



**As Followers of Jesus,  
It Must Be Different With Us!**  
Principal, Mr. Joseph Vincler



# **St. Hugo of the Hills School**

## **Latch Key Handbook**

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## **POLICIES AND PROCEDURES**

### **Licensee Notebook R 400.8110**

There shall be a licensing notebook on the premises which includes all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010 and a summary sheet outlining the documents contained in the notebook. The notebook shall be made available to parents and prospective parents at all times during the center's normal hours of operation.

### **Maintenance of Premises R 400.8380**

(1) The premises shall be maintained in a clean and safe condition and shall not pose a threat to health or safety. (2) The premises shall be maintained so as to eliminate and prevent rodent and insect harborage. (3) Roofs, exterior walls, doors, skylights, and windows shall be weathertight and watertight and shall be kept in sound condition and good repair. (4) Floors, interior walls, and ceilings shall be kept in sound condition and good repair and shall be maintained in a clean condition. (5) There shall be no flaking or deteriorating paint on interior and exterior surfaces or on equipment accessible to children. (6) All toilet room floor surfaces shall be easily cleanable and shall be constructed and maintained so as to be impervious to water. (7) Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings shall be easily cleanable and maintained in good repair.

## **EMPLOYEE POLICIES AND PROCEDURES**

### **Staff and Volunteers R 400.8125**

A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care. The written volunteer supervision policy shall include when a volunteer shall not have unsupervised contact with a child in care as indicated by subrule (5) and (7) of this rule.

(4) A criminal history check using the Michigan department of state police internet criminal making an offer of employment to that person. A copy of the ICHAT shall be kept on file at the center.

(5) A staff member shall not be present in the center if he or she has been convicted of any of the following:

(a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.

(b) Child abuse or child neglect.

(c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

(6) Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:

(a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.

(b) Child abuse or child neglect.

(c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.

(7) A staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

## **Absences**

Teachers and aides are to obtain a substitute from the list of qualified and approved substitutes. If you are absent due to an illness, you must call the Latch Key Director and the Assistant Principal to inform them who your substitute will be. If you are injured or ill for an extended time, a doctor's note will be needed to return. An absence form is to be filled out for illnesses and approved for personal days. Please indicate on your time sheet when you have been absent.

## **Children's records. R400.8143**

- (1) At the time of the child's initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by the parent, and the center shall keep it on file and accessible in the center.
- (2) Child information cards shall be reviewed and updated by parents at least annually and when the center becomes aware of changes.
- (3) At the time of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center for children under school-age:
  - (a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.
- (6) Within 30 days of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center:
  - (7) Physical evaluations shall be updated as follows:
  - (8) Upon enrollment and annually thereafter, the center shall obtain and keep on file at the center a signed statement from the school-age child's parent confirming all of the following:
    - (a) The child is in good health with activity restrictions noted.
    - (b) The child's immunizations are up-to-date.
    - (c) The immunization record or appropriate waiver is on file with the child's school.

## **Allergies**

The Latch Key director has a prepared list of children and their specific allergies. This list is housed in a Latch Key Health Record Handbook. Please check this list before serving snack. Epi-Pen training is required and provided.

## **STAFF LUNCH AND RECESS PROTOCOL FOR STUDENTS WITH MEDICAL ISSUES**

St. Hugo of the Hills School has a number of students with significant medical issues that must be monitored during lunch and recess. Specific issues include, but are not limited to Diabetes, Asthma and severe allergies.

- Prior to the first lunch ensure that all radios are fully charged and in working order.
- Have your cell phone with you with the numbers of the school office.
- All students' medical bags are to be taken by lunch personnel out for recess and placed on the cart outside the main school doors.
- If any students, especially ones previously identified with a medical issue, complain of not feeling well or being injured, they must be assessed by the adult.
  - If the adult determines that help is needed, they will remain with the child and radio or call support personnel for assistance.

