



Instructions for Individuals with Mobility Needs

Updated September 9th, 2022

Fire Drill, Severe Weather & Lockdown Procedure Information

Black River Public School Main Building

491 Columbia Avenue Holland MI 49423

Additional Instructions for Students with Mobility Needs

Fire Drill Procedures: When the fire alarm sounds, teachers are to direct students to the proper exit, turn off the lights, close the door and bring classroom roster along so attendance can be taken. Teachers are to instruct students to be silent while exiting and entering the building to ensure that emergency announcements can be heard.

South Wing Classrooms: Proceed to and **REMAIN IN SOUTH STAIRWELL DESIGNATED REFUGE LOCATION** until otherwise directed by Faculty Member or First Responder.

Exception- South side, basement floor, exit via ramp with class.

North Wing Classrooms: Proceed to and **REMAIN IN North STAIRWELL DESIGNATE REFUGE LOCATION** until otherwise directed by Faculty Member or First Responder. This includes the first floor, North Wing Classrooms.

Room 414 & Media Center: Proceed to and **REMAIN IN North STAIRWELL DESIGNATED REFUGE LOCATION** until otherwise directed by Faculty Member or First Responder.

During Passing Time:

All students exit using the closest exit to Columbia parking lot and gather with teacher of the last class they had. Teachers bring a class roster with them to parking lot. All stay put until a "checker" verifies attendance and an administrator or local law enforcement indicate drill (event) has concluded. All students with **MOBILITY NEEDS** on floors 2-4 proceed to nearest North or South Stairwell **DESIGNATE REFUGE LOCATION-** Faculty Checkers/First responders will check students present and then check with teachers in parking lot regarding attendance. Reminder, Teachers in the "big building" report to Columbia parking lot, and line up alphabetically, Last name "A" (as in Aumaugher) to the North West Corner (by 20th street) Last name "W"... closer to the side walk by 21st street, South West Corner of front parking lot.

Severe Weather Drill: In the event of a Severe Weather Drill a student with mobility issues **CAN USE THE ELEVATOR-** In the event of a Severe Weather Watch a student **CAN USE THE ELEVATOR-** (and proceed to the 1st floor) this (these)

student(s) would proceed to the 1st floor, and the remainder of class with teacher and students would occur on the 1st floor until further notice.

In the event of an immediate onset of Severe Weather, a student with mobility needs on floors 2-4 should shelter in the nearest stairwell landing until further instructions from a Faculty member or First Responder occur.

Lock Down Drill Procedures- All procedures remain the same- student may be assisted to get to area of classroom out of the line of sight of windows.



Instructions for Individuals with Mobility Needs

Science Building 212 East 20th

Fire Drill:

During Class: Students use north exit with ramp exit and proceed to soccer field. All stay put until a “checker” verifies attendance and an Administrator or local law enforcement indicate drill (event) has concluded.

During Passing Time:

All students exit to soccer field and gather with teacher of the last class they had. Teachers bring class roster with them and take attendance. All stay put until a “checker” verifies attendance and an administrator or local law enforcement indicates drill (event) has concluded.

Severe Weather Drill:

Class time:

Students exit building and enter main building, 491 Columbia Avenue shelter in hallways of main building basement corridors. All remain sheltered in place until given administrative or local law enforcement approval to return to normally scheduled activities.

Lock Down Drill:

Students shelter in hallways away from windows and out of sight. Silence is maintained at all times. All remain sheltered in place until given administrative or local law enforcement approval to return to normally scheduled activities.

Severe Weather Drill:**Class time or lunchtime:**

Students shelter in nearest locker rooms. In general, students from Large and Small Ensemble rooms will go to the Boy's Locker Room; students from PE classes will go to girl's locker room. If drill occurs during lunch monitors will direct students towards closest safe sheltering area. Students remain silent at all times. All remain sheltered in place until given administrative or local law enforcement approval to return to normally scheduled activities.

Lock Down Drill:**Class time:**

Students shelter in respective classrooms (Large Ensemble, Small Ensemble). If students are in PE they shelter in closest Locker Rooms. If drill occurs during lunch monitors will direct students towards closest safe sheltering area. Silence is maintained at all times. All remain sheltered in place until given administrative or local law enforcement approval to return to normally scheduled activities.

