

Stockbridge Community Schools

District Emergency Operations Plan



2023/2024

Stockbridge Community Schools
Emergency Operations Plan
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EMERGENCY RADIO PROTOCOL

- **ALWAYS** state your name before you “acknowledge”
- Building secretaries are second to receive and acknowledge the call if principal is out
- Principals will talk with building secretaries about emergency radio protocol
- Radio Check with the Chief of Police on the first school day of the Month.
- Occurs Practice drill two times per year
- Law Enforcement is in charge once they arrive
 - UTAC 43D-Law enforcement communication once enacted.

ALiCE Protocol/Major Medical Emergency

Examples: weapons, intruder, threats, major medical emergency

District designee will push orange emergency button

District designee will come onto the radio and state their name and that ALiCE or MERT protocol has been enacted. (will specify if building or district)

They will then ask each building if they acknowledge

District designee will be in contact with law enforcement

District designee will go to the building where the situation is taking place

Principals will report status over radio

Exterior is locked

Classrooms are locked

Custodian walks the building to make sure all exterior doors are locked

To end the drill: District designee will say “building acknowledges all clear”, Principal will acknowledge “This is “Name”, “building” all clear”. Supt will do this with each building. When all buildings acknowledge all clear Supt will state “District internal lockdown all clear and over”

External Threat

Examples: something happening in the community, not on school grounds

District designee will push orange emergency button

District designee will come onto the radio and state their name and that there is an external threat (will specify building or district)

**They will then ask each building if they acknowledge
Exterior doors are locked, everyone remains in the buildings
Custodian walks the building to make sure all exterior doors are locked
District designee will be in contact with law enforcement if necessary-UTAC 43D
District designee will go to the building where the situation is taking place
Principals will report status over radio
Exterior is locked**

To end the drill: District designee will say “building acknowledges all clear”, Principal will acknowledge “This is “Name”, “building” all clear”. Supt will do this with each building. When all buildings acknowledge all clear Supt will state “District external threat is all clear and over”

Stockbridge Community Schools

Emergency Operations Plan



2023/2024

Smith Elementary

Active Shooter Emergency Policy

According to the Department of Homeland Security. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise. It is reasonable to assume that a series of such noises are gunshots and you should begin to take necessary precautions.

Traditional response to this type of incident has been to shelter-in-place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. The district has adopted the “ALICE” response plan to assist those in harm’s way should this type of incident occur.

ALICE Overview

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise

attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. While accountability, liability, and responsibility are important, in this case, survivability is paramount in this situation.

Therefore, a proactive, options-based policy and training is necessary. Individuals may use any or all parts of the response plan. While the ALICE acronym makes it easier to remember, it is not sequential or linear. In this type of incident, perception is the reality and individuals must decide for themselves what is in their best interests.

Alert

Can be anything. No code words.

- Gunfire
- Witness
- PA Announcement
- Phone alert, text, emergency messaging

Lockdown

This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.

- Lock the door.
- Cover any windows in the door if possible
- Tie down the door, if possible, using belts, purse straps, shoelaces, etc.
- Barricade the door with anything available (desks, chairs, etc.)
- Look for alternate escape routes (windows, other doors)
- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence or place cell phones on vibrate
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over. However, if the information is conveyed that the situation has changed and evacuation is possible, evacuate.

- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

Inform

Using any means necessary to pass on real time information.

- Given in plain language
- Can be derived from 911 calls, video surveillance, etc.
- Who, what, where, when and how information
- Can be used by people in the area or who may come into it to make common sense decisions
- Can be given by electronic messaging, PA Announcements or Police Radio speakers

Counter

This is a last resort when other options are not available or feasible. This is the use of simple, proactive techniques that will make the Active Shooter's ability to shoot accurately more difficult. This is not fighting; this is countering the attack.

- To counter an attack use noise, movement, noise and distraction, and when age-appropriate, the swarm technique to gain back control.
- Throws things at the shooter's head to disrupt their aim
- Create as much noise as possible
- The swarm technique involves grabbing the shooter's limbs and head and take them to the ground and hold them there
- Run around the room and create chaos and evacuate, if possible
- If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

Evacuate

Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate
- Run in a zigzag pattern as fast as you can
- Do not have anything in your hands.
- Do not stop running until you are far away from
- Break out windows and attempt to quickly clear glass from the frame
- Go directly to the Rally Point.
- Follow all commands given by law enforcement

- Do not attempt to drive from the area

Ordinal Issues

Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at occupants. Just remain calm and follow any directions they may give. Occupants may be asked questions, patted down, and given orders to exit certain ways.

- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, DO NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your co-workers beforehand to know if they have any special skills. Consider the strategic placement of these people in an office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

These measures are meant to provide you with the knowledge and skills you may need to make decisions for your safety and the safety of the children. There are no mandates on how to survive, you are empowered to make decisions and won't be second guessed.



School Principal/Leader

Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911, 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, School Resource Officer). The caller will remain on the line to provide updates.

Initiate ALERT protocols. Notification to the building occupants will be made using the PA system, cell phones and/or email. Notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make an informed decision. Example: There is one masked shooter in the library.

Secure the office and Crossroads Community Church, as a command post and retrieve the critical information and data about the school’s emergency systems, including communications, staff and student’s locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident.

Designate the command post - Crossroads Community Church, 950 S. Clinton, Stockbridge, MI 49285.

Direct command post staff to maintain contact with teachers reporting pertinent emergency information via phone, PA system and/or email. All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.

Notify the Superintendent’s office and request activation of the communications plan for media and parent notification protocols.

Staff and students outside the building will EVACUATE to an off-site relocation center:

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected to the staging area at Stockbridge Activity Center - 305 W Elizabeth, Stockbridge, MI 49285.

2. If all schools are affected then move the FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)
3. Communicate through the all call to parents where their students will be located for pick up.

Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

Central Office will ensure that any buses en route to the school are redirected to a designated relocation site.

Teachers and Staff

The first person to note an indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the School Incident Commander/Principal.

If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.

Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room. Assess the ability to safely EVACUATE the building.

If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.

Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected.

2. If all schools are affected then move to the FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)
3. Communicate through the all call to parents where their students will be located for pick up.

Unless evacuating, rooms in LOCKDOWN shall remain secured until personally given the “All Clear” by a law enforcement officer.

If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.

If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

NOTIFYING FAMILY AND COMMUNITY OF EMERGENCY

Families and the community will be notified of an emergency.

- Before- (parent letters, website, social media emails phone messaging)
- During- (website, media, social media, phone messaging, texts, email)
- After- Media, parents, community and just “curiosity seekers” or well-wishers will overwhelm a scene if there is no plan in place to handle the aftercare.

District Administrators will handle the aftercare communications which may take the form of emails, phone calls, cards, letters, flowers, salespeople, ‘experts’, and others that will come for weeks and months after the event.

Technology issues (cell towers being jammed, the internet being slow, etc) that may occur and what alternatives to these barriers can students, staff, families and the community use as an alternative will be addressed by the technology department and ISD.

OTHER PROCEDURES

After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to the FAMILY REUNIFICATION SITE.

FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)

If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.

The School Principal/Leader will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.

The School Principal/Leader will request bus transportation or alternate transportation to the relocation site.

The School Principal/Leader will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.

Those who remained secured in an LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.

The School Principal/Leader will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Principal/Leader will debrief appropriate school personnel.

