

Detroit Community Schools

Standard Operating Procedures

SECTION 600: Student Discipline

Effective Date: April 19, 2013

S.O.P.#602: School Lockdown and/or Shelter in Place

Lockdown

1. The DCS Superintendent or Security Director may make the decision to lockdown the schools and shelter in place in the event of an intruder, active shooter or threat outside or inside of the DCS campus.
2. The DCS Superintendent will initiate the notification system. The pre-determined code word will be announced over the public address system and the 2-way radio system.
3. If the decision to authorize a lockdown has been initiated by the Superintendent and not by outside law enforcement, the Superintendent or designee will call 9-1-1.
4. The Security Director will divert staff and students engaged in outside activities to a safe location within the building if feasible. Otherwise they will be directed to a secure facility away from the DCS campus.
5. Security staff will check halls and restroom for students and staff.
6. Teachers and non-teaching staff are to close and lock interior doors and windows.
7. Teachers, staff and students are to move to safe corners to reduce visibility. If possible, have all persons sit down against an interior wall *where they are not visible from the doorway*.
8. Teachers and staff are to turn off room lights including all computer monitors.
9. Teachers, staff and students are to remain as quiet as possible.

10. Teachers and supervisors are to verify attendance.
11. Teachers and staff are to remain in position until notified by law enforcement, fire, emergency manager, Superintendent or designee. In other words, allow no one outside of classroom until Superintendent, Principal, Security Director or a law enforcement officer gives the all clear announcement.

Shelter In Place

1. Immediately upon being informed of a hazardous material or chemical incident outside of the DCS campus, the DCS Superintendent will initiate the notification system. The pre-determined code word will be announced over the public address system and the 2 way radio system.
2. If the decision to authorize the *shelter in place* has been initiated by the Superintendent and not by outside law enforcement, the Superintendent or designee will call 9-1-1.
3. The Superintendent or designee shall relocate individuals outside of the building to a separate area away from other building population (isolated).
4. DCS Superintendent or designee shall direct Security staff to close and lock exterior doors and windows. No one may enter or exit.
5. DCS Superintendent or designee shall direct facility maintenance staff to shut down the air handling system (HVAC).
6. Teachers and supervisors shall ensure that students and staff are in safe areas.
7. Teachers and supervisors shall verify attendance.
8. If outside, teachers shall direct students into the nearest school building interior safe area or appropriate shelter.
9. If outside under severe weather conditions and there is no time to get into a building or shelter, teachers shall attempt to squat or lie low in the nearest (ravine or open ditch) away from trees or power poles.
10. Teachers and supervisors shall require students and staff to remain in position until *all clear* is announced **and** notified by law enforcement, fire, emergency manager, Superintendent or designee.