

# Detroit Community Schools

## Standard Operating Procedures

### SECTION 600: Safety & Security

Effective Date: 8.21.13

### S.O.P.#603: Tornado or Severe Storm Drill

1. The DCS Superintendent or Security Director shall conduct Tornado/Severe Storm drills in accordance with the State of Michigan Fire Prevention Code.
2. The DCS Superintendent or designee shall announce over the public address system and the 2-way radio system that we are conducting a tornado drill.
3. Teachers shall alert students to immediately stop what they are doing and proceed as follows:
  - A. Elementary/Middle School students & teachers in Modules 4 & 5 shall line up and exit their buildings and take shelter in the HS building and enter through the exterior doors adjoining the wood shop room 312 and the art studio, room 315. They are to proceed to the end of the hallway and enter the Boys Locker room. Overflow students are to take shelter in the hallway outside of the Boys Locker room. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to require that students move together as a class and remain together for the duration of the drill or emergency.
  - B. Elementary/Middle School students in Modules 1, 2 & 3 shall line up and exit their buildings and take shelter in the HS building. They shall enter the doorway next to the Pupil Accounting office and enter the Girls Locker room. Overflow students are to assemble in the hallway between the Boys and Girls locker rooms. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for,

Teachers are to require that students move together as a class and remain together for the duration of the drill or emergency.

- C. Staff & students in the Resource Room, 306, shall exit the classroom and take shelter in the hallway outside of the classroom door. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- D. HS students & staff in rooms 312, 315, 310 and 308 shall proceed to and take shelter in HS rooms 434 (Computer Lab) and 435 (Science Lab). Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- E. High School Teachers and students in high school interior classrooms 405, 434,435, 416, 418,421,422,432 and 433 shall remain in their classrooms and line up against an interior wall; kneel down and cover their heads with both arms. In order to make sure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- F. Staff in Technology Support, room 301 and Pupil Accounting, room 300, shall proceed to the hallway between the Gym and rooms 405 and 406, kneel down and cover their heads with both arms.
- G. The CIO and the Special Education Director shall proceed to the hallway and provide support to the staff managing the Elementary/Middle School students from modules 1,2 and 3.
- H. HS students & staff in Rooms 406 and 407 shall take shelter in room 405. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- I. HS students & staff in Room 411 shall take shelter in room 433. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.

- J. HS students & staff in Rooms 412 and 413 shall take shelter in room 416. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- K. HS students & staff in Rooms 415 and 419 shall take shelter in room 418. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- L. HS students & staff in Rooms 420 and 423 shall take shelter in room 421. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- M. HS students & staff in Rooms 425 and 426 shall take shelter in room 422. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- N. HS students & staff in Rooms 428 shall take shelter in room 432. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- O. HS students & staff in Rooms 438 and the High School office suite, shall take shelter in the Science Lab, room 435. Students and staff are to kneel down and cover their heads with both arms. In order to ensure that all students are accounted for, Teachers are to ensure that students move together as a class and remain together for the duration of the drill or emergency.
- P. Staff & students in the Student Support Services wing shall assemble in the corridor between the Gym and the Cafeteria in front of the Boys & Girls Restrooms. All room doors in the Support

Services wing and along the corridor shall be closed. All students & staff shall kneel down and cover their heads with both arms.

Q. Staff & students in the High School Main Office shall assemble in the corridor between the Gym and the Cafeteria in front of the Boys & Girls Restrooms. All room doors along the corridor shall be closed. All room doors in the Main Office shall be closed. All students & staff shall kneel down and cover their heads with both arms.

R. Teachers & students in the gym and HS cafeteria are to immediately exit the gym and assemble in the back corridor behind the lunchroom. All students & staff shall kneel down and cover their heads with both arms.

4. Teachers will direct their students to move in calm, deliberate manner and not to run.
5. DCS security staff will monitor the student & staff relocations and stop students from running or attempting to retrieve items from their lockers.
6. DCS Security staff will check halls and restrooms for students and staff. After each restroom is cleared, it shall be locked for the duration of the Tornado drill.
7. DCS Security staff, Principals, Dean of Students, and the Superintendent shall remain in radio contact.
8. The DCS Principals, H.S. Dean, Security Director and Superintendent are the designated fire marshals. The HS Dean and the HS Principal are responsible for confirming that all HS students and staff are in their designated shelter areas. The Security Director and the K-8 Principal, assisted by the security staff are responsible for confirming the evacuation of the K-8 buildings.
9. DCS Security staff, Principals, Dean of Students, Security Director and Security staff shall check each classroom and office and confirm that the various buildings and wings have been cleared.
10. The Superintendent or Security Director shall make the final determination that the rooms have been successfully evacuated and will issue the **All Clear** command over the radio. The Facility Manager shall issue the **All Clear** signal through the fire alarm system.
11. Teachers and other staff shall return to the DCS offices & classrooms in an orderly manner.

12. The Security Director shall record the date, time and duration of the Tornado Drill in the Fire Drill log book. The Security Director is the custodian of record for the documentation of tornado drills.