- If the adult determines that the child can be moved, the adult will escort the student to the school office to ensure follow-up help is provided.
- If the student is a diabetic, and complains of not feeling well, the student must check their blood sugar and the adult must obtain the blood glucose number.
  - If the blood glucose number is low they must radio/call for support personnel.
  - Trained diabetes support personnel must address the student's low blood glucose (less than 100) as needed. All supplies utilized during a low from the student's medical bags must be replaced immediately. The parent should be notified if we were unable to replace the emergency supplies (i.e., juice, glucose tabs etc.) in the student's emergency medical bag.
  - If the student has high blood glucose (greater than 200), the adult should escort the student to the office and contact the trained diabetic support personnel for assistance.
  - If the student indicates that they are not feeling well or has concerns, notify the trained diabetic support personnel for follow-up.
- If the student is asthmatic or having an allergic reaction, they must be assessed by the adult.
  - If the adult determines that help is needed, they will remain with the child and radio or call support personnel for assistance.
  - If the student has an emergency bag, medicines from the student's emergency bag will be utilized by trained professionals; otherwise medicine from the office will be brought to the scene by the support personnel.
  - If the adult determines that the child can be moved, the adult will escort the student to the school office to ensure follow-up help and medication as needed is provided.

**Child accidents and incidents; child and staff illness. R 400.8155**

- (1) A plan for when and how parents will be notified when the center observes changes in the child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group shall be developed and implemented.
- (2) The center shall assure that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.
- (3) Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized.
- (4) If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of both of the following:
  - (a) The name of the communicable disease.
  - (b) The symptoms of the disease.
- (5) A policy detailing when children, staff, and volunteers will be excluded from child care due to illness shall be developed and implemented.

## **St. Hugo's Accidents/Injuries Plan R 400.8155**

If a child is injured at the St. Hugo of the Hills Latch Key, an *Accident Report* must be completed and delivered to the Main Office by the end of that day. A copy of the accident report should also be given requires more than first aid treatment, the following procedure will be followed: In the event of a life-threatening emergency, 9-1-1 will be called first; the parent(s) next. If a child's parent(s) cannot be reached, their emergency contacts will be called. If no one can be reached, the Director shall assume responsibility for the child.

The conditions under which staff and children should be excluded from the program and remain at home due to illness are as follows:

- (a) The child or adult must be fever free for 24 hours.
- (b) The child or adult must be free of all contagious symptoms, such as diarrhea, vomiting, etc.

### **Family Emergencies**

In the event that your child is in Latch Key and, as a parent, you have a family emergency: after school hours at 4:30 there will be a voice prompt when you call St. Hugo School at (248) 642-6131. You would then select Latch Key as one of the options: ext. 2151 in order to notify the Latch Key Director.

### **Health of Staff and Volunteers R 400.8128**

Evidence that all staff members and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, shall be kept on file in the Latch Key Office.

Attention: Staff and Volunteers: If you are injured during your working hours, an *Accident and Injury Report* needs to be filled out and given to the Latch Key Director.

### **Coffee/Drinks**

Eating and drinking in the classroom should be limited to sitting at a table with the children while they are eating.

### **Confidentiality**

Information regarding the children, families and/or staff is privileged and confidential. The staff is expected to keep information shared as confidential and should not discuss information in front of the children, other families or other staff members. Staff should not communicate to parents using their personnel cell phones.

Information contained in a child's record shall be privileged and confidential. Parents shall have access, upon request, to their child's record at reasonable times. A written log shall be included in a child's record indicating any time a child's record has been released.

### **Latch Key Staff Job Description**

Candidates selected for this position will be responsible for assisting the Director, Supervisor, or classroom teacher in the general supervision and management of the children. Candidates are required to:

- Be willing to fulfill responsibilities in accordance with St. Hugo of the Hills School and Mission Statement.
- Be familiar with the St. Hugo staff handbook and have a signed statement regarding these policies on file.
- Treat all children with dignity and respect.
- Have a warm and friendly personality.
- Be sensitive to the needs of children and parents.
- Be able to relate well to children and co-workers.
- Meet all the qualifications for employment according to the State of Michigan Childcare Licensing requirements:
  - Application for Employment
  - Medical Clearance Request signed by physician
  - TB test results
  - Certificate of Completion of Blood Borne Pathogens Training
  - Criminal Background Check Authorization form
  - Signed statement for OLS abuse policy
  - Protective Services Central Registry Clearance request
  - Certificate of Completion of Protecting God's Children course through the AOD. Please register for the course at [www.virtus.org](http://www.virtus.org).
  - First Aid and CPR training