The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

SCS Lockdown Procedures

Educate in Place

Sometimes there is a need to clear the hallways but student safety is not an issue. In these situations, we will Educate in Place.

When this happens, the principal will get on the PA and say the following:

“Teachers, we are entering the educate in place protocol. Please check your email for additional details.”

When you hear this, please keep all students in the classroom and lock your doors, then check your email. There will be a brief explanation of the situation, and you just continue teaching. If a student needs to use the restroom, please call the office and someone will come to escort the student to and from the bathroom. When everything is clear, you will hear an announcement that educate in place has concluded.

You may then unlock and go back to your normal school day activities.

External Threat (Educate in Place)

The principal will:

- Announce over the PA **“Teachers, we are entering the educate in place protocol. Please check your email for additional details.”**
- Be sure classroom doors are locked.
- Announce an “All-Clear” signal when the threat is absent by stating the following: **“Teachers, you have a green letter in your mailbox.”**

Teachers will:

- Stay in their room
- Lock the classroom door
- Check their email
- Do not open (unlock) the classroom door, hallway doors, or external doors.
- Teach, as usual, if possible

Custodians will:

- Inform Food Service
- Lock doors in the maintenance and kitchen area.

Aides will:

- Remain in the classroom with your students.

As aides check parent identification and give out OK stickers, they will walkie-talkie to the secretary to use the P.A. to call the student out of the classroom.

Internal Threat (ALICE Protocol)

Follow **ALICE** procedures

STAFF INFORMATION SHEET A-L-I-C-E

ALERT

The purpose of ALERT is your first notification of danger.

- 1) Alert as many people as possible as quickly as you can.
- 2) Be specific with details in your alert (Who, what, and where)
- 3) The moment you think something is happening please tell an adult (including outside of school).

-Anyone can ALERT.

LOCKDOWN

The purpose of LOCKDOWN is to secure in place and prepare to EVACUATE or COUNTER if needed.

- 1) Get into a secure place with a locked door.

If you can not prepare to evacuate.

- 2) Use any means necessary to blockade a door.
- 3) Get out of the line of sight.

INFORM

The purpose of INFORM is to communicate the violent intruder's location and direction in real time.

- 1) Inform any time you get new information in the emergency.
- 2) Use real time information and plain language so everyone can understand you.
(Who, what, and where)

-Anyone can INFORM

COUNTER

The purpose of COUNTER is to create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately.

- 1) Use any resources or means to slow the intruder down.
- 2) If the weapon is knocked loose secure in a garbage can.
- 3) Use the swarm technique.

-Have a survivor's mentality. Always tell yourself you are going to survive this situation.

EVACUATE

The purpose of EVACUATE is to remove yourself from the danger zone when it is safe.

- 1) Use the quickest way to the outside. This may be a window.
- 2) Leave everything behind, focus on the people.
- 3) Get Out, Get Away, Get Together

Be Mindful, Not Fearful

ALICE[®]

TRAINING INSTITUTE

ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.

AliceTraining.com

Smith Elementary

MEDICAL EMERGENCY RESPONSE PLAN

(EMERGENCY ACTION PLAN)

UPDATED 08/07/2023

The Medical Emergency Response Team (MERT)

In the event of a medical emergency, the school's designated Medical Emergency Response Team (MERT) will administer immediate emergency aid to the injured individual after surveying the scene to make sure it is safe.

***The MERT will assess the situation in accordance with their training.**

***Confidentiality to any emergency situation is extremely important and our team and staff will use discretion during and after any emergency within the building. The MERT will not discuss any situation with staff and or the public until after debriefing with the team to strategize communication channels.**

***Each team member will utilize their classroom radio for communication during an emergency situation.**

***In the event a team member has a substitute teacher, the teacher who normally covers the AB teachers room during an emergency, will perform the duties of that team member.**

***Each teacher needs to include this plan in their sub folder and have specific instructions for that sub IF they will be in charge of another classroom.**

Classroom Teacher

1. Hit the "RED emergency button" in your classroom to alert the main office of the emergency. The classroom teacher and main office will remain on the speakerphone during the emergency. Main office will alert the MERT team to your location and **they will call 911.**
 - a. Communicate clearly the **patient's name, male/female, age, teacher, the medical emergency, and the location of the emergency.**

Assist Classroom Teacher's Class (Ashlee Muscato)

1. Remove all other students from the room/area that is affected

First Responders (Angie Filice & Brad Edwards)

1. Retrieve the nearest AED – The AED is located outside the Extended Learning Center (Whoever is closest)
2. Assist the Classroom Teacher with student and 911

Office Staff (Misty Welch and Marty Bates)

1. Get on the PA - "Education in Place, MERT to..."
2. **Call 9-1-1 and remain on the phone until the operator disconnects. You hang up last!**
 - o Identify self and exact location. **Smith Elementary: 100 Price Ave., Stockbridge MI 49285**

- o *State nature and seriousness of injury and what care has been provided.*
 - o *Advise how emergency vehicle is to reach the Emergency.*
 - Front Entrance/Extended Learning Center/K&1st grade Hall – Take West Main Street to West street, then turn right on Price Ave. OR West Elizabeth Street which turns into Price Ave.
 - Cafeteria/2nd&3rd grade Hall– Take West Main Street to Western Ave. and park by the entrance nearest the busses
 - o *Stay on the phone with EMS until the operator disconnects. **You hang up last!***
 - o *Remain with the injured individual until EMS arrives and takes over care.*
3. Stay on speakerphone with the classroom teacher and 911
 4. Hit Orange “Emergency” button on Radio to call Stockbridge Police Department - Student Resource Officer (SRO)

Record Taker (Rebecca Powers)

1. Record events and the times of the events

Crowd Control (Amy Taylor)

1. Maintain crowd control. ONLY MERT members, administrators, or a nurse needs to be at the scene

Assist EMS to Emergency Location (Jon Janowitz OR Shelley after 2pm)

1. Wait at the designated entrance for advance medical team and help them to the scene
2. Keep radio contact with first responders. Emergency vehicle location etc.

Student information to Emergency (Maria Miller)

1. Obtain Student information: patient's **name, male/female, age, teacher, the medical emergency, and the location of the emergency.**
 - o If the emergency involves a student with emergency medication in the office, the medication should be obtained from (office staff) and taken directly to the area by a designated employee or MERT team member.
2. Retrieve the student’s emergency card, deliver it to the emergency site. If no office staff is available, radio to have administrator or nearest staff pick it up.

Assist Office (Janice Armstrong)

1. Calls parent/guardian to inform them of the emergency

*After care has been assumed by the advanced medical personnel, the members of the MERT must complete a School Accident/Illness Report and have a team meeting to review the situation.

Room Coverage

MERT members will designate other staff members to cover their classrooms/positions so that they are able to proceed to the scene of the emergency.

