



## SCHOOL SAFETY EMERGENCY GUIDE

### VISITOR SIGN-IN

The District is dedicated to maintaining safe learning environments at every building. To help accomplish this goal, our buildings utilize a single point of entry. Each school has a single access way for entering campus located next to the office. All visitors must start at the office. Upon arriving in the school office, you will be asked to provide identification (driver's license, government ID, District ID) and will receive a visitors' badge if going beyond the front office or checkpoint. Please wear your badge at all times when on the school campus. Having the badge lets school staff know who you are and that you are there for an approved purpose.

### SCHOOL RESOURCE OFFICER

A full-time police officer is now on-site at Orchard View Schools as a result of a partnership between the schools and Muskegon Charter Township Police Department. You will see a police car parked at the high school and often at our other locations as the officer is visible in all of our buildings during different times and days.

### EMERGENCY EVENTS

#### **Lockdown**

A "lockdown" is instituted in response to an incident that could potentially result in an unsafe environment for students and staff. Examples of events that result in lockdowns include an intrusion attempt, a weapon on campus or a disturbance on campus or in the surrounding neighborhood.

The school's principal, school resource officer or local police authorities may order the "lockdown" of a school.

When a "lockdown" announcement is made, all of the school's outside activities are stopped, with staff and students immediately reporting to their classrooms or other protected areas. Once everyone is in a secure environment, room doors are locked and will remain locked until the situation has been safely resolved. Only authorized school or emergency personnel may release students/staff from a lockdown area. The District's main office and 9-1-1 are notified immediately and are kept informed of the situation and any action being taken.

#### **Shelter In Place**

A "shelter in place" directive is initiated when there is a need to protect students and staff from health hazards related to environmental air quality. Such events may include a hazardous materials spill, chemical release or smoke from a fire.

The school and District officials will be notified by either Fire, Sheriff or Police departments that an event is occurring, which requires “shelter in place” action. Once the order has been issued, all students and staff will shelter in the nearest building, with all exit doors to the outside firmly secured and locked. At that time, only emergency responders are allowed to enter and exit the campus.

### Evacuation of School Site

In the event that an evacuation of a school to an alternate site is required, information for parents to pick up their children will be:

- Posted at the original school site
- Sent via an automated phone message to the student’s emergency notification numbers listed in their files
- Available by calling the building main office number
- Posted on the District Web site at ([www.orchardview.org](http://www.orchardview.org)).