### 3.1 DRILL SCHEDULE FOR 2015-16

Attached Fire/Tornado/Lockdown

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<th>DATE</th>
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<th>TYPE</th>
<th>DATE</th>
<th>TIME</th>
<th>TYPE</th>
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<tr>
<td>9/16/15</td>
<td>10:50am</td>
<td>Fire Drill</td>
<td>3/4/16</td>
<td>1:45pm</td>
<td>Tornado Drill</td>
</tr>
<tr>
<td>9/18/15</td>
<td>1:40pm</td>
<td>Fire Drill</td>
<td>3/11/16</td>
<td>2:15pm</td>
<td>Lockdown Drill</td>
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<tr>
<td>9/25/15</td>
<td>12:20pm</td>
<td>Fire Drill</td>
<td>5/13/16</td>
<td>2:35pm</td>
<td>Fire Drill</td>
</tr>
<tr>
<td>10/2/15</td>
<td>10:00am</td>
<td>Tornado Drill</td>
<td>5/16/16</td>
<td>8:50am</td>
<td>Fire Drill</td>
</tr>
<tr>
<td>10/9/15</td>
<td>10:45am</td>
<td>Lockdown Drill</td>
<td>10/12/15</td>
<td>10:00am</td>
<td>Lockdown Drill</td>
</tr>
</tbody>
</table>

### 3.2 CLINIC INFORMATION

**School Nurse:**

*Amy Caragay*

*caragay@aaps.k12.mi.us*

Clinic phone-734-994-2156

District cell phone-734-323-3556

**Clinic Hours:**

- **Monday**  All Day
- **Tuesday** 12:15pm-2:55pm
- **Wednesday** All Day
- **Thursday** 7:30am-11:45am
- **Friday**  All Day

*Please report to General Office when Clinic is not open if you need assistance.*

*Nurse coverage by phone if I am absent and not available by phone: Keely Hoffman 734-216-1267*
### SECTION III: EMERGENCY PROCEDURES

#### 3.3 TELEPHONES

Placing calls within building and throughout the district: **dial 5-digit extension** and for outside the district: **dial 8 and the full number**.

- **Medical Emergency** – If a life threatening medical emergency (anaphylactic reaction, large amount of bleeding, choking, seizure, chest pain in an adult, head, neck or back injury, sudden severe headache, slurred speech, paralysis) occurs dial 911. After the emergency call is made dial: 777 for further assistance. This number rings into the general office and will be answered. The general office will radio an administrator/community assistant for help. If a 911 call is made from a cell phone you must contact the general office (994-2120) for notification that a call was made to 911 and to initiate Pioneer’s emergency response plan.

- **Non-Medical Emergency** – If a non-life threatening medical emergency (asthma attack, small bleeding cut, minor chest discomfort, expected broken extremity, dizziness, feeling faint, diabetic emergency or any other situation you are uncomfortable with) occurs dial 777 for further assistance. This number rings into the general office.

- **In the event of a mechanical problem** [broken window, water leak, extreme temperature, etc.] dial: 42120 for further assistance. This number rings into the office phone and will be answered. The office will radio a custodian for help. If work order is needed, contact the Principals’ office.

- **In the event of a disturbance**, [administrator/community assistant needed immediately due to altercation, removal of student, etc.] dial: 777. This number rings into the general office and will be answered. The General office will radio an administrator/community assistant for help.

#### 3.4 TELEPHONE BOMB THREAT

**AFTER YOU HAVE RECEIVED A THREAT**

After the caller hangs up; hang up and IMMEDIATELY pick up the line again.

Dial **169** only.

Listen to the entire message.

**IF IT GIVES YOU A PHONE NUMBER**

IMMEDIATELY

Call an administrator on the phone on the same line you received the threat.

- T. Lowder 994-2126
- E. Claar 994-2151
- K. Hudson 994-2130
- J. Skiba 994-2141

**IF IT DOES NOT GIVE YOU A PHONE NUMBER**

Leave the line open by continuing the conversation with the administrator or by calling another line. **Do NOT** put the line on hold or hang up. The administrator will contact the police department.
3.5 EMERGENCY MEDICAL “TO-GO” BAGS

TO-GO-BAG EMERGENCY MEDICAL BAGS

LOCATIONS OF TO-GO-BAGS:
- Clinic
- Class office [2nd floor]
- Class office [3rd floor]
- E111 [E-Hall; Health Science Tech/Clinical]

CONTENTS OF TO-GO-BAGS:
- Diabetic supplies
- Pulse oximeter
- Gloves
- Etc

DIRECTIONS FOR TO-GO-BAGS:
1. Grab a To-Go-Bag and get to student
2. Get students name and look up in PowerSchool for a Medical Alert.
   - Notify the staff of the students Medical Alert and follow the plan listed.

If...
...student has a Medical Alert, send someone to clinic for that student’s Emergency medications. They are in alphabetical order by the student’s name on the Emergency Medication table. May include: student’s inhaler, glucagon diabetic injection, Epinephrine injection, intranasal sprays, ... Will also include doctor order’s and plans with the medication.

If...
...the health emergency is an allergic reaction, look for student’s emergency Epinephrine medication on the Emergency Medication table in the clinic. If the student doesn’t have any, then get the Stock Epinephrine pens from the yellow cabinet on the wall behind the Emergency medication table. This is a 911 call.