M.E.R.T. (Medical Emergency Response Team) Members:

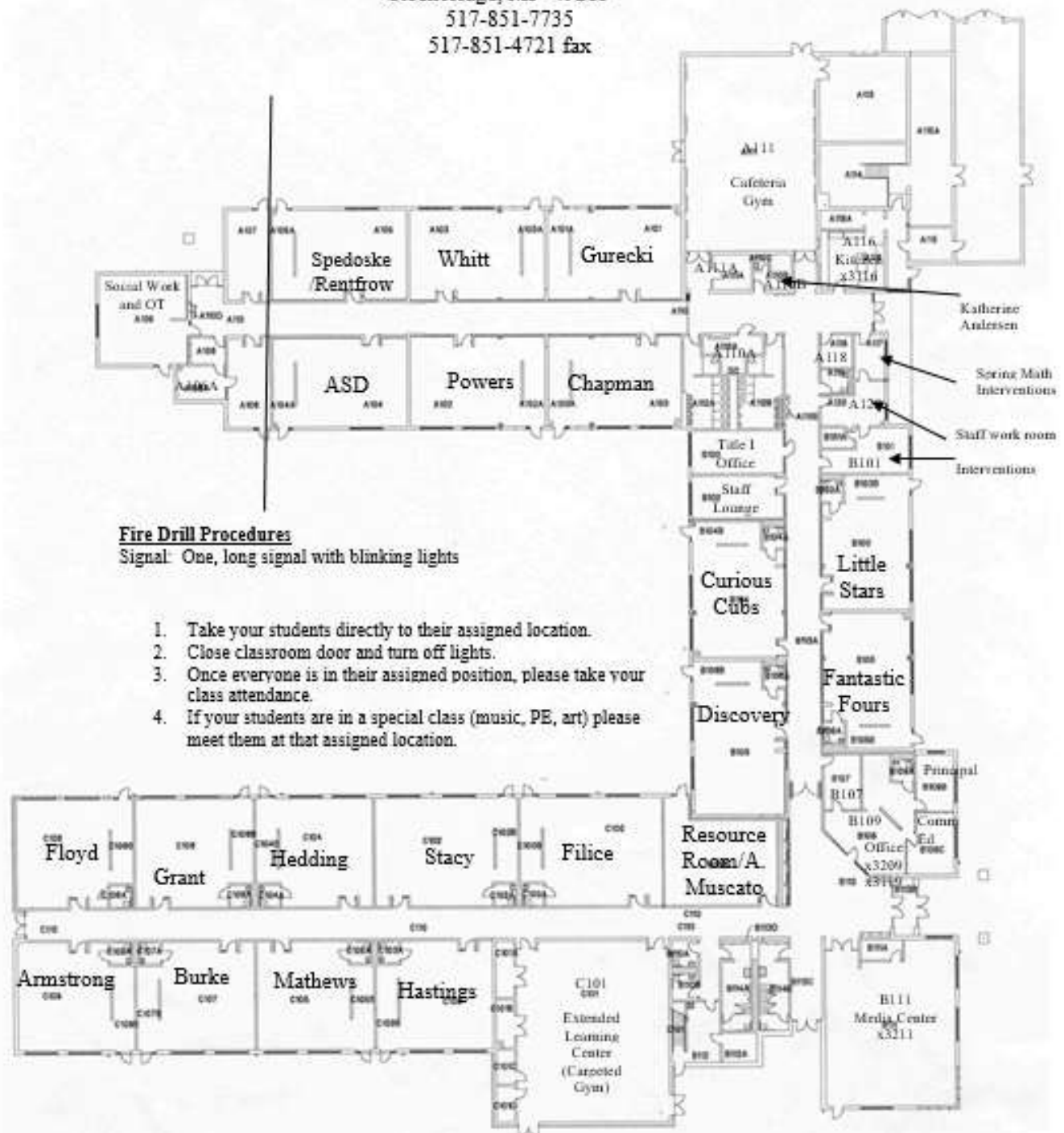
1. Brad Edwards - Principal
2. Misty Welch - Secretary
3. Ashlee Muscato - Resource Room
4. Jon Janowicz - Custodial Staff
5. Amy Taylor - Title 1 Teacher
6. Maria Miller - ParaProfessional
9. Angie Filice - Kindergarten Teacher
8. Rebecca Powers- 2nd grade Teacher
9. Janice Armstrong - 1st grade teacher

Classroom Coverage:

1. Ms. Armstrong - Mrs. Floyd
2. Mrs. Taylor - Mrs. Wightman
3. Maria Miller - N/A
4. Mrs. Filice - Ms. Hastings
5. Ms. Powers - Ms. Whitt
6. Ms. Muscato - Ms. Asher

EMMA L. SMITH ELEMENTARY

100 Price Ave
 Stockbridge, MI 49285
 517-851-7735
 517-851-4721 fax



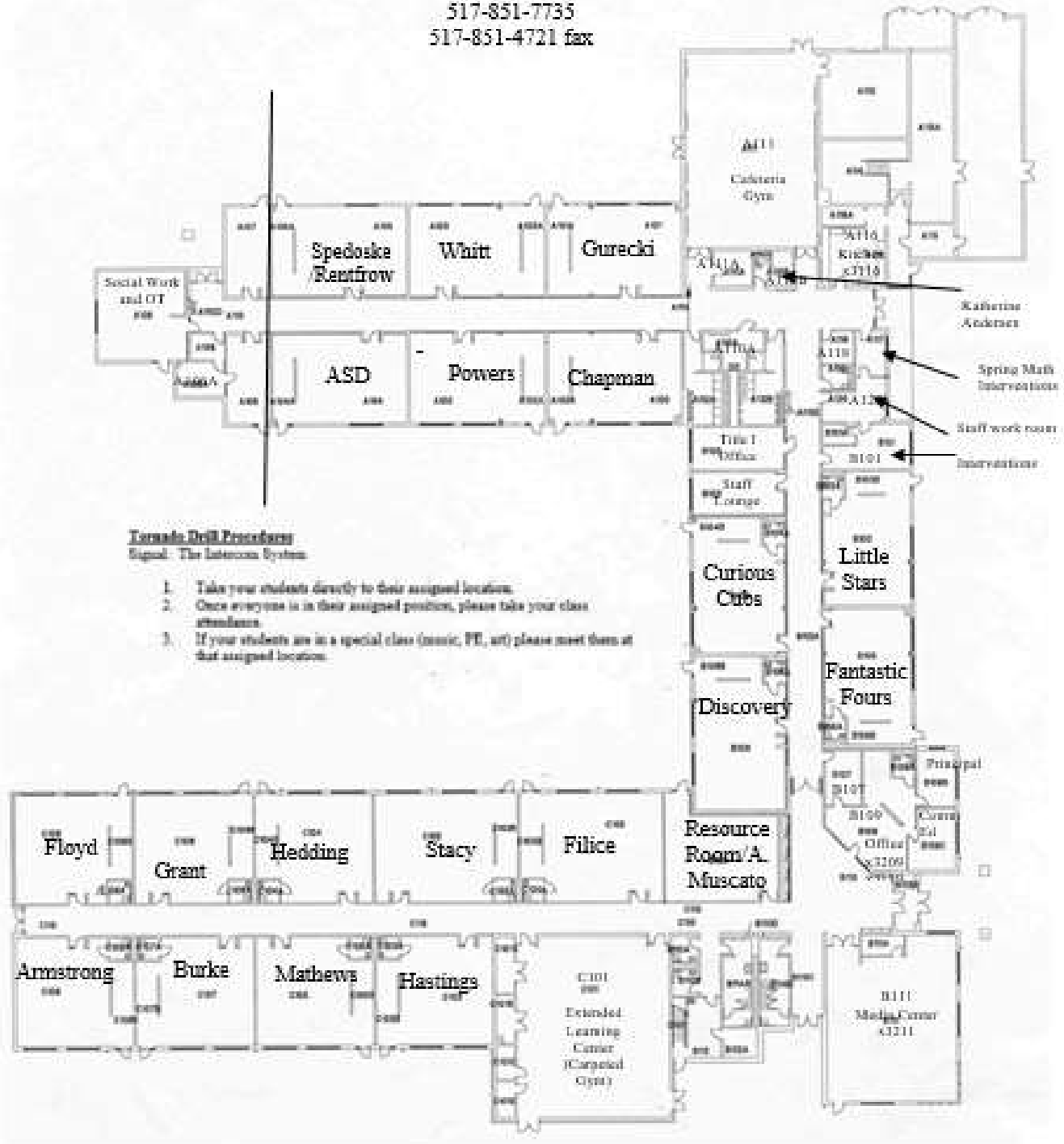
Fire Drill Procedures

Signal: One, long signal with blinking lights

1. Take your students directly to their assigned location.
2. Close classroom door and turn off lights.
3. Once everyone is in their assigned position, please take your class attendance.
4. If your students are in a special class (music, PE, art) please meet them at that assigned location.

