

EMERGENCY RESPONSE PLAN



LOCK DOWN • Potential Inside threat or incident on school grounds
 • All doors locked, no one in or out of building • Every student and staff member barricaded within rooms • Students in transit/lunchroom, etc. are instructed to get to the nearest safe zone/room. • Buses in route redirected to safe location



SHELTER IN PLACE • Outside or community incident • All doors locked, no one in or out of building • Teaching and activities inside building continue as normal • Buses in route redirected to safe location

Tell someone if/when you suspect a threat

THREATS ARE NEVER A JOKE!

USE THE QUICKEST AND EASIEST OR DO MULTIPLE OPTIONS

1ST

EMERGENCY
D-I-A-L

911

URL

REPORTING
LINK

Use the reporting
link at
PlainwellSchools.org

PRINCIPAL, TEACHER,
OR CENTRAL ADMIN

Contact your Child's
Principal, Teacher, or
Central Administration

CONTACT SILENT
OBSERVER

Call Silent Observer
1-800-554-3633 Or
SilentObserver@allegancounty.org

CALL OR TEXT
OK 2 SAY

Call 8-555-OK2SAY
(855-565-2729)
OR text 652729 (OK2SAY)

USE
OK 2 SAY APP

Available
at the
App Store

WHAT TO DO/EXPECT IN AN ACTUAL EVENT..

REUNIFICATION/ COMMUNICATION

- > Listen to entire message
- > Follow instructions for the safest outcome
- > Don't come to the school
- > Follow directions for Locations (varies by school and type of emergency)

ROLE OF PARENT

- > Remain calm/Don't panic
- > Wait for communications from school/Listen to entire message
- > DON'T CALL SCHOOL > Stay away from school to allow law enforcement and school safety personnel to keep school safe

ROLE OF STUDENTS

- > Remain Calm/Listen and follow directions
- > Silence Cell Phones
- > Assist staff and classmates

ROLE OF ADMIN

- > Remain Calm/Lead
- > Contact law enforcement/ Communicate to staff
- > Check Binder - follow procedures
- > Secure facility for students/staff
- > Manage resources/event
- > Communicate to community/ parents - Ongoing/regular

ROLE OF STAFF

- > Remain calm/Lead students
- > Secure room and students
- > Check emergency binder - follow procedures
- > Monitor communications and instructions