids.
- Avoid getting another person's bodily fluid in your eyes, mouth, open sores or wounds.
- If bodily fluid spills on you, rinse the affected area immediately, wash with soap and water, and report the exposure to the office immediately.
- Clean up spilled fluids with a germicidal disinfectant or with a freshly made solution of one part bleach to nine parts water (1:9).
- Place contaminated fluids and cleanup materials in a plastic bag, seal the bag and place it in a plastic-lined garbage receptacle.
- After removing gloves, follow good hand-washing practices.
- If a student is exposed, send him or her to the school-based health center or nurse for recommendation and follow up care.

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**BODILY FLUID PRECAUTIONS**

### When Notified of a Severe Weather Watch:

**Weather Watch** – Is issued by the National Weather Service when severe weather conditions are possible in the area.

- Be prepared to respond if weather conditions worsen.

### When Notified of a Severe Weather Warning:

**Weather Warning** – Is issued when severe weather has been sighted or indicated by weather radar. If a severe weather warning is issued for your area, move to your designated area.

- Close blinds and drapes, if you can do so safely, and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Do not dismiss students unless directed by the school administrator.
- Go immediately, in a calm orderly fashion, to the area designated by the school administrator.
- Stay with students, keeping them in a group.
- Take your student roster with you and account for all students once you have reached the designated area. Immediately notify the school administrator in charge of any missing students.
- Do not return to your classroom until directed by a school administrator in charge.

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**SEVERE WEATHER**

## **If Someone Becomes Ill or Is Injured:**

- Notify the school office immediately.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- Unless certified, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (i.e., blood, vomit, etc).
- Comfort the victim and reassure them that medical attention is on the way.
- If necessary, implement appropriate emergency procedures (i.e., Evacuation: Classroom/Area) to ensure that students are not exposed to trauma or danger.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene of the medical emergency in the event the incident will require an investigation by school or police officials.
- Rejoin your students as soon as possible. Take your student roster with you and account for all students once you have reached the designated area. Immediately notify the school administrator in charge of any missing students.

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## **MEDICAL EMERGENCIES**

### If a Student Is Lost or Missing:

- Remain calm.
- Immediately search the entire room for the student (i.e., closets, under desks, tables, etc.).
- Ask other students if they know where the student may be.
- Report the missing student to the office.
- Furnish a physical description and clothing information (age, height, weight, hair color, eye color, color of shirt / pants / coat, medical status if appropriate, etc.).
- Advise the school administrator of any problems that are known to you regarding the student.

### If a Student is Removed from the School Without the Custodial Parent's Permission:

#### Stranger Alert

- If students, staff, or parents report a stranger loitering on or around school property, or following students between home and school, **report it immediately to the office.**

#### Abduction

- Remain calm.
- Report student abduction, or attempted abduction, to the office immediately.
- Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
- Treat custody dispute problems as a possible student abduction.
- Conduct a roll call of all students in your classroom. Immediately notify the acting school administrator of any missing students.

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**CHILDREN – LOST/MISSING/ABDUCTION**

### **If a Hazardous Material Spill Occurs:**

- Notify the office immediately of the situation.
- Do not try to clean up the spill unless you are trained and have the proper equipment to perform the clean up.
- Attempt to provide ventilation to the affected area by opening the windows.
- Implement the appropriate emergency procedures (i.e., Evacuation – Classroom/ Area) to ensure that students are not exposed to danger.
- Direct the students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.
- If possible, control access to the affected area by closing doors.
- Take your student roster with you and account for all students once you have reached the designated area. If any students are missing, immediately notify the school administrator.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by the school administrator.

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**HAZARDOUS MATERIAL SPILLS**

### **If a Suicide Threat or Attempt Occurs:**

- Notify the office immediately. Provide student's name if known.
- If necessary, implement the appropriate emergency procedures (i.e., Evacuation – Classroom/Area) to ensure that students are not exposed to trauma or danger.
- Remain with the situation, working to defuse the crisis by staying calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Be prepared to provide information on the incident to the school administrator in charge and local authorities.
- Rejoin your students in the designated area once the principal, police and/or medical personnel have arrived.
- Take your student roster with you and account for all students once you have reached the designated area. If any students are missing, immediately notify the acting school administrator.