#### **Responsibilities shall include but not be limited to the following:**

- Assist in the implementation of the daily program under the direction of the Director.
- Maintain confidentiality about children, their families, and other employees outside of the school setting.
- Assist in planning and preparing the learning environment, setting up centers and preparing needed materials and supplies.
- Supervise students in the classroom and outdoor settings by maintaining safety through direct interaction and proper positioning indoors and outdoors.
- Assist with general housekeeping and clean up in the classroom.
- Attend scheduled staff meetings, professional development training and retreats.
- Complete professional training hours required by the State of Michigan.
- Login to punch in and out on Pay Cor to record the hours you worked each week.
- Working additional hours above or below your assigned hours must be approved by the Director.
- When taking a personal or sick day, a substitute is to be contacted and the Director notified.

#### **Statement of Understanding:**

- I have read the job description and understand the duties and responsibilities outlined.
- I understand it is my responsibility to act in the best interest of St. Hugo of the Hills Catholic School.

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



## **Staff Training Plan**

All staff members are required to complete 16 hours of professional development in the area of Childcare and School-age Care. The following opportunities are provided by St. Hugo of the Hills School to help complete the required hours.

**Staff Training:** Provided by the Latch Key Director in the fall.

Professional online classes provided through:

<http://www.cceifame.com/admin/index.cfm?report=centerProgress>.

Center Subscriptions Team  
Childcare Education Institute  
Teacher Enrichment Training Solutions  
800-499-9907, ext. 524

Professional Development Conferences – Provided for preschool teachers and paid for by St. Hugo of the Hills School.

First Aid and CPR – Provided on-site by the American Heart Association and paid for by St. Hugo of the Hills School.

### **Professional development requirements. R 400.8131**

(4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.

It is a requirement of our licensing that all St. Hugo School Latch Key faculty and staff members attend sixteen (16) clock hours of training per calendar year. Training will usually be provided at school, but at times we may ask workers to attend training off campus. All lead caregivers, aides and Directors are required to have training in Adult, Child and Infant CPR. Blood borne Pathogens, and Epi Pen training.

(5) An on-going professional development plan shall be developed and implemented to include all the training and professional development required by the child care center administrative rules.

(6) On-line trainings and correspondence courses shall have an assessment of learning.

### **Dress Code**

Employees must wear neat, comfortable clothing that allows for interaction with children. Clothing should be clean, in good repair, fitted and worn in the proper manner. Skirts and dresses should be worn at a professional length. No short skirts or dresses are permitted. No hair dye or severe hairstyles are permitted. Tattoos must be hidden and covered at all times. Leggings with short tops and high heels are not permitted. Leggings may be worn with tops that cover the pant and hit below the back of the pants.

## **Discipline**

All Latch Key Aides and staff will be trained through our professional development program. Please familiarize yourself with our all school rubric and use this as a resource when dealing with discipline situations. There are online courses that train you specifically in the areas in which you will deal with discipline. Discipline policies and procedures for our Latch Key students are based on the development of each student and are always carried out in a positive manner. The classroom teacher should be your first reference point when discipline issues arise with a child. When necessary, please use calm and controlled voice. Yelling at a student is not acceptable. Discipline issues should be discussed at school and never outside of the classroom. The Latch Key Director will contact and discuss all discipline issues with parents.

## **Outdoor Play**

Children will go outside when the weather permits. The amount of time outside will vary. Staff should come to work prepared to go outside. Safety must be observed both inside and out. Please remember the following rules:

1. Latch Key Aides and staff should remain outside with the children at all times.
2. If there is an injury or accident involving a student, please notify another staff member as quickly as possible.
3. Position yourself where you can see the children at all times.
4. Concentrate on the children in your area of play.
5. Use equipment as intended.
6. No lifting or placing a child on the equipment.
7. Do your best to anticipate and correct children before an accident happens.

