

2020-2021

CRITICAL INCIDENT HANDBOOK

**MORRICE
AREA
SCHOOLS**

**Michael Dewey - Superintendent
Amy Leffel - High School Principal
Ms. Lisa Brant - Elementary Principal**

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RETURN TO SCHOOL COVID-19 PANDEMIC DISCLAIMER

Parents and Students,

Due to the ongoing guideline changes for returning to school. Please note the following:

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures. Due to the circumstances of COVID-19, material contained herein may be superseded by the Morrice Area Schools Safe Schools Roadmap. Morrice Area Schools reserves the right to alter the Student Handbook and Safe Schools Roadmap without notice or obligation.

Please refer to our detailed return to school plan at:

www.morrice.k12.mi.us/morricestrongstart2020

Respectfully,

A handwritten signature in black ink that reads "Michael R. Dewey". The signature is written in a cursive style with a large, stylized 'M' and 'D'.

Michael R. Dewey
Superintendent
Morrice Area Schools

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This Handbook serves as a quick reference guide for building emergencies. Please keep this handbook in an easily accessible location to you during an emergency.

THREAT OF VIOLENCE/LOCKDOWN

When an incident with an armed intruder, face to face escalated behavior, threat, or assault occurs within the building:

Live by the “SEA”

Seek secured shelter

Escape if room actively attacked

Attack if no other option

ANNOUNCE “LOCKDOWN” over the PA system or yell loudly.

PLACE Students away from the door

CLOSE blinds

CHECK the hall for any persons not yet secured and place them in your room.

LOCK room

BARRICADE door

TURN OFF lights.

PREPARE for an alternate emergency exit.

Silence Cell phones.

PLACE a placard under the door into the hallway: **GREEN** = Secured area and no threat in the room. Also, place a placard in the window, if able to do so safely.

RED = Dangerous situation or medical emergency in room (do only if you can safely place the card).

WAIT for further instructions.

IF YOUR ROOM IS BEING ATTACKED, EXIT BY ANY MEANS POSSIBLE AND ACCOUNT FOR YOUR STUDENTS. FORM A PLAN AND FIGHT BACK IF YOU CANNOT ESCAPE.

FIRE

DO NOT YELL FIRE

PULL FIRE ALARM

Alarms are in hallways near exit doors.

CALL 911

Give them your location and any other information necessary.

EVACUATE

First make sure hallway is clear.

Follow the indicated evacuation route.

Take necessary items (keys, medications, etc.).

If smoke becomes heavy:

- CRAWL
- Stay close to floor
- Take short breaths
- Stay calm
- Proceed toward exit.
- Place a wet cloth over your nose and mouth if possible

Do NOT return to the building until an all clear is given.

If the fire is small, not at risk of spreading, and you choose to try to extinguish it:

- Send someone to pull the fire alarm
- Have someone **Call 911**
- Have students exit the building
- Make sure you have an unobstructed escape route

If the fire does not go out quickly, abandon the effort and evacuate.

Severe Weather / Tornado

Severe Weather is defined as a severe thunderstorm with high winds, hail, floods, tornado, other weather fronts or acts of God.

Tornado Watch = Conditions are favorable for tornado formation.

Tornado Warning = A tornado has been sighted or indicated by weather radar.

When tornado warning is activated:

- **STOP** what you are doing (secure staff/students).
- Do **NOT** exit the building.
- If any students/staff are outside get them inside immediately
- **GO** to assigned hallway (closing doors behind you).
- Stay clear of doorways and glass areas.
- **SIT** against the wall with your head down between your knees.
- **STAY** in your shelter area until the all clear message is given.



Secure Mode

When the potential for external threats arise in the surrounding area, the following actions will commence to secure the building and occupants:

- **“Secure Mode”** will be announced of external threat.
- **LOCK** each door/room and continue activities within the building.
- **INFORM** all persons the building is in Secure Mode
- **CLOSE/LOCK** all windows.
- **WAIT** for further instructions over the PA or phone.
- **MONITOR** halls if there is movement to other areas. Assigned staff will assure doors are locked and monitored.

All building entry and exit will only occur at Main Door, which will be monitored by the staff.

NO students to be allowed in hallways. If a student is in hallway when secure mode is called go straight to office.

If extended secure mode occurs, teachers with planning period will be in office to escort students to and from rooms if necessary. Contact admin for assistance.

“Secure Mode, Suspend All Movement” allows “Lockdown” status but allows business to continue in a normal manner.

This action should be calmly enacted to protect both staff and students from outside threats.

USE THREE STRONG WHISTLE BLASTS TO GATHER STUDENTS THAT ARE OUTDOORS.



Bomb Threats

Upon receipt of a phone call threat:

DO NOT HANG UP, set the phone receiver down and mute the phone - Fill out Bomb Threat Report. If you are unable to mute the phone, cover the headset so caller cannot hear what is happening in the classroom.

Notify Administration and 911.

- **ANNOUNCE**: “Secure Mode, Check your room” over the PA.
- **LOCK** and secure each room.
- **TAKE** head-count of all persons in your room.
- **CHECK** for suspicious objects in your room/area and report any:
- Do **NOT** touch the item/package
- Do **NOT** use cell phones/radio
- Do **NOT** touch light switches
- **WAIT** for further instructions over the PA system.

If evacuation is necessary, it will be announced over the PA system.

- Make sure hallway is clear.
- **EVACUATE** to designated area.
- **CHECK** exits for suspicious items.
- **ACCOUNT** for students and staff through head counts.
- Do **NOT** allow students or staff cell phone use.
- **PLACE** a placard near the door:
 - **GREEN** = no suspicious packages are observed in the room.
 - **RED** = suspicious package/item.