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**SUICIDE THREAT OR ATTEMPT**

## Characteristics of Suspicious Packages and Envelopes:

- Powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with your organization or have outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given their size, lopsided or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as "Fragile", "Personal", "Confidential" or "Rush-Do-Not-Delay."
- Strange odor, stains, or noises (rattles, clicking, etc.).
- Appear to contain electrical wire or tin foil.
- Return address not consistent with postmark.

## If You Find a Suspicious Package or Envelope:

- Isolate the suspicious item. Do not touch or handle any suspicious items found.
- Notify the office of the situation.
- Any person who had direct contact with the package should wash their exposed skin with soap and water.
- Attempt to confirm the contents without opening.
- Contact the addressee and sender, if practical.
- Wait for emergency responders to arrive and follow their directions.
- Advise emergency responders of who was in the area around the time the suspicious package was discovered.

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**SUSPICIOUS PACKAGES AND ENVELOPES**

### If You Receive a Telephone Threat:

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible and listen carefully.
- Note the time of the call and the telephone it came in on.

#### Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Notify the office immediately.

### If You Receive a Written Threat or Parcel:

- Remain calm.
- Notify the office immediately.
- Do not attempt to touch, move or open the parcel.
- Do not use your portable radio or cell phone within 100 ft. of the package.
- Keep anyone from handling it or going near it.
- Evacuate the students out of the immediate area.
- Write down everything you remember about the letter or parcel.
- Save all packing materials.

### If You Find an Opened Suspicious Package:

- Remain calm.
- Conduct a search of your area for any suspicious packages or unidentified backpacks. **Never touch any package that is suspicious! If you see something suspicious notify the office.**
- Follow evacuation directions from the office.
- Avoid running and other movement, since this can detonate certain devices.
- Take your student roster with you and account for all students once you have reached the designated area. If any students are missing, immediately notify the school administrator.

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**BOMB THREATS**

## If Someone Is Assaulted: (Physical or Sexual)

- Move the victim to a private office / area. Ensure the victim is in a safe place, and assist in making them comfortable.
- Do not leave the victim alone.
- Report the assault to the office immediately.
- Be prepared to give as much of the following information as possible to the school administrator, public safety and the police:
  - Your name
  - Your location
  - What happened
  - Victim's name
  - Victim's age
  - Location of victim
  - Description of the assailant
  - Location of the assailant or direction of their escape
- If the victim requires medical attention, see the information tab regarding Medical Emergency in this guide.
- Remain calm and reassure students that all possible actions are being taken to care for the injured person and to protect others.

### **NOTE: FOR SEXUAL ASSAULTS**

- Do not allow the victim to wash or remove any items of clothing. If a victim has removed clothing, place each piece in its own plastic bag using gloves (refer to Bodily Fluid Precaution page of this guide).

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**ASSAULTS**

## **If There is a Civil Disturbance:**

### **Outside the Building**

- If necessary, implement appropriate emergency procedures (move students to a safe location inside the building, i.e., classroom) to ensure that students are not exposed to trauma or danger.
- Notify the office of the type of disturbance, location and number of people involved.
- Account for all students. Report any missing students to the office immediately.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the ground.

### **Inside the Building**

- Notify the office of the type of disturbance, location and number of people involved.
- Keep students quiet and away from doors and windows.
- Lock classroom doors and windows.
- Account for all students. Report any missing students to the office immediately.
- Close window shades, curtains or blinds.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.
- Remain in the classroom/designated area until released by the school administrator.