## **Phone and Cell Phone Policy**

Cell phones and personal calls are allowed only during your scheduled break time. Please be sure to use your phone outside of the classroom. There is no texting, cell phone use, or use of social media while working with the children in the classroom. Teachers and aides are asked to carry their cell phones for emergency purposes only. Please be sure to have the main line to the school saved in your phone – (248) 642-6131.

## **Policy Regarding Physical Contact with Children**

Creating and maintaining an environment that is accepting and supportive of children is an essential component of providing a quality early childhood program. Adults communicate warmth and care for children in a variety of ways: getting down to speak to children at their eye level, facing the child and maintaining eye contact while speaking to the child, initiating conversation that centers on topics of interest to the child, and participating in activities with children. Please refrain from adult conversations with other staff members while working with the children. Appropriate forms of touch can and should be a part of the classroom environment. These may include patting a child on the back or giving a “high five”. All staff members will have had Protecting God’s Children, Criminal background check, and fingerprinting on file before working with children.

## **Staff Meetings/Evaluations**

We will meet periodically when needed to address various issues and policies throughout the year. We will meet prior to the opening of the first day of school each school year for updates and procedure reviews. The Latch Key Director will make observations in which staff behaviors and interactions with children will be noted. A Performance Appraisal will be given to all aides and staff mid-year and year end. In May, the Latch Key Director will go over your yearly review and give you a copy for your records. The Latch Key Director

will notify you and meet with you on a personal basis when needed to address issues that may arise concerning your employment.

### **Login for Work Hours**

Logins are required by all Latch Key aides and staff to punch in and out when your work shift begins and ends. It is the employee's responsibility to login and out each day worked. All time sheets will be reviewed by the Principal before sending them to the Parish Office. Additional hours are approved only through the Principal. The hours you are required to work at the beginning and end of the year will be determined by the Principal. Please be aware that these hours will not necessarily require you to be at school for a complete week.

### **Universal Precautions**

For your safety and good health, all staff persons are required to use the "Universal Precautions" safety guidelines while at work. Completion of Blood Borne Pathogen Training is required.

<https://plp.mivu.org/PublicStudentSignUp.aspx>

### **VOLUNTEER POLICY**

St. Hugo of the Hills School requires all volunteers or helpers who work with children in the school or parish to sign a form for permission to have a criminal background check, and obtain a certificate in Protecting God's Children workshop prior to volunteering. If you will be supervising preschool lunch, you must also have a DHS clearance record on file in order to supervise without the teacher in the classroom. All classroom volunteers must be supervised by the teacher at all times.

## Security of Building and Grounds: EMERGENCY PROCEDURES SUMMARY

### Normal Operating Mode

- Building doors are locked.
- Entrance only through main access, monitored doors.
- No admittance unless authorized by the office.
- Heightened level of alertness
  - While exiting the building observe your surroundings.
  - While entering or exiting all doors do NOT allow admittance of anyone other. All visitors must be buzzed in and go to the front office.
  - Staff and students need to ensure that every visitor has a blue and white visitor sticker or send them to the office to obtain one.

### Building Lock Down Procedures

- In the event of a lockdown, no one is allowed to enter or exit the building.
- Make sure that the classroom door is locked.
- You may proceed with normal classroom activities.
- Do not dismiss students out of the building until there is an announcement.

### Lock Down/Take Cover Classroom Procedures

- In the event of a lockdown, no one is allowed to enter or exit the classroom.
- Make sure that the classroom door is locked.
- Do not dismiss students out of the classroom until released by emergency personnel.

### *Students Should:*

- Head immediately to the safe corner of the room. This is usually the corner farthest from the door against the interior wall. The goal is to have no students visible from the doorway.
- Stand (do not sit) as close as possible to the selected corner. Students should be packed in tight.
- Stay silent! (Cell phones should not be used during a real emergency because they will tie up important emergency communication). Cells phones should be silenced and turned into the teacher.
- Do not open the door for anyone!
- Wait for further instructions from emergency personnel who will come to the door.