EMMA L. SMITH ELEMENTARY

100 Price Ave
Stockbridge, MI 49285
517-851-7735
517-851-4721 fax



Tornado Drill Procedures
Signal: The Intercom System

1. Take your students directly to their assigned location.
2. Once everyone is in their assigned position, please take your class attendance.
3. If your students are in a special class (music, PE, art) please meet them at that assigned location.

Stockbridge Community Schools

Emergency Operations Plan



2023/2024

Heritage School

Active Shooter Emergency Policy

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- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence or place cell phones on vibrate

- Once secured, do not open the door for anyone. Police will enter the room when the situation is over. However, if information is conveyed that the situation has changed and evacuation is possible, evacuate.
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Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at occupants. Just remain calm and follow any directions they may give. Occupants may be asked questions, patted down, and given orders to exit certain ways.

- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, DO NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in an office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.



These measures are meant to provide you with the knowledge and skills you may need to make decisions for your safety and the safety of the children. There are no mandates on how to survive, you are empowered to make decisions and won't be second guessed.

School Incident Commander/Principal

Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911, 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, School Resource Officer). The caller will remain on the line to provide updates.

Initiate ALERT protocols. Notification to the building occupants will be made using the PA system, cell phones and/or email. Notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of "Who? What? Where? When? How?" will provide the necessary details to make an informed decision. Example: There is one masked shooter in the library.

Secure the office and Crossroads Community Church, as a command post and retrieve the critical information and data about the school's emergency systems, including communications, staff and student's locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident.

Designate the command post - Crossroads Community Church, 950 S. Clinton, Stockbridge, MI 49285.

Direct command post staff to maintain contact with teachers reporting pertinent emergency information via phone, PA system and/or email. All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.

Notify the Superintendent's office and request activation of the communications plan for media and parent notification protocols.

Staff and students outside the building will EVACUATE to an off-site relocation center:

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected to the staging area at Stockbridge Activity Center - 305 W Elizabeth, Stockbridge, MI 49285.
2. If all schools are affected then move to the FAMILY REUNIFICATION SITE: **SAESA - 1009 S. Clinton Street (Corner of M-52 & M-106)**
3. Communicate through the all call to parents where their students will be located for pick up.

FAMILY REUNIFICATION POINT: SAESA - 1009 S. Clinton Street (Corner of M-52 & M-106)

Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

Central Office will ensure that any buses en route to the school are redirected to a designated relocation site.

Teachers and Staff

The first person to note an indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the School Incident Commander/Principal.

If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.

Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room. Assess the ability to safely EVACUATE the building.

If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.

Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected.
2. If all schools are affected then move to the FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)
3. Communicate through the all call to parents where their students will be located for pick up.

FAMILY REUNIFICATION POINT: SAESA - 1009 S. Clinton Street (Corner of M-52 & M-106)

Unless evacuated, rooms in Lockdown shall remain secured until personally given the "All Clear" by the Incident Commander or a law enforcement officer.

If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.

If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

Elementary A.L.I.C.E.

Lesson Plan

Objective: To introduce elementary aged students to A.L.I.C.E. procedures. The goal is to revisit and review pieces of this lesson throughout the entire school year.

Materials Needed:

- Parent letter
- Copy of I'm Not Scared, I'm Prepared storybook
- Follow up questions for discussion pertaining to book
- Activity book
- Google Slide Presentation
- Copy of A.L.I.C.E. chant
- Chart paper

Procedures:

Week Prior: Principal will send home parent letter

Day of Lesson:

- Read I'm Not Scared, I'm Prepared aloud to the class.
 - Use the story to generate conversations about the following questions:
 - Here at Heritage, how do you know a building visitor belongs here?
 - How can we tell or how do we know the difference between a helpful visitor and a stranger?
 - What is your responsibility (job) at Heritage if you see a stranger in the building?
 - How will we protect our school environment at Heritage?
- Share/Read and Practice chant.
- Share [A.L.I.C.E. PowerPoint presentation](#).
 - Conduct large group discussions with each slide (ex.: Slide 1 – What is A.L.I.C.E.?).
- Have each student complete the ALICE activity booklet.

Elementary A.L.I.C.E. Refresher Lesson Plan

Grades 4-5

Objective: To refresh elementary aged students on A.L.I.C.E. procedures and review school safety protocol. The goal is to revisit and review pieces of this lesson throughout the entire school year.

Materials Needed:

- Parent letter
- Copy of I'm Not Scared, I'm Prepared storybook
- Follow up questions for discussion pertaining to book
- Google Slide presentation
- Chart paper

Procedures:

Week Prior: Send home parent letter (office - SB)

Day of Lesson:

- Read/review I'm Not Scared, I'm Prepared aloud to the class.
 - Use the story to generate conversations about the following questions
 - Here at Heritage, how do you know a building visitor belongs here?
 - How can we tell or how do we know the difference between a helpful visitor and a stranger?
 - What is your responsibility (job) at Heritage if you see a stranger in the building?
 - How will we protect our school environment at Heritage?
 -
- Share A.L.I.C.E. PowerPoint presentation.
 - Conduct large group discussions with each slide (ex.: Slide 1 – What is A.L.I.C.E.?).
- Discuss response chart and then as a whole class create own “A.L.I.C.E. Response Chart”

Chart should be posted throughout the entire school year and used when any type of emergency drill is conducted.

Heritage – 6th grade ALICE Lesson

Materials:

- Video link on Google Classroom and below
- ALICE Action Plan Sheet

Introduction (10-15 min)

Set Purpose: Today we're going to review what ALICE stands for and what it might look like in various situations.

What do you remember about ALICE training from last year? What do you remember about what to do if there is an intruder in the building? (Partner/Full Group Share)

Video (25 min)

Possible introductory opening: We are going to show you a video made by the students at Lange Middle School in Columbia, MO that goes over what ALICE is. Pay attention to what each letter of ALICE stands for.

Show video (MS=17:38) – Video Link: <http://youtu.be/k6ksnSzy6M>

Discuss responses to the video. What did you notice? What questions do you have?

ALICE Acronym Scenario (15 min)

Hand out ALICE Action Plan sheet

- What may cause us to start this procedure?
 - Someone is seen in the hallway
 - There is an announcement about an intruder in the school
 - We hear a loud noise, scream, etc.
- Talk through the scenario below following the ALICE acronym to develop an action plan for the class
 - Students take notes in the blank column on the ALICE action plan sheet
- Full Class Scenario: What would happen if we were in this classroom and there was an active threat in the school? As you are talking through this plan, be specific to the room that you are in. Throughout the discussion, reinforce that these are all options, not a step by step plan. Order and options will differ depending on the situation.

