

CHARLOTTE
PUBLIC SCHOOLS



EMERGENCY ACTION
CHECKLIST

Last Revised XX/XX/2013

- PRINCIPAL -

BUILDING _____

WHEN: There is a possible or confirmed fire in the building.
NOTIFICATION: FIRE ALARM SYSTEM

WHEN: WHEN: Any other time continuing to occupy the building may not be safe.

NOTIFICATION: PA ANNOUNCEMENT

“Attention, Attention, Attention,
There is an issue inside the building that requires us to evacuate immediately.
Teachers follow the Evacuation procedures in your Emergency Action Checklist.”

- If fire, activate Fire Alarm, if other call 9-1-1.
- If needed, direct staff to check source of alarm and verify situation.
- Direct staff to check areas for evacuation compliance.
- Get Principal “Go-Kit.”
- Get building sign-in list.
- Notify Administration of evacuation.
- If inclement weather, request buses for shelter.
- Collect attendance/accountability information.
- Meet with arriving emergency responders and make contact with the Incident Commander.
- Give “All Clear” or other instructions as appropriate only after consulting with authorized official.
- Reset alarm system when appropriate.

EVACUATION

WHEN: When a bomb threat is received, or a suspicious package is found.

NOTIFICATION: PA ANNOUNCEMENT to CHECK EMAIL, or MESSENGER

BOMB THREAT

- Use "Bomb Threat" data collection form.
- Do not approach, touch, move or shake item.
- If deemed legitimate threat, initiate building evacuation.
- Call Emergency 9-1-1 and provide all available information.
- Confirm evacuation compliance.
- Get Principal "Go-Kit" and building Sign-in List.
- When safe distance from building, notify Administration.
- If inclement weather, request buses for shelter.
- Meet with arriving emergency responders and make contact with the Incident Commander.
- Collect attendance/accountability information.
- Give "All Clear" or other instructions as appropriate after consulting with authorized official.
- Reset Alarm System when appropriate.

SUSPICIOUS MAIL or PACKAGE

- Do not shake, open or empty.
- Isolate: Place in plastic bag & seal – if too large, cover.
- Gently place on table or floor.
- Wash yourself with antibacterial product.
- Do not leave area.
- Call authorities; Emergency 9-1-1.
- Proceed as directed by authorities.

BOMB THREAT or SUSPICIOUS PACKAGE

WATCH

**WHEN: Conditions favor the development of severe storms.
NOTIFICATION: PA ANNOUNCEMENT to CHECK EMAIL**

WARNING

**WHEN: There is an immediate threat in this area, take shelter.
NOTIFICATION: P.A. ANNOUNCEMENT**

"Attention-Attention-Attention,
The National Weather Service has issued a Severe Weather Warning.
All Students and staff must immediately move to shelter areas.
Remain until an "All Clear" is given."

Weather WATCH

- Notify all staff of watch conditions.
- Monitor for changing conditions
 - NOAA weather Radio
 - TV/Radio
 - Internet weather
 - Alert Sirens
- Notify outside activity leaders to be prepared to shelter.
- Have shelter areas inspected.
- Review actions for WARNING.

Weather WARNING

- Initiate Severe Weather WARNING announcement.
- Contact and direct groups outside of building to return to shelter immediately.
- Notify Administration.
- Get Principal "Go-Kit."
- Collect attendance/accountability information.
- Move to designated shelter area.
- Continue to monitor information sources.
- Give "All Clear" or other instructions as appropriate after consulting with authorized official.
- Perform injury & damage assessment, report findings to Admin.

SHELTER FOR SEVERE WEATHER

WHEN: When notified the air outside is or could be hazardous.

NOTIFICATION: P.A. ANNOUNCEMENT

“Attention-Attention-Attention,
Staff will immediately begin SHELTER-IN-PLACE procedures.
Students in the hall are to return to your classroom immediately.
We may be shutting off the power, recall that some building systems may not be operative.
Remain until an “All Clear” is given.”

- Initiate Shelter-in-place announcement.
- Notify 9-1-1 of shelter-in-place. Give status of any affected persons if possible.
- Notify District Administration of shelter-in-place actions.
- Get Principal “Go-Kit”.
- Contact and direct groups outside of building to return to shelter immediately.
- Implement Perimeter Lockdown procedure.
- Direct staff to shutdown HVAC systems.
- Attempt to distribute student medications.
- If directed by officials, have staff make shelter spaces air-tight.
- Collect attendance/accountability information.
- Monitor information sources for changing conditions.
- Give “All Clear” or other instructions as appropriate after consulting with authorized official.
- Obtain reports on health status of students and staff; act accordingly.

SHELTER-IN-PLACE for HAZARDOUS MATERIALS RELEASE

PERIMETER LOCKDOWN

WHEN: When a general danger or threat is believed to be in the area.

NOTIFICATION: PHONE CALL, PA ANNOUNCEMENT or MESSENGER

"Attention-Attention-Attention,

All staff are instructed to initiate a Perimeter Lockdown immediately.

Lock your doors and continue normal classroom activities with increased vigilance.

Review your Emergency Action Checklists for proper Perimeter and Full Lockdown procedures.

FULL LOCKDOWN

WHEN: Threat of imminent danger, intruder, violence, weapon, other.

NOTIFICATION: P.A. ANNOUNCEMENT

"Attention-Attention-Attention,

All staff are instructed to initiate a Full Lockdown immediately.

Students in the hall move immediately to the nearest classroom.

Teachers, check your email for further information. Ignore all alarms and announcements, remain until officials enter your space. "

Perimeter Lockdown

- If initiated by you, report threat to authorities.
- Cancel all outdoor activities. Have groups return immediately.
- Lock and check all exterior doors.
- Post staff inside main entrance to screen and admit only authorized persons.
- Require that all deliveries be coordinated with main office.
- Require escorts for all students and visitors to their destination.
- Monitor information sources for changing conditions.
- Update building attendance information.

Full Lockdown

- Initiate Full Lockdown via PA Announcement.
- If initiated by you, report threat to authorities.
- Dial 9-1-1 to report conditions.
 - Location & Type of Threat
 - Description of suspect(s)
 - Injuries / hostages
 - Other – weapons, etc.
- Route outside groups to safe location away from building.
- As possible, determine welfare of staff & students.
- Notify District Administration of conditions.
- Protect yourself and nearby staff.
- Meet/contact Incident Commander if possible.

LOCKDOWN

Name	Position	Office	Cellular	Home
Local Emergency	Eaton Co. Central Dispatch	9-1-1		
Eaton Co. Dispatch	Private Line	541-0767		
Eaton Co. Sheriff	Private Line	543-3510		
Charlotte Police	Non-emergency private line	543-1552		
Charlotte Fire	Non-emergency direct line	543-0241		
Charlotte City Hall		543-2750		
City Manager	Dennis Stark	543-8852		
Public Works Dept.		543-8858		
Barry-Eaton Health Dept.		543-2430		
Child Protective Services		543-0860		
Hayes Green Beach Hosp.	Emergency	543-9507		
	Non-emergency	543-1050		
Poison Control		800-222-1222		
County Emergency Mgr.	Sgt. Aaron Brown	543-3510		
Michigan State Police		517-332-2521		
State Emerg. Services Coor.		517-373-0119		
Mich. DEQ		800-292-4706		
FEMA	Michigan Office	517-333-5042		
Consumers Energy		800-477-5050		
Eatran		543-4087		
Dean Transportation		517-645-7395		

EMERGENCY CONTACTS

(Insert evacuation route map here)

EVACUATION ROUTES

(Insert shelter locations map here)

SHELTER LOCATIONS