### *Teachers Should:*

- Assess the situation; can you determine where the threat is? If yes and you can determine to the best of your ability that the threat is NOT nearby, and that you can safely leave the building without putting you or your class at further risk, then you should try to leave the building and/or campus to get the children to safety.
- Exit the nearest exit - main, emergency or window. Run quietly away from campus in the direction opposite of the perceived threat, in the direction of a safe location. Do NOT run by or through an area that you have deemed or believe may be unsafe. Possible locations to run to include:

- Once safe notify emergency personnel (911) of your location and the status of those with you i.e., any injuries, missing students etc.
- Stay in the safe location until emergency personnel arrive or you are instructed by emergency personnel to relocate.
- Assess the situation; can you determine where the threat is? If you are unable to determine the location of the threat or you can determine that the threat is imminent, and you cannot leave the building without jeopardizing the safety of those with you, then proceed with a take cover situation.
- Ensure that students are moving to the safe area of the room.
- Secure the door and turn off the lights.
- Barricade the door if possible with any items that might deter an intruder from entering.
- Close the blinds.
- Join the students and maintain classroom silence.
- Wait for further instructions from emergency personnel.
- Ignore all other alarms. Students and staff should arm themselves. (weapons)

### **Lock Down/Take Cover (Passing Time)**

#### ***Students Should:***

- Seek the nearest exit out of the building or the nearest classroom.
- If a student exits the building during a REAL emergency, they should run to a safe location, such as St. Hugo Parish, Or Oakland Community College- across Opdyke Rd.
- If a student exits the building, he/she should put his/her **hands up, hoods down and follow verbal directions of police officers. \*\* Grades 6-8 whereby a student may be mistaken for the suspect by the police.**
- If a student seeks shelter in a classroom:
  - Head immediately to the safe corner of the room. This is usually the corner farthest from the door against the interior wall. The goal is to have no students visible from the doorway.
  - Stand (do not sit) as close as possible to the selected corner. Students should be packed in tight.
  - Stay silent! (Cell phones should not be used during a real emergency because they will tie up important emergency communication).
  - Do not open the door for anyone!
  - Wait for further instructions from emergency personnel.

#### ***Teachers Should:***

- Assess the situation; can you determine where the threat is? If yes and you can determine to the best of your ability that the threat is NOT nearby, and that you can safely leave the building without putting you or your class at further risk, then you should try to leave the building and/or campus to get the children to safety.
- Exit the nearest exit - main, emergency or window. Run quietly away from campus in the direction opposite of the perceived threat, in the direction of a safe location. Do NOT run by or through an area that you have deemed or believe may be unsafe. Possible locations to run to include: St. Hugo Parish, Oakland Community College Campus across Opdyke Rd.

- Once safe notify emergency personnel of your location and the status of those with you i.e., any injuries, missing students etc.
- Stay in the safe location until emergency personnel arrive or you are instructed by emergency personnel to relocate.
- Assess the situation; can you determine where the threat is? If you are unable to determine the location of the threat or you can determine that the threat is imminent, and you cannot leave the building without jeopardizing the safety of those with you, then proceed with a take cover situation.
- Allow students to enter the room and then close the door when the teacher deems it full/unsafe to keep the doors open.
- Secure the door and turn off the lights.
- Barricade the door if possible with any items that might deter an intruder from entering.
- Close the blinds.
- Join the students and maintain classroom silence.
- Wait for further instructions from emergency personnel.
- Ignore all other alarms. Students and staff should arm themselves. (weapons)

### **Evacuation Procedures – Fire**

- Immediately proceed to designated safe area (football field). Please follow the designated route outside. However, if you don't know the route, have your students exit from the nearest door/stairwell.
- Close classroom doors when leaving the room.
- Take attendance roster to the field. **YOUR “Current Class” WILL MEET YOU ON THE FIELD.**
- After meeting in your designated spot on the football field, please have students line up in single-file.
- Take attendance.
- Please report missing students to the teachers/support staff that are posted in the middle of the field. If students are missing, circle their names and turn in to designated person in the middle of the field.
- Hold up your name sign on the red side until all students are present. Then flip over to green.
- Remain with class and await further instructions.