Bomb Threat Response Report

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

EXACT WORDING OF THE THREAT:

CALLER'S VOICE

- | | | | | |
|----------------------------------|-----------------------------------|----------------------------------|--|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | <input type="checkbox"/> Clearing throat | If voice is familiar,
who did it sound
like? |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep breathing | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking voice | |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep | <input type="checkbox"/> Accent | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Ragged | <input type="checkbox"/> Familiar | |

BACKGROUND SOUNDS

- | | | | | |
|--|---------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Factory | <input type="checkbox"/> Clear | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office | Machinery | <input type="checkbox"/> Local | <input type="checkbox"/> Other |
| <input type="checkbox"/> House noises | | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance | |

THREAT LANGUAGE

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Messaged read by threat maker |

REMARKS: _____

□

Received by _____ Date ____/____/____ Time _____
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BOMB THREAT SEARCH

Have a staff member familiar with the area check for objects that cannot be accounted for. Administration should coordinate and check off assigned areas to be searched with maps.

Search Outside:

- Utilize 5/25:
- Check 5 meters around
- then check 25 meters around

Check bushes, cans and obscure areas

Interior Search:

- Check common areas first:
- Bathrooms
- Conference Cafeteria Offices Library Locker rooms
- Personal Spaces (Last)

Search Procedures:

- Search in pairs when possible Stop at entry- look and listen
- Search Clockwise to left and go around the room

Begin visual search:

- Waist to floor, Waist to ceiling, Check ceiling tiles
- Switch roles and recheck to ensure coverage
- Report results to leadership team

Locating Bomb or Suspicious Package:

DO NOT TOUCH OR INSPECT. PLACE RED PLACARD OUTSIDE ROOM. LEAVE THE AREA AND REPORT TO LEADERSHIP TEAM

Written Threats / Suspicious Mail

IMMEDIATELY contact any available administrator if a letter or parcel appears suspicious or meets one or more of the following criteria:

- Foreign mail
- Oily stains, discoloration or odor
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive packaging material such as tape, string, etc.

CONTACT the person to whom the letter or parcel is addressed to and see if they are expecting mail from the sender or if mail from the sender could be suspicious.

If the mail is opened and/or has a suspicious powder (i.e. white powder) or if there is an immediate odor:

- **SET** the mail/package down and do **NOT** allow anyone else to handle the message/package.
- **ISOLATE** yourself by **LOCKING** the area containing the package.
Move as little as possible to avoid potential spore movement.

Potentially exposed persons should:

- **CALL** 911
- **ISOLATE** affected persons
- **LOCK** entryways
- **TURN OFF** fans
- **CLOSE** windows

If possible, turn off any air-handling to the area.

Designated personnel are to notify administration of the event.

Shelter-In-Place

Hazardous Conditions are Outside

Survive with Uncontaminated Inside Air

Upon a hazardous material release, immediately activate the following procedures:

- **Announce** “Shelter-in-place”
- Close doors and windows
- Turn off ventilation that brings in outside air
- Stay in your room
- Immediately bring everyone inside and place in separate area, as they may have contaminants on them
- Use wet towels or duct tape to seal off outside air openings
- If you smell chemicals, breathe through wet clothes or towels
- Stay above ground most contaminants migrate to low lying areas
- Maintain secure mode
- Refrain from opening doors: this will allow contaminants to enter and defeat actions

Fire Department will determine when area is safe and will announce when all clear.

USE THREE STRONG WHISTLE BLASTS TO GATHER PERSONS OUTDOORS. ISOLATE THOSE PERSONS IN A SEPARATE AREA FOR DECONTAMINATION.

Medical Emergencies

- **ASSESS** the scene:
- Do **NOT** move the victim unless there is an immediate threat
- Provide CPR/first aid (only if you are trained)
- Have someone **CALL 911**
- If needed have someone retrieve the **AED**
- High School AED is located in the cafeteria on the south wall closest to the gym
- Elementary School AED is located in the main entryway near the front office.
- Have someone go to the administration office to notify them of the situation
- Administration should consider placing building in *Secure Mode* until emergency clears
- Administration will meet emergency responders at the entrance to lead them to the emergency scene
- Move students to another room (buddy room)
- Complete an incident report



Power Outage

- Do **NOT** evacuate the building unless instructed to do so
- Do **NOT** call 911, except for immediate emergencies such as fire or medical
- **TURN OFF**
 - Computers and other electrical equipment to prevent damage or injury when power is restored
 - Overhead lights. Leave a desk light on to see when service is restored
- Do **NOT** use candles, matches or other flame
- **LOCK** doors, if leaving/closing the work area

Designated personnel are to notify field staff of the event

Earthquakes

If you are inside:

- **DROP** and take cover under a solid desk or table. Stay away from windows, bookcases, file cabinets, outer walls or other objects that could fall
- **COVER** your head with your hands and stay that way until it is safe.
- **HOLD** your position - Do **NOT** get up; Do **NOT** run
 - If trapped, refrain from yelling to avoid inhaling dust, tap to give location

If you are outside:

- Move to a clear area far away from trees, signs or buildings
- Remember: **DROP, COVER** and **HOLD**

Important Numbers

Name	Title	Number	Ext.
Mike Dewey	Superintendent	(517)625-3142	3601
Amy Leffel	High School Principal	(517)625-3143	1610
Kelly Roe	Elementary School Principal	(517)625-3141	3610
Jackie Cheesebro	High School Secretary	(517)625-3143	1611
Katie Nickels	Elementary School Secretary	(517)625-3141	3611
Lynnette Cole	Business Manager	(517)625-3142	3603
Brian Eva	Maintenance/Bus Director	(517)719-1343	
Chief Matt Balsley	Morrice Police Chief	(989)666-6722	



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