- What could we do to alert?
- What could we do to lockdown?
 - Barricade: What could we use in this room?
- Who do we inform? What information do we give? How do we use the info we hear?
- What could we do to counter? (focus only on non-contact at MS)
 - Throw things – What use in this room?
 - Flick lights
- Is there a possibility of evacuation? What exits are available from this room?
 - Where should you go once you are out of the building?

Small Group Scenario Work (15 min)

Now you will work in groups to talk about what this would look like in different areas and situations.

- Break students into small groups.
- Give each group a scenario or place in the school. The number of scenarios depends on the number of students/groups. Starred scenarios should definitely be discussed.
 - Active threat in another hallway*
 - Active threat at your door*
 - You're in the cafeteria at lunch *
 - You're in the hallway *
 - You're in the gym
 - You're on the playground
 - You're in the media center
 - You're in the art room/music room
 - You're in the STEM room
 - You're in the music room
 - You're in the bathroom
- Have the groups discuss and develop a possible action plan for that scenario.
 - Use the back of the ALICE action plan sheet to take notes. Put the situation/scenario at the top and take notes on your plan.
- Teacher should circulate throughout the classroom, answering questions as they arise, as well as offering advice about the best course of action

Share Plans (15 min)

Each group shares their situation and plan with the class.

- After each, discuss: What would be the primary focus in this situation?
 - Note: Following the sequential steps of an ALICE action plan is not necessary, but rather choosing the best option/course of action that increases the chances of student safety and evacuation from the active threat
- Class offers feedback on ideas and additional suggestions

Closure (5 min)

Reassure students that the school is taking every precaution and doing exactly what they need to do to keep them safe at school. The chance of situations like this happening are low, but we still need to be prepared.

Quick discussion: What will you take away/remember from today?

NOTIFYING FAMILY AND COMMUNITY OF EMERGENCY

Families and the community will be notified of an emergency.

- Before- (parent letters, website, social media emails phone messaging)
- During- (website, media, social media, phone messaging, texts, email)
- After- Media, parents, community and just “curiosity seekers” or well-wishers will overwhelm a scene if there is no plan in place to handle the aftercare.

District Administrators will handle the aftercare communications which may take the form of emails, phone calls, cards, letters, flowers, salespeople, ‘experts’, and others that will come for weeks and months after the event.

Technology issues (cell towers being jammed, internet being slow, etc) that may occur and what alternatives to these barriers can students, staff, families and the community use as an alternative will be addressed by the technology department and ISD.

OTHER PROCEDURES

After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to the FAMILY REUNIFICATION SITE.

FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)

If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.

The School Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.

The School Incident Commander will request bus transportation or alternate transportation to the relocation site.

The School Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.

Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.

The School Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Incident Commander will debrief appropriate school personnel.

The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

SCS Lockdown Procedures

Educate in Place

Sometimes there is a need to clear the hallways but student safety is not an issue. In these situations, we will Educate in Place.

When this happens, the principal will get on the PA and say the following:

“Teachers, we are entering the educate in place protocol. Please check your email for additional details.”

When you hear this, please keep all students in the classroom and lock your doors, then check your email. There will be a brief explanation of the situation, and you just continue teaching. If a student needs to use the restroom, please call the office and someone will come to escort the student to and from the bathroom. When everything is clear, you will hear an announcement that educate in place has concluded.

You may then unlock and go back to your normal school day activities.

External Threat (Educate in Place)

The principal will:

- Announce over the PA **“Teachers, we are entering the educate in place protocol. Please check your email for additional details.”**
- Be sure classroom doors are locked.
- Announce over PA: **“Educate in place has concluded”**

Teachers will:

- Stay in their room
- Lock the classroom door
- Check their email
- Do not open (unlock) the classroom door, hallway doors, or external doors.
- Teach, as usual, if possible

Custodians will:

- Inform Food Service
- Lock doors in the maintenance and kitchen area.

Aides will:

- Remain in the classroom with your students.

As aides check parent identification and give out OK stickers, they will walkie-talkie to the secretary to use the P.A. to call the student out of the classroom.

Internal Threat (ALICE Protocol)

Follow **ALICE** procedures

STAFF INFORMATION SHEET A-L-I-C-E

ALERT

The purpose of ALERT is your first notification of danger.

- 4) Alert as many people as possible as quickly as you can.
- 5) Be specific with details in your alert (Who, what, and where)
- 6) The moment you think something is happening please tell an adult (including outside of school).

-Anyone can ALERT.

LOCKDOWN

The purpose of LOCKDOWN is to secure in place and prepare to EVACUATE or COUNTER if needed.

- 4) Get into a secure place with a locked door.

If you can not prepare to evacuate.

- 5) Use any means necessary to blockade a door.
- 6) Get out of the line of sight.

INFORM

The purpose of INFORM is to communicate the violent intruder's location and direction in real time.

- 3) Inform any time you get new information in the emergency.
- 4) Use real time information and plain language so everyone can understand you.
(Who, what, and where)

-Anyone can INFORM

COUNTER

The purpose of COUNTER is to create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately.

- 2) Use any resources or means to slow the intruder down.
- 2) If the weapon is knocked loose secure in a garbage can.
- 3) Use the swarm technique.

-Have a survivor's mentality. Always tell yourself you are going to survive this situation.

EVACUATE

The purpose of EVACUATE is to remove yourself from the danger zone when it is safe.

- 2) Use the quickest way to the outside. This may be a window.
- 2) Leave everything behind, focus on the people.
- 3) Get Out, Get Away, Get Together

Be Mindful, Not Fearful



ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.

AliceTraining.com

Heritage School

MEDICAL EMERGENCY RESPONSE PLAN

MEDICAL EMERGENCY RESPONSE TEAM (MERT)

In the event of a medical emergency, the school's designated Medical Emergency Response Team (MERT) will administer immediate emergency aid to the injured individual after surveying the scene to make sure it is safe.

MERT Members:

- | | |
|---|-----------------------------------|
| 1. Meghan Kunzelman-Principal | 5. Craig Rehmann - Teacher |
| 2. Deanna Kruger- Secretary | 6. Lynn Balkus - Paraprofessional |
| 3. Jennifer Matthews/Tracie Lents - Nurse | 7. Josh Nichols - Dean of Culture |
| 4. Nichole Borowy - Teacher | 8. Faith Whitt |

EMERGENCY ACTION PLAN

- The first responder(s) should initiate first aid steps in accordance with their training.
- Other members of Medical Emergency Response Team (MERT) need to:
 1. Call 9-1-1 and remain on the phone until the operator disconnects.
 2. Record events and the times of the events.
 3. Retrieve the nearest AED - The AED is located outside the Gym. Assist the primary caregiver.
 4. Communicate to the Central Office that 9-1-1 has been called and is en route.
 5. Contact and maintain on-going communication with the office.
 6. Maintain crowd control. Only MERT members, administrator, and nurse on scene.
 7. Wait at the designated entrance, with a key/code to unlock doors and take advanced medical help to the scene of the emergency. Care is transferred to advanced medical help when they arrive.
 8. Substitute MERT member - will fill in when any team member is not available in the building.
- Contact the Central Office and communicate clearly the patient's name, gender, age, teacher, the medical emergency and location of the emergency.
- A member of the office staff will communicate via the PA to activate the MERT to the location of the emergency. He/she will inform the MERT members where they are needed based on on-going communication with those at the scene.
- If you are not on MERT, you should shut off radios once the team is activated. Any instructions will be relayed to you via the telephone, PA or in person.
- If the emergency involves a student with emergency medication in the office, the medication should be obtained from the office by the teacher or aide of the student and brought to the scene of the emergency. If the medication is not picked up, Deanna Kruger should communicate, "I have medication in the office for that student."