### **Tornado Procedures**

- In case of a tornado, please have students proceed to the designated shelter area on the classroom map. You will have to instruct the class on where your spot is located.
- Take attendance roster for the current class.
- When the class reaches the designated spot, please take attendance. If a student who was in class does not show up to the designated spot, please let an administrator or hall monitor know immediately.
- Have students sit on the floor against the wall and keep their feet in, so as not to impede hallway traffic.
- Wait for the all-clear from an administrator before releasing students back to class.

### **Off-Site Evacuation Procedures**

- All currently injured students that are unable to make the walk, i.e., crutches, will make their way to the main office where they will travel via car with staff.
- Exit from the building and make your way to your designated route.

**\* How to exit:**

\* All children will exit the outer kitchen doors main doors and then walk through the courtyard between the classrooms.

\* If the kitchen doors are blocked, all children will exit to the right of the Cafeteria, up the steps and go directly to the exit doors by the Counselor's office.

- Be sure you all have your emergency crisis bags with you and include your current class list and contact sheets/fan outs. Wear your ORANGE VEST jacket!
- Staff will assist students.
- One staff should be on either side of the students.
- Teachers will be expected to take attendance again once they reach the football field. Please be prepared to take attendance and identify by name any student who is not present with you on the field.
- Office secretary will be driving to the site with the following items:

\* The attendance report for the day

\* All student medication

\* Sign out sheets

\* First aid kit

- Once we reach the St. Hugo football field, staff are assigned to the following positions (please see map). Teachers will stay with their homerooms and complete attendance. Attendance will then be forwarded to the assigned grade level holder (see below)

\* Principal/Assistant Principal – floaters

## **Bomb Threat Procedures**

- In the event school personnel receives a call indicating that there is a bomb in the school, the following general procedures should be followed:
  1. The individual receiving the call should remain calm, be courteous, and listen carefully for details. If the caller remains on the line after the initial statement is made, ask questions such as “Where is the bomb?”, “What does it look like?”, and the name of the person calling should be asked. The exact time of the call should be noted.
  2. Follow the appropriate call trace or caller identification procedures. Such procedures are to be kept by each telephone that is a direct access line.
  3. The person receiving the call should immediately notify the building principal or designee in his/her absence. The person receiving the call is to talk to no one other than as instructed by the building principal or designee.
  4. The building principal or the person designated should notify the police of the bomb threat by calling Officer Furlong from Bloomfield Hills is the contact- a non-911 number is 248-756-4942.
  5. The Bloomfield Hills fire department number is 248-433-7745. Do not use the 911 number.

6. The building principal or designee must decide whether the building should be evacuated. If the caller provided a specific time when the device was to explode, and was graphic concerning other details, the building should be immediately evacuated. The principal may establish a pre-arranged code with the faculty alerting them to have students get their coats. A further decision should be made as to whether the students should be allowed to locate their coats in case of cold or rainy weather. If it appears that the children will be required to remain outside for an extended period, arrangements should be made to identify the closest location to which the students could be evacuated. If buses are needed, a call must be made to the Coordinator of Transportation.
7. Teachers are always to carry their student attendance with them to ensure student accountability.
8. The school principal is to request that police and fire department personnel inspect the building for the bomb.
9. If after such inspection and a lapse of time it is decided that the building is safe, the students and staff may return to the building.
10. A bomb threat report form is to be completed by the person who received the call and administrative action taken.



## LOCKDOWN PROCEDURES TO COVER WITH STUDENTS

### Teachers,

Please use the following points to speak about, and to practice, with your students prior to our first school lockdown drill (teachers will be given notice before the first school lockdown).

ALL lockdown DRILLS will be announced as a DRILL. If you do not hear the words DRILL, you must assume it is an actual lockdown.