If...
...health emergency involves student not breathing/difficulty breathing, have someone bring an AED as well. There are multiple AED’s throughout Pioneer and a map available to all staff and posted outside the General Office and in the Clinic.

If...
...911 is called, a copy of the student’s Emergency Card needs to be sent with 911 responders.

GENERAL INFO:
- To-Go-Bags are for emergency use only; supplies should not be used in non-emergency situations.
- If any supplies are used from the bag during an emergency, please contact the nurse for restocking.
- The To-Go-Bag should NOT be taken on field trips.
3.6 STUDENT MEDICAL ALERTS (HOW TO PRINT)

Step by Step instructions to print off Medical Alerts

1. Go to your Teacher Schedule in Power School that lists your classes.
2. Click on the blue enrollment number next to one of your classes.
3. Click on Make Current Student Selection
4. Click on Print Reports [under Printing]
5. Go to “Which report would you like to print?” to the drop down and scroll down to choose: AAPS_MedAlertSummary
6. Click on submit.
7. Once the report is completed, click on View [If not complete, click refresh]
8. The reports of students with medical alerts will show. Just print as needed.
9. Repeat the above steps for the different classes that you have to get your Medical Alerts.
3.7 SCHOOL SAFETY

District Crisis Response Master Plan
When a traumatic event or crisis occurs within the District, the Ann Arbor Public Schools resolves to provide planned, specific intervention. The District will do its best to be prepared to meet the needs of affected individuals during any time of crisis. Every staff person has the potential to perform a task or take a role in the management of such a crisis. This plan will serve to direct and guide their roles and actions.

Crisis response activities are organized around six major goals:

• safety of all concerned
• containment of related responses
• prevention of negative psychological "side effects"
• maintenance of appropriate school activities
• coordination of District and site activities
• timely revision and updating of district and site plans

Types of crises to which these procedures apply
The District and/or Site Crisis Response Teams may be activated when any of the following events occur that affect people in the District.

• Violent incident on school property or at a school sponsored event
• Impending or threatened incident
• Deadly or life-threatening accident
• Vehicular accident
• Athletic accident
• Suicide [or serious attempt]
• Drug-related death
• Sudden, unexplained death
• Murder [of staff/student/family-member]
• Highly visible family tragedy
• Media publicized disaster [e.g. airplane crash, civil disaster, bombing]
• Reports of infectious disease or environmental contamination: Rumor control

The resources of the District and/or Site Crisis Response Teams may be utilized to provide longer-term support responses in several other situations:

• Terminal illness
• Aftermath of a suicide attempt: potential for "contagion" or repeat attempt
• Recovery rehabilitation after serious injury
• Aftermath of drug overdose
3.8  STATE OF EMERGENCY PROCEDURES

Anytime a “State of Emergency” is declared, the district is **CLOSED**.

Only essential employees are to report to work. Supervisors will determine which employees are considered essential at the time of the emergency.

All other employees are not to report to work. All district activities are **CANCELLED** during a “State of Emergency”. This includes athletic practices and all other such activities.

The district asks that faculty and staff exercise good judgment and common sense during such times.

**PLEASE REMEMBER**: In a “State of Emergency”, the district is **CLOSED**, **ALL** activities are **CANCELLED** and only *essential* employees are to report to work.
3.9 SEVERE WEATHER PROTOCOL DURING THE SCHOOL DAY

Each of our schools has emergency response plans that contain instructions to maintain the safety of students and staff during an emergency situation such as severe weather. Staff practices these protocols with your students on how to respond to these situations to ensure the safety of all students.

When inclement weather is predicted the district administration monitors the weather and weather bureau postings. Each school has an emergency weather radio that also alerts them to the warnings and watches. During a tornado warning students and staff are alerted by a short school alarm and an all school announcement over the public address system. Students are ushered into the halls, away from windows. If students are outside they are immediately ushered inside the school to the safe locations. If students are boarding buses they are immediately brought inside to the safe location. If students are on the bus the Transportation Department will notify the drivers where to proceed with the students, usually to the closest school or community center to wait out the warning. Students are with staff at all times.

We ask parents not to show up at schools during an active warning to pick up your student. If parents are waiting at school for a pick up, they are encouraged to come into the school to wait until the warning is cleared along with the students. It is for the safety of your student that we advise no student be released during a warning. If a parent insists we will ask you to sign out your student but be aware that the office staff may be in the safe location in the school during the warning and unable to answer the phone or greet you at the office.

We will do all we can to notify parents via Schoolmessenger email and phone call when a weather warning detains students at school. Our first priority is to ensure all students are safe and accounted for and we will do this first then send out the notice.

If a warning occurs while students are in route or boarding buses, the buses will stop and ensure students are in safe shelter locations. Please do not risk your own life by waiting at a bus stop during a warning. We will take care of your students until the warning is over.

When the warning is over and the all clear has been issued we will notify families of the progress of bus service and the option to pick up your child. At the elementary schools we will not release walkers to walk home after a warning without proper notification from parents first.

Working together we can ensure the safety of the students, staff and parents during a severe weather warning.
3.10 UNSAFE WINTER WEATHER GUIDELINES

On days when the temperature and/or wind chill are below 0°F: Students will not have recess outside.

On days when the temperature and/or wind chill are below -20°F (-20 below zero): Schools will be closed

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Frostbite occurs in 15 minutes or less

The National Weather Service issues a Wind Chill Warning when wind chills are -25 or colder. The National Weather Service issues a Wind Chill Advisory when wind chills are -15 or colder.