

CHARLOTTE
PUBLIC SCHOOLS



EMERGENCY ACTION CHECKLIST

Last Revised XX/XX/2013

- SUPERINTENDENT -

**WHEN: Whenever there is concern that a building is no longer safe to occupy
For example: Fire, Bomb Threat or Suspicious Package,
Release of a hazardous substance inside the building**

Alert Message GENERAL EVACUATION:
“Attention. We have been advised of a problem inside your building requiring evacuation.
I am directing you to begin an evacuation immediately.”

- Consider assembling Incident Management Team.
- Confirm authorities (9-1-1) have been notified
- Get Superintendent “Go-Kit.”
- Notify Transportation of potential need.
- Consider need for a public information release.
- Review parent-reunification plans.
- Meet/contact building administrator / Incident Command.
- Notify Facilities / Maintenance of possible need to respond:
 - Damage assessment
 - Alarm system reset
 - Building system issues: repair, restart
 - Other

EVACUATION

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

Alert Message: PA ANNOUNCEMENT to CHECK EMAIL, or MESSENGER

BOMB THREAT

- Consider assembling Incident Management Team.
- Confirm authorities (9-1-1) have been notified
- Instruct Staff to strictly follow Emergency Checklist Instructions
- As appropriate, direct staff to check source of alarm and verify situation.
- If inclement weather, request buses for shelter.
- Give "All Clear" or other instructions as appropriate after consulting with authorized officials.

SUSPICIOUS MAIL or PACKAGE

- Consider assembling Incident Management Team.
- Confirm authorities (9-1-1) have been notified
- Instruct Staff to strictly follow Emergency Checklist Instructions
- Confirm Authorities (9-1-1) Have been notified
- Proceed as directed by authorities.

BOMB THREAT or SUSPICIOUS PACKAGE

NOTIFICATION: Internet, Media Reports, NOAA Weather Radio

Severe Weather WATCH

WHEN: Conditions favor the development of severe storms and a potential for a WARNING.

Alert Message:

"Attention, the National Weather Service has issued a (Severe Storm / Tornado) WATCH for our area until (Time). Review your responsibilities in the event we go to a WARNING."

Severe Weather WARNING

WHEN: There is a confirmed threat in this area.

Alert Message:

"Attention, the National Weather Service has issued a (Severe Storm / Tornado) WARNING for our area. I am directing you to initiate sheltering immediately."

Weather WATCH

- Notify all buildings and areas of WATCH condition
- Review emergency plans for WARNING.
- Monitor for changing conditions.
- Assemble Incident Management Team for preliminary briefing/planning.
- Identify unique activities and/or populations currently underway and consider any special precautionary actions that may be needed.
- Have shelter areas for Administrative staff inspected for readiness.

Weather WARNING

- Notify all buildings of WARNING condition.
- Instruct outside groups to return to shelter immediately.
- Get Superintendent "Go-Kit."
- Seek shelter with Incident Management Team
- Monitor weather for changing conditions:
- Initiate injury and damage assessment as appropriate.
- Prepare for district dismissal if necessary.
- Consider need for a public information release.

SHELTER for SEVERE WEATHER

NOTIFICATION: Typically received from Emergency Service Agencies, Media Reports

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

Alert Message:

“Attention, a situation outside your building may have created a dangerous atmosphere. I am directing you to commence Shelter-in-Place procedures immediately. Further instruction will relayed as information becomes available. Remain in your shelter until an “All Clear” is given.”

- Consider assembling Incident Management Team.
- Send Shelter-In-Place directive to affected district buildings.
- Instruct Staff to strictly follow Emergency Checklist Instructions
- Consider best action for sheltering of groups outside of buildings.
- Monitor weather conditions and other information sources.
- If necessary, initiate shelter-in-place for Admin staff.
- Consider parent-student reunification issues.
- Consider the need for a public information release.
- Notify Transportation if potential need.
- Update staff as information becomes available.
- Issue “All Clear” or other directions as appropriate.

SHELTER-IN-PLACE for HAZARDOUS MATERIALS RELEASE

NOTIFICATION: Emergency Services, Media reports

PERIMETER LOCKDOWN

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

Alert Message:

“Attention. We have reason to believe there may be danger in the area of your building. I am directing you to institute a Perimeter Lockdown immediately.
We will contact you as more information becomes available.”

FULL LOCKDOWN

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

Alert Message:

“Attention. We have reason to believe there may be imminent danger near or in your building. I am directing you to institute a Full Lockdown immediately.
We will contact you as more information becomes available.”

- Consider assembling Incident Management Team.
- Establish contact with proper authorities.
- Instruct Staff to strictly follow Emergency Checklist Instructions.
- Communicate condition and type of Lockdown to impacted District buildings.
- Notify Transportation Services of potential needs.
- Prepare public information release with directions to parents.
- Monitor events for changing in conditions.
- Activate parent information systems.

LOCKDOWN

CRISIS COMMUNICATIONS

- **Never speculate, provide only known, accurate information**
- **Provide information about the event, and the District response, to:**
 - Staff – contact all affected buildings
 - Students – instruct building staff to inform students if and when possible
 - Parents – record message on community information line
 - Media – contact with information / set up media room for larger event
- **Update above as additional information becomes available**
- **Anticipate questions from parents:**
 - 1. What happened?**
 - 2. Is my child OK?**
 - 3. What are you doing?**
 - 4. What should I do?**
 - 5. Can I come and get my child?**

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 – COMMUNITY

POSITION	NAME	ALTERNATE #1	ALTERNATE #2	ALTERNATE #3
Superintendent				
A.S. Operations				
A.S. Curriculum				
A.S. Business				
HR				
Buildings & Grounds				
Transportation				
Technology				
Food Service				
Community Ed.				
Aquatics				

LINE OF SUCCESSION – ADMINISTRATION
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