- ❖ Your classroom door should be locked at all times with your lockdown magnet in place. During a lockdown you, or a student, would remove the magnet and fully close your locked door. DO NOT open the door once it has been closed, for any reason.
- ❖ All faculty and staff who hear the lockdown announcement should then yell "LOCKDOWN" into the hallway while closing their classroom door(s).
- ❖ Teachers should usher students from the hallway into the first available classroom door. Students should be reminded that they should go to the first available classroom door. Hiding in the bathroom should be for those students currently in the bathroom when the lockdown is announced or as a LAST RESORT for students in the hallway if all other doors have been closed. Bathrooms lack a point of egress, making them less safe as a refuge.
- ❖ Turn off classroom lights.
- ❖ Windows leading to the hallway areas should be covered.
- ❖ If possible, classroom shades should be closed.
- ❖ Classroom door areas should be barricaded with desks, tables, chairs etc.... This should occur even if you are not in your own classroom when the lockdown is announced.
- ❖ Assess the situation; can you determine where the threat is? If yes and you can determine to the best of your ability that the threat is NOT nearby, and that you can safely leave the building without putting you or your class at further risk, then you should try to leave the building and/or campus to get the children to safety.
- ❖ Exit the nearest exit - main, emergency or window. Run quietly away from campus in the direction opposite of the perceived threat, in the direction of a safe location. Do NOT run by or through an area that you have deemed or believe may be unsafe. Possible locations to run to include: St. Hugo Parish Church, and Oakland Community College Campus across Opdyke Rd.
- ❖ \*\* Grades 6-8 – if a student exits the building he/she should put his/her **hands up, hoods down and follow verbal instructions of police officers.**
- ❖ Once safe notify emergency personnel of your location and the status of those with you i.e., any injuries, missing students etc.

- ❖ Stay in the safe location until emergency personnel arrive or you are instructed by emergency personnel to relocate.
- ❖ Assess the situation; can you determine where the threat is? If you are unable to determine the location of the threat or you can determine that the threat is imminent, and you cannot leave the building without jeopardizing the safety of those with you, then proceed with a take cover situation.
- ❖ Students take cover in areas farthest from the classroom door against the interior walls, get out of sight, and stay silent. Put as many things as possible between the children and the door area.
- ❖ Teachers must also take cover during these drills. During the lockdown, if there is more than one adult in any given room, please work together to ensure the safety of yourself and the children.
- ❖ Your emergency bucket should be accessible and should contain: water, cups, some food item such as crackers, and blanket or towel for privacy issues in the event the bucket needs to be used for bathroom use (please remove items from bucket prior to use).
- ❖ Once your door is closed, DO NOT open the door for any reason!
- ❖ ONLY the administration and police will have keys to your room.
- ❖ Ignore all PA, loud speaker announcements, and alarms.
- ❖ Stay in lockdown position until you are released by emergency personnel (for drills, and drills ONLY, you will be notified via the loud speakers of the end of the drill)
- ❖ Students or classes in the hallway areas when a lockdown is announced should:
  - a. Students in the bathroom – stay there and take cover in a stall. Students should also try to close the bathroom door and barricade it with either a stopper or move the trash can in front of the door. Remain silent in a stall as far away from the door as possible.
  - b. Students in the hallway should go to the CLOSEST open classroom door which may be a classroom other than your own. They are not to knock on any closed classroom doors. They must leave the hallway areas immediately and take cover in any possible location.
  - c. Hiding in the bathroom or hallway closet / storage area should be for those students currently in the bathroom when the lockdown is announced or as a LAST RESORT for students in the hallway if all other doors have been closed. Bathrooms lack a point of egress, making them less safe as a refuge. Students SHOULD NOT attempt to run back to their assigned classroom.
  - d. Full classrooms that are in the hallways during a drill should immediately move to the closest unlocked area (faculty lounge, cafeteria, school office, or classroom).
- ❖ Teachers should take some type of attendance during a lockdown in the event one of your students is not in your classroom. When police enter your room, immediately notify them of a missing student.

- ❖ Teachers should have access to their cell phone during lockdowns. Do not attempt to contact the main office unless you have pertinent information or require immediate medical attention.
- ❖ If life threatening situation exists in the classroom:
  - a. Render first aid, if possible.
  - b. Obtain additional help or assistance, if possible.

During a lockdown (NOT A DRILL) remember you should:

- ❖ RUN (safe areas outside of St. Hugo of the Hills School are: St. Hugo Parish Church, and Oakland Community College Campus across Opdyke Rd.
  - 1. RUN
  - 2. HIDE
  - 3. FIGHT

Teachers should utilize your best judgment during any situation.