

LOCKDOWN

- Report to Incident Command Center for specific instructions
- Pick up radio from Main Office
- Report to designated station in school
- Make sure students and staff are in classrooms, doors and windows closed, lights off
- (Full Lockdown – Make sure students and staff are crouched on floor and remain there until signaled or evacuated)
- (Cautionary Lockdown – Continue to monitor regular classroom activities; PE classes remain inside; accept no deliveries; check identification of guests entering building)



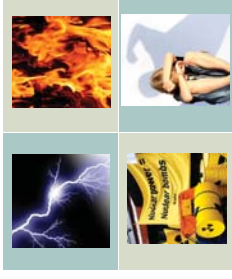
- Listen for specific instructions on radio
- Keep radio open and free of communication
- Limit students leaving classroom unless directed otherwise

STANDARD OPERATING PROCEDURE

- Wear identifiable NIMS Vest
- Report to Building Incident Commander – Matt Wendrie
- Follow instructions for Crisis Plan / Plan of Action
- Must know all responsibilities of the Team
- Radio communication on Channel 9



BUILDING INCIDENT RESPONSE TEAM (BIRT) QUICK REFERENCE GUIDE



Waterford Mott High School
2009

**ASSISTANT PRINCIPAL DAVE LESSEL
(EXT 7112)**

- Review Security Camera System
- Contact Police and Fire at 248.618.7550.
- Contact Transportation Dept. 248.674.2555
- Contact BIRT Members (see fan out)
- Contact Building Engineer and Custodian Ext 735 or Pager 248.725.0849
- Shut down of Electric / Gas /Water
- Coordinate Reunification Off-Site Procedure
- Remain in the building

**ROLES &
RESPONSIBILITIES**

**PRINCIPAL MATT WANDRIE
(EXT 755)**

- Determine plan of action to address crisis
- Notify students and staff (PA, memo, email, meeting)
- Call BIRT meeting
- Direct BIRT members / redefine roles
- Contact Tom Wiseman 248.682.0554
- Contact Rob New (if applicable) 248.706.4860
- Contact Mike Harris 248.202.6476
- Remain in the building
- Meet with District and Twp. Incident Commanders
- Designate immediate duties to Administrative Team (Dave, Ome, Rick, Mike, Jackie)

**ASSISTANT PRINCIPAL ANNE KRUSE
(EXT 704)**

- Contact BIRT Members (see fan out)
- Assists in the coordination of Reunification Off-Site Procedure
- Coordinates Crisis Plan /Plan of Action with faculty, staff and students
- Assists faculty and staff of special needs students
- Remain in the building

**ROLES &
RESPONSIBILITIES**

**OFFICE MANAGER JACKIE WATT
(EXT 757)**

- Communicate Crisis Plan / Plan of Action with guest and support staff
- Coordinate the transporting of Student Emergency Contact Information Cards off campus or to designated location on campus and assist in the coordination of Reunification Off-Site Procedure
- Contact Superintendent's Office (if applicable) Megan Roberts, Secretary – 248.706.4862