- MERT will respond to the scene of the emergency with appropriate equipment (such as a face shield and gloves); responders nearest the ESD will take it to the scene.
- The classroom instructor present at the emergency location should remove all other students from the room/area.
- MERT members will designate other staff members to cover their classrooms/positions so that they are able to proceed to the scene of the emergency.
- Deanna Kruger will print out the student's emergency information from Power School and have it delivered to the emergency site.
- Parents should be notified and remain in contact for further communications.
- Aftercare has been assumed by the advanced medical personnel, the members of MERT must complete a school incident report.

Heritage Elementary Emergency Exits

Room#	Tornado (Announced over PA)	Fire (Alarm)
A107	Band Storage Room	Music Room Exit Door
A112	(A128) Blue hall between Beige & Blue Doors	Library Outside Exit Door
A113	(A128) Blue hall between Beige & Blue Doors	Library Outside Exit Door
A114	(A135) Green hall between Beige & Green Doors	Main Exit Doors
A129	Stays in Room A129	Main Exit Doors
A130	Stays in Room A130	Main Exit Doors
A131	Stays in Room A131	Main Exit Doors
A132	Stays in Room A132	Main Exit Doors
A133	Stays in Room A133	Main Exit Doors
B102	(A128) Blue hall between Beige & Blue Doors	Blue Hall Exit Doors
B103	B105 Group Instruction Room	Blue Hall Exit Doors
B105	Stays in Room B105	Blue Hall Exit Doors
B106	Blue Hall Boys Bathroom	Blue Hall Exit Doors
B107	Blue Hall Girls Bathroom	Blue Hall Exit Doors
B112	(A128) Blue hall between Beige & Blue Doors	Blue Hall Exit Doors
B113	(A128) Blue hall between Beige & Blue Doors	Blue Hall Exit Doors
B114	Office Complex Staff Bathroom	Blue Hall Exit Doors
C111 (Café)	C105 & C106 Hallway Behind Stage	Receiving Exit Doors
C115 (Gym)	C121 & C122 Storage Rooms in Gym	Gym Exit Doors
C125	Office Storage Closet (A125)	Main Exit Doors
C126	Hallway between rooms C127 & C128	Main Exit Doors
C127	C124 Hallway between rooms C127 & C128	Maroon Hall Exit Doors
C128	C124 Hallway between rooms C127 & C128	Maroon Hall Exit Doors
C129	Stays in Room C129	Maroon Hall Exit Doors
C131	Maroon Hall Student Bathroom	Maroon Hall Exit Doors
C132	Group room	Maroon Hall Exit Doors
C133	Maroon Hall Student Bathrooms outside, between walls.	Maroon Hall Exit Doors
C134	Maroon Hall Student Bathroom	Maroon Hall Exit Doors
D101	C129 Group Instruction Room	Main Exit Doors
D102	Lobby Men's bathroom	Main Exit Doors
D113	(D110) Green Hall between Beige & Green Doors	Green Hall Exit Doors
D114	(D110) Green Hall between Beige & Green Doors	Green Hall Exit Doors
D116	Stay in Room D116	Green Hall Exit Doors
D117	Green Hall Girls Bathroom	Green Hall Exit Doors
D118	Green Hall Boys Bathroom	Green Hall Exit Doors
D123	(D110) Green Hall between Beige & Green Doors	Green Hall Exit Doors
D124	(D110) Green Hall between Beige & Green Doors	Green Hall Exit Doors

Stockbridge Community Schools

Emergency Operations Plan



2023/2024

Stockbridge Junior/Senior High School

Active Shooter Emergency Policy

According to the Department of Homeland Security. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise. It is reasonable to assume that a series of such noises are gunshots and you should begin to take necessary precautions.

The traditional response to this type of incident has been to shelter-in-place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. The district has adopted the “ALICE” response plan to assist those in harm’s way should this type of incident occur.

ALICE Overview

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise

attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. While accountability, liability and responsibility are important, in this case, survivability is paramount in this situation.

Therefore, a proactive, options-based policy and training is necessary. Individuals may use any or all parts of the response plan. While the ALICE acronym makes it easier to remember, it is not sequential or linear. In this type of incident, perception is reality and individuals must decide for themselves what is in their best interests.

Alert

It can be anything. No code words.

- Gunfire
- Witness
- PA Announcement
- Phone alert, text, emergency messaging

Lockdown

This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.

- Lock the door.
- Cover any windows in the door if possible
- Tie down the door, if possible, using belts, purse straps, shoelaces, etc.
- Barricade the door with anything available (desks, chairs, etc.)
- Look for alternate escape routes (windows, other doors)
- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence or place cell phones on vibrate
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over. However, if the information is conveyed that the situation has changed and evacuation is possible, evacuate.

- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

Inform

Using any means necessary to pass on real time information.

- Given in plain language
- Can be derived from 911 calls, video surveillance, etc.
- Who, what, where, when and how information
- Can be used by people in the area or who may come into it to make common sense decisions
- Can be given by electronic messaging, PA Announcements or Police Radio speakers

Counter

This is as a last resort when other options are not available or feasible. This is the use of simple, proactive techniques that will make the Active Shooter's ability to shoot accurately more difficult. This is not fighting; this is countering the attack.

- To counter an attack use noise, movement, noise and distraction, and when age-appropriate, the swarm technique to gain back control.
- Throws things at the shooter's head to disrupt their aim
- Create as much noise as possible
- The swarm technique involves grabbing the shooter's limbs and head and take them to the ground and hold them there
- Run around the room and create chaos and evacuate, if possible
- If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on the scene.

Evacuate

Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate
- Run in a zigzag pattern as fast as you can
- Do not have anything in your hands.
- Do not stop running until you are far away from
- Break out windows and attempt to quickly clear glass from the frame
- Go directly to the Rally Point.
- Follow all commands given by law enforcement

- Do not attempt to drive from the area

Ordinal Issues

Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at occupants. Just remain calm and follow any directions they may give. Occupants may be asked questions, patted down, and given orders to exit certain ways.

- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, DO NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in an office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

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School Incident Commander/Principal

Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911, 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.

Initiate ALERT protocols. Notification to the building occupants will be made using PA system, cell phones and/or email. Notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make an informed decision. Example: There is one masked shooter in the library.

Secure the office and Crossroads Community Church, as a command post and retrieve the critical information and data about the school’s emergency systems, including communications, staff and student’s locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident.

Designate the command post - Crossroads Community Church, 950 S. Clinton, Stockbridge, MI 49285.

Direct command post staff to maintain contact with teachers reporting pertinent emergency information via phone, PA system and/or email. All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.

Notify the Superintendent’s office and request activation of the communications plan for media and parent notification protocols.

Staff and students outside the building will EVACUATE to an off-site relocation center:

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected to the staging area at Stockbridge Activity Center - 305 W Elizabeth, Stockbridge, MI 49285.