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**CIVIL DISTURBANCE**

## If a Weapon Is Reported on School Grounds:

- Remain calm.
- Send the reporting person to the office, if possible.
- Ensure student and staff safety by moving everyone to a safe location away from the person with the weapon.
- If necessary, implement the appropriate emergency procedures (i.e., Building Lockdown, Room Lockdown, etc.), to ensure that students are not exposed to danger.
- If the reporting person is unable or wants to remain anonymous, follow the steps outlined in the section "If a Teacher Has Observed a Weapon".
- The person may remain anonymous.
- Should someone observe a gun or other weapon, instruct them **NOT TO TOUCH IT.**

## If a Teacher Has Observed a Weapon:

- Seek assistance from another staff member or supervising adult in reporting the incident. If it is safe to do so, send a sealed message to the office with a trusted student that includes:
  - Your name and location
  - The name/description of the suspect
  - Any information regarding the weapon's location and type.
- Discreetly call the office if the suspect is not present.
- **IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.**

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**WEAPONS ON SCHOOL GROUNDS**

### If There Is a Hostage Situation:

- Notify the office of the situation.
- Follow any instructions received from the administration or police.
- If directed, report immediately to homerooms or the designated safe areas.
- Secure classrooms or designated areas by locking doors and windows.
- Remain in the designated area until given further directions.
- If directed, follow evacuation orders.
- Stay out of hallways and other areas until given instructions.
- Take your student roster with you and account for all students once you have reached the designated area. If any students are missing, immediately notify the school administrator.
- If available, contact the office and advise them of the situation.
- Stay with students and keep them together.

### If You Are Held Hostage:

- Remain calm.
- Speak calmly to the hostage-taker(s) but with a firm voice. Do not shout.
- Follow the instructions of the hostage-taker(s).
- **DO NOT** aggravate the situation by arguing with the hostage-taker(s).
- Calmly inform the hostage-taker of any special needs of people in the classroom.
- Keep a distance between yourself and the hostage-taker(s) if at all possible.
- **DO NOT** make any sudden moves. Ask permission before moving around.
- Try to keep all students calm and under control.
- Use time as a tool to de-escalate the situation.

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**HOSTAGE SITUATION**

### If You Discover Fire or Smoke:

**REMEMBER: R.A.C.E.**

- **Rescue:** Remove anyone from immediate danger.
- **Alarm:** Notify the office of the situation and activate the nearest emergency pull station.
- **Contain:** Close all doors to confine smoke and fire.
- **Extinguish/Evacuate:** If the fire is small and you have been trained on how to operate a fire extinguisher, you can attempt to extinguish the fire. Otherwise, follow your Evacuation - Building Plan and proceed to the designated safe area outside the building.

### If You Catch on Fire:

**DO NOT RUN!!!**

- **STOP** where you are,
- **DROP** to the ground, and
- **ROLL** over and over to smother the flames.

### Response to Fire Alarms or Explosions:

- Remain calm.
- Evacuate and stay with your students.
- Remember to take your class roster with you to the designated evacuation area.
- Once you have reached the designated area, count all students and report any missing students to the school administrator in charge.
- Only return to the building when directed by the acting school administrator.

### Evacuation Reminders:

- If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider individuals with disabilities that may need assistance evacuating.
- Never allow the fire to come between you and an exit

### If You Are Trapped in Your Office/Room:

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Use the telephone to notify 911 of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort. Use caution when breaking the window.

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**FIRE/EXPLOSIONS**

### **Room Lockdown Response:**

- A Room Lockdown may be issued by the teacher, supervising adult, or school administrator. The purpose is to protect staff and students from a threat inside or outside the building.
- A Room Lockdown response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms.

### **Room Lockdown Procedure:**

- Remain calm and stay with your students.
- Lock classroom doors and windows and pull the shades immediately.
- If you have a classroom telephone or intercom contact the office. If no other means of communication is available, consider having a cellular telephone available.
- Tell the person answering the telephone who you are and where you are.
- Keep students quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.
- Conduct a count of all students and immediately report any missing student(s) to the school administrator in charge.
- Remain in secured classrooms until released by the school administrator.

### **Building Lockdown Response:**

- The decision to lockdown a school rests with the school administrator at the site affected.
- A lockdown consists of moving all students off playgrounds and exterior portables and into the school, securing all entrances, and denying access to any unauthorized persons.

### **Building Lockdown Procedure:**

- Remain calm and stay with your students.
- Begin the lockdown immediately following notification.
- Cancel all outside activities until notified by the school administrator.
- Close all windows, blinds and curtains.
- Keep students quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.
- Do not allow students to be unattended at any time. Escort them everywhere.
- No student should be allowed to leave the building unless attended by an adult, parent, guardian, or staff member.
- Conduct frequent counts of all students and immediately report any missing student to the school administrator in charge.
- Lock all exterior doors.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to the main office to sign in.
- Building Lockdown is to remain in effect until cancelled by the acting school administrator.