- ❖ Direct all students to the safest location in the classroom, on the floor and away from all windows and doors or line of sight. Silence is mandatory.
- ❖ Immediately report the presence of any stranger or suspicious activity outside your classroom to the main office or administrative staff.
- ❖ If there is a need to evacuate, an administrator or emergency official will initiate emergency procedure protocol.
- ❖ If the lockdown is initiated during lunch, lunch supervisors should direct students into the music and athletic hallways and follow all of the above procedures.
- ❖ When the drill or event is complete, an administrator or local law enforcement will announce: *“Please resume Normal Schedule.”*

At times a “Soft Lockdown” may occur. It will be announced via the PA *“Please follow soft lockdown procedures.”* Students are to remain in class, at this time doors should be shut and locked, and students are not to leave. Normal teaching in the classroom may continue unless the drill changes to an Emergency Lockdown. This may be due to a suspicious person in the area or having a canine unit on campus.



Instructions for Individuals with Mobility Needs

Lyceum Building

Fire Drill:

During Class: Students use nearest exit and proceed to soccer field.

All stay put until a “checker” verifies attendance and an Administrator or local law enforcement indicate drill (event) has concluded. Individuals with mobility needs use either ramp by the East exit of Lyceum, or by the sidewalk area between the Science Building and Elementary Building.

During Passing Time:

All students exit to soccer field and gather with teacher of the last class they had. Teachers bring class roster with them and take attendance. All stay put until a “checker” verifies attendance and an administrator or local law enforcement indicates drill (event) has concluded.

During Lunch- Lyceum area

All students exit to soccer field. Lunch monitors assist in process. Individuals with mobility needs use either ramp by the East exit of Lyceum, or by the sidewalk area between the Science Building and Elementary Building. Middle school and high school students gather by their CAP class on the soccer field and lunch monitors take attendance with CAP rosters located in the kitchen. Elementary students gather group by main classroom teacher. Lunch monitors takes attendance via classroom rosters kept in the kitchen draw underneath the lunch computer station. All stay put until a “checker” verifies attendance and an administrator or local law enforcement indicate drill (event) has concluded.



Instructions for Individuals with Mobility Needs

Fire Drill, Severe Weather & Lockdown Procedure Information Elementary Building 513 Columbia Avenue

Fire Drill Procedures: When the fire alarm sounds, teachers are to direct students to the proper exit, turn off the lights, close the door and bring classroom roster along so attendance can be taken. Teachers are to instruct students to be silent while exiting and entering the building to ensure that emergency announcements can be heard. Individuals with mobility needs use the ramp next to main office entrance/exit facing Columbia.

Direct students out of the building via nearest exit. Many times this will be the actual classroom door that provides access directly to the outdoors. Students then progress with teacher/faculty member to the soccer field.

All stay put until a “checker” verifies attendance with each teacher/faculty member and an administrator or local law enforcement indicates that all is safe to proceed with normal activities.

During Passing Time:

All students exit to soccer field and gather with teacher of the last class they had. Teacher takes class roster with them and teacher takes attendance. All stay put until a “checker” verifies attendance and an administrator or local law enforcement indicates drill (event) has concluded.

Severe Weather Drill:

Kindergarteners: Shelters in place in designated restrooms with educator/faculty member.

1st – 5th graders: Proceed with classroom teacher/faculty member to the Hallway that runs North to South in the building. Remain seated and silent and wait for further instruction until drill/weather event has concluded.

Lockdown Procedures: A verbal announcement is made over the PA system stating: “Attention all teachers: Please follow Lockdown Drill procedures until further notice.” In the event of an emergency, the announcement will state: “This is an emergency lockdown.” At this time, please initiate the following procedures:

- ❖ **Immediately close locked classroom door. If you see a student in the hallway, bring them into your classroom and call the office to report their location. Please note doors must always be locked but may be left open during normal daily activities. (not propped, and no magnets)**
- ❖ **Please take attendance and report any missing students to the main office.**