2. If all schools are affected then move the FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)
3. Communicate through the all call to parents where their students will be located for pick up.

Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

Central Office will ensure that any buses en route to the school are redirected to a designated relocation site.

Teachers and Staff

The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the School Incident Commander/Principal.

If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.

Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room. Assess the ability to safely EVACUATE the building.

If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.

Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.

1. Consider first to move students to Heritage, Smith, or Junior/Senior High based on school affected.
2. If all schools are affected then move to the FAMILY REUNIFICATION SITE: Stockbridge Area Emergency Services Association (SAESA) 1009 South Clinton St. (Corner of M-52 & M-106)
3. Communicate through the all call to parents where their students will be located for pick up.

Unless evacuating, rooms in Lockdown, shall remain secured until personally given the "All Clear" by the Incident Commander or a law enforcement officer.

If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.

If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.



Stockbridge Junior/Senior High School Lesson Plan

ALICE Acronym Discussion (5 min) - 1st Block Only

- ALICE is our new protocol for an emergency situation with an active threat in the school building.
- Have you ever heard of what ALICE stands for?
 - Use [Staff Information Sheet](#) for discussion.
 - This Information Sheet will be placed in every classroom in the building as well as in sub-folders.

Full Class Scenario (10 min) - 1st Block & Repeated In Each Block

- What would happen if we were in this classroom and there was an active threat in the school? As talking through this plan, be specific to the room that you are in. Throughout the discussion, reinforce that these are all options, not a step by step plan. Order and options will differ depending on the situation.
 - What could we do to Alert?
 - Yelling Clear Descriptions and Instructions
 - [PA System Directions Sheet](#)
 - What could we do to Lockdown?
 - Barricade: What could we use in this room?
 - Who do we Inform? What information do we give? How do we use the info we hear?
 - Active Threat is clearly described. Who? What? Where?
 - What could we do to Counter?
 - Throw things – What could we use in this room?
 - Swarm Technique
 - Is there a possibility of Evacuation? What exits are available from this room?
 - Get Out Get Away Get Together

Small Group Scenario Work (10-15 min) - 1st Block Only

Now you will work in groups to talk about what this would look like in different areas and situations in the building. The ALICE protocol can be used outside the school building and being mindful of your surroundings can help keep you safe.

- Break students into small groups.
- Give each group a scenario or place in the school. The number of scenarios depends on the number of students/groups. Starred scenarios should definitely be discussed.
 - Active threat in another hallway*
 - Active threat at your door*
 - You're in the cafeteria at lunch *
 - You're in the hallway during passing time*
 - You're in the gym
 - You're in the locker room
 - You're in the media center
 - You're in the band room/music room
 - You're in hallway/bathroom not during passing time
 - You are here for a performance, game or event.
- Have the groups discuss and develop a possible action plan for that scenario.
 - Have students take notes and be ready to share their action plan.
- Teachers should circulate throughout the classroom, answering questions as they arise, as well as offering advice about the best course of action.
- Have groups summarize their plans and highlight what parts of A-L-I-C-E they are using.

Closure

Reassure students that the school is taking every precaution and doing exactly what they need to do to keep them safe at school. The chances of situations like this happening are low, but we still need to be prepared.

Be Mindful, Not Fearful

PA Instructions

Instructions on how to make calls from Intercom:

Intercom Zones:

- 01 High School Zone
- 02 Middle School Zone
- 03 Middle School Special (shared with HS)
- 04 Cafeteria
- 05 Hallways
- 63 Inside All Zones
- 64 Outside

When making an announcement or an emergency call from your phone please do the following:

Room to Zones:

From your Room phone dial 6999, after you hear the dial tone press zone code and the pound key. After the bell chimes, make your announcement.

Room to Room:

Dial 6999, after you hear the dial tone, enter the room number and then the pound key.

NOTIFYING FAMILY AND COMMUNITY OF EMERGENCY

Families and the community will be notified of an emergency.

- Before- (parent letters, website, social media, emails, phone messaging)
- During- (website, media, social media, phone messaging, texts, email)
- After- Media, parents, community and just “curiosity seekers” or well-wishers will overwhelm a scene and a distance if there is no plan in place to handle the aftercare.

District Administrators will handle the aftercare communications which may take the form of emails, phone calls, cards, letters, flowers, salespeople, ‘experts’, and others that will come for weeks and months after the event.

Technology issues (cell towers being jammed, the internet being slow, etc) that may occur and what alternatives to these barriers can students, staff, families and the community use as an alternative will be addressed by the technology department and ISD.

OTHER PROCEDURES

After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to the FAMILY REUNIFICATION SITE.

FAMILY REUNIFICATION SITE: SAESA 1009 South Clinton St. (Corner of M-52 & M-106)

If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.

The School Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.

The School Incident Commander will request bus transportation or alternate transportation to the relocation site.

The School Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.

Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.

The School Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Incident Commander will debrief appropriate school personnel.

The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

SCS Lockdown Procedures

Educate in Place

Sometimes there is a need to clear the hallways but student safety is not an issue. In these situations, we will have an “Educate in Place”. Examples may include blood in the hallway, medical emergencies, building maintenance concerns, etc.

When this happens, the principal will get on the PA and say the following:

There is a situation in our building that requires students to stay in place. We are in an “Educate in Place” until further notice. Staff, please check your email for more details.

When you hear this, please keep all students in the classroom and lock your doors, then check your email. There will be a brief explanation of the situation, and you just continue teaching.

When everything is clear, you will hear the following:

“Staff we have an all-clear. Please continue normal operations at this time.”

You may then unlock if you wish and go back to your normal school day activities.

External Threat Lockdown

Sometimes there is a need to clear the hallways and secure the building from an external threat. In these situations, we will have an external threat lockdown. Examples may include unauthorized persons on school property, local situations that could pose a threat (i.e.bank robbery)

When this happens, the principal will get on the PA and say the following: **There is a situation outside our building and we need students to stay in place. We are in an external lockdown until further notice. We will “Educate in Place” until further notice. Staff, please check your email for more details.**

When you hear this, please keep all students in the classroom and lock your doors, then check your email. There will be a brief explanation of the situation, and you should continue teaching.

When everything is clear, you will hear the following:

“Staff we have an all-clear. Please continue normal operations at this time.”

You may then unlock if you wish and go back to your normal school day activities.

Designated Responsibilities:

Aide/Maintenance Walks The Perimeter of the Building and makes sure all doors are secured.

Aide/Monitor Walks The CTE & Science Wing & Gyms to secure all doors.

Aide/Monitor Walks The Square & Jr. High Wing to secure all doors.

Administrator is on the PA

Custodians will walk the hallways and inform food service.

Internal Threat Lockdown/ALICE Protocol

STAFF INFORMATION SHEET

A-L-I-C-E

ALERT

The purpose of ALERT is your first notification of danger.

- 1) Alert as many people as possible as quickly as you can.
- 2) Be specific with details in your alert (Who, what, and where)
- 3) The moment you think something is happening please tell an adult (including outside of school).

-Anyone can ALERT.

LOCKDOWN

The purpose of LOCKDOWN is to secure in place and prepare to EVACUATE or COUNTER if needed.

- 1) Get into a secure place with a locked door.

If you can not prepare to evacuate.

- 2) Use any means necessary to blockade a door.
- 3) Get out of the line of sight.

INFORM

The purpose of INFORM is to communicate the violent intruder's location and direction in real time.