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**LOCKDOWN – ROOM AND BUILDING**

## Evacuation – Classroom/Area:

- Evacuation of a Classroom or Area may be issued by the teacher, supervising adult, or school administrator. The purpose is to move students away from potentially threatening situations that do not require full building evacuation.
- Note: Before a classroom or area evacuation can be issued, a designated safe area must be identified.

## If You Are Involved in a Situation Which Does Not Require Full Building Evacuation:

- Remain calm and stay with your students.
- If the situation permits, notify the office and together determine an appropriate evacuation area.
- Tell students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.
- Remember to take your class roster with you.
- Consider individuals with disabilities that may need assistance evacuating.
- **Do not** take personal items with you.
- Close and lock doors behind you while exiting.
- Walk, do not run.
- **Do not** go into the restrooms.
- **Do not** use the elevators.
- Once you have reached the designated area, count all students and immediately report any missing student(s) to the school administrator in charge.
- Remain at the designated area until directed by the school administrator in charge.

## Evacuation – Building:

- An evacuation of a building is used to move students and staff out of the building by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.
- Note: The gathering point to take a student count must be as far as possible from the threat situation.

## If You Are Involved in a Situation Which Requires Full Building Evacuation:

- Remain calm and stay with your students.
- Remember to take your class roster with you.
- Consider weather conditions and, if possible, ensure students have appropriate clothing.
- Leave the building immediately, in a calm orderly manner, using only the exit and directions provided.
- If your primary route is blocked or unusable, use your secondary exit route.
- Consider individuals with disabilities that may need assistance evacuating.
- **Do not** take personal items with you.
- Close and lock doors behind you while exiting.
- Walk, do not run.
- **Do not** go into the restrooms.
- **Do not** use the elevators.
- Move (and remain) at least 300 feet from the building (approximately one football field).
- Stay with students, keeping them in a group.
- Once you have reached the designated area, count all students and immediately report any missing student(s) to the school administrator in charge.
- Do not return to the building or move from your evacuation staging area unless told to do so by the school administrator in charge.

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**SEVERE:  
(Severe Risk of Terrorist Attacks)**

- Ensure that emergency response plans are current and available.
- Review classroom emergency procedures with staff and students.
- Be alert to suspicious activity and report it to the school office.
- Ensure all emergency supplies are stocked and ready.
- Check the classroom-to-office communication system to ensure it is operational.
- Cancel outside activities and field trips.
- Be prepared to handle inquires from anxious parents.
- Be prepared to discuss children's fears of a possible terrorist attack.
- Restrict visitor access to the building.
- Be prepared to respond to emergency instruction from the office.

**HIGH:  
(High Risk of Terrorist Attacks)**

- Ensure that emergency response plans are current and available.
- Review classroom emergency procedures with staff and students.
- Be alert to suspicious activity and report it to the school office.
- Enforce the building visitors policy.
- Ensure all emergency supplies are stocked and ready.
- Check the classroom-to-office communication system to ensure it is operational.
- Re-evaluate classroom plans which involve activities outside the building.
- Be prepared to handle inquires from anxious parents.
- Be prepared to discuss children's fears of a possible terrorist attack.

**ELEVATED:  
(Significant Risk of Terrorist Attacks)**

- Ensure that emergency response plans are current and available.
- Review classroom emergency procedures with staff and students.
- Be alert to suspicious activity and report it to the school office.
- Enforce the building visitors policy.
- Ensure all emergency supplies are stocked and ready.

**GUARDED:  
(General Risk of Terrorist Attacks)**

- Ensure that emergency response plans are current and available.
- Review classroom emergency procedures with staff and students.
- Be alert to suspicious activity and report it to the school office.
- Enforce the building visitors policy.

**LOW:  
(Low Risk of Terrorist Attacks)**

- Ensure that emergency response plans are current and available.
- Review classroom emergency procedures with classroom staff and students.
- Be alert to suspicious activity and report it to the school office.
- Enforce the building visitors policy.

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