- 1) Inform any time you get new information in the emergency.
- 2) Use real time information and plain language so everyone can understand you.
(Who, what, and where)

-Anyone can INFORM

COUNTER

The purpose of COUNTER is to create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately.

- 1) Use any resources or means to slow the intruder down.
- 2) If the weapon is knocked loose secure in a garbage can.
- 3) Use the swarm technique.

-Have a survivor's mentality. Always tell yourself you are going to survive this situation.

EVACUATE

The purpose of EVACUATE is to remove yourself from the danger zone when it is safe.

- 1) Use the quickest way to the outside. This may be a window.

- 2) Leave everything behind, focus on the people.
- 3) Get Out, Get Away, Get Together

Be Mindful, Not Fearful



ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.

AliceTraining.com

Stockbridge Junior/Senior High School

MEDICAL EMERGENCY RESPONSE PLAN

MEDICAL EMERGENCY RESPONSE TEAM (MERT)

In the event of a medical emergency, the school's designated Medical Emergency Response Team (MERT) will administer immediate emergency aid to the injured individual after surveying the scene to make sure it is safe.

MERT Members:

- | | |
|---------------------------------------|---------------------------------|
| 1. Jeff Trapp-Principal | 6. John Twining - Social Worker |
| 2. Derek Douglas- Assistant Principal | 7. Susan Lockhart - Teacher |
| 3. Brad Buddenborg- School Liaison | 8. Leslie Cummings - Counselor |
| 4. Kim Killinger - Secretary | 9. Jennifer Matthews RN |
| 5. Karen Bradford-Secretary | |

EMERGENCY ACTION PLAN

- The first responder(s) should initiate first aid steps in accordance with their training.
- Other members of Medical Emergency Response Team (MERT) need to:
 1. Call 9-1-1 and remain on the phone until the operator disconnects.
 2. Retrieve the nearest AED if needed. - The AED is located outside the Auxiliary Gym and in the Main Office.
 3. Notify family or any emergency contacts and remain in contact for further communications.
 4. Record events and the times of the events.
 5. Contact and maintain on-going communication with the office.
 6. Maintain crowd control. Only MERT members, administrator and nurse on scene.
 7. Wait at the designated entrance, with a key/code to unlock doors and take advanced medical help to the scene of the emergency. Care is transferred to the advanced medical help when they arrive.
- Contact Central Office and communicate clearly the patient's name, gender, age, teacher, the medical emergency and location of the emergency.
- A member of the office staff will communicate via the PA to activate the MERT to the location of the emergency. He/she will inform the MERT members where they are needed based on on-going communication with those at the scene.
- If you are not on MERT, you should shut off radios once the team is activated. Any instructions will be relayed to you via the telephone, PA or in person.
- If the emergency involves a student with emergency medication in the office, the medication should be obtained from the office by the teacher or aide of the student and brought to the scene of the emergency. If the medication is not picked up, the office secretaries should communicate, "I have medication in the office for that student."

- MERT will respond to the scene of the emergency with appropriate equipment (such as face shield and gloves); responders nearest the AED will take it to the scene.
- The classroom instructor present at the emergency location should remove all other students from the room/area.
- MERT members will designate other staff members to cover their classrooms/positions so that they are able to proceed to the scene of the emergency.
- The Office Secretary will print out the student's emergency information from Power School and have it delivered to the emergency site.
- After care has been assumed by the advanced medical personnel, the members of MERT must complete a school incident report.
- Jennifer Matthews RNs will visually inspect the AED on a monthly basis and will initiate at least one drill per year.

Call 911 - Teacher and/or First Responders

Hit Call Button For Office - Teacher and/or First Responders

Get AED - Susan Lockhart & Karen Bradford

Assist EMS and Get To Emergency Location - Brad Buddgenborg

"Educate in Place" Announcement MERT TEAM Come To Office Staff

Contact Family - Julie Weiland

Get Family Information - Kim Killinger

Record Taker - Leslie Cummings

Assist Classroom Teacher - John Twining & Karen Bradford

First Responders - Jeff, Derek

Additional Materials/Resources:

[Staff Information Sheet](#)

[MERT Plan](#)

[Fire Procedures](#)

[Tornado Procedures](#)

[Emergency Response Building Map \(Water and Electrical Shut Offs\)](#)

[Cardiac Emergency Response Plan Jr/Sr High school](#)

Stockbridge High School Athletics Emergency Action Plan

Stockbridge High School has a written emergency plan specific to athletics, that should be followed in the event of a medical emergency. All coaches and administrators should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An emergency is a need for Emergency Medical Services (EMS) to give life or limb-threatening instances of medical attention and/or transport an individual to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators, and other responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called include, but are not limited to:

- persistent chest pain or difficulty breathing
- unconscious individual
- suspected head, neck, or spine injury
- compound/open fracture (bone has punctured through the skin)
- severe heat exhaustion or suspected heatstroke
- severe bleeding that cannot be stopped

Once it has been decided that EMS should be activated, the following protocol should be followed:

1. Determine the scene is safe
2. Designate a person to retrieve the AED
 - An AED is outside the Auxiliary/Jr High School gym entrance doors
 - The Athletic AED will be with the Athletic Trainer at all home high school competitions
3. Designate a person to call 911 (Athletic Director, Athletic Supervisor, Administrator):
 - Identify themselves
 - Type of emergency situation/suspected injury
 - Present condition of the injured individual
 - Current assistance being given (i.e. cardiopulmonary resuscitation)
 - Exact location of injury and direction to injured individual:
 - Stockbridge High School 416 N. Clinton St., Stockbridge, MI 49285
 - **Auxiliary/Jr. High School Gym:** Enter the third entrance into the complex coming from the south and park outside the western gym's doors (#19) between the gym and the parking lot
 - **Main/High School Gym:** Enter the third entrance into the complex coming from the south and park outside the eastern gym's doors (#20) between the gym and the parking lot
 - **Football Field:** Enter the third entrance into the complex coming from the south and go to the gate at the south end of the field
 - **Soccer Field:** Enter the large parking lot and go to the north end of the parking lot

- **Baseball/Softball Fields:** Pass the large parking lot coming from the south and enter the entrance at the curve of N Main St.
- DO NOT HANG UP UNTIL EMS/911 HANGS UP FIRST
- 4. Designate a person to meet EMS at the venue entrance (Administrator, Athletic Supervisor, ticket taker)
- 5. Designate persons to provide crowd control (Coaches, scorekeeper, Administrator)
- 6. Designate a person to attempt contact with the injured individual's emergency contact/parents (Coach, Athletic Trainer, Athletic Director)
- 7. Designate a person to accompany the injured individual to the hospital and remain until a parent or designated administrator arrives. If a parent is not present, the emergency information should accompany the athlete to the hospital (Athletic Trainer, Athletic Director, Athletic Supervisor, Administrator, Coach)
 - If transport is deemed necessary by medical personnel, the individual will be taken to St. Joseph Mercy Chelsea unless the patient/parent of patient requests otherwise:
 - St. Joseph Mercy Chelsea 775 S Main St, Chelsea, MI 48118
- 8. Document all relevant information including care provided, time and date of the incident, and persons notified.
 - **Athletic Director, Ernie Rivers: (928) 660-2436**
 - **Athletic Supervisor, Bob Myers: (517) 376-1750**
 - **High School Principal, Jeff Trapp: (517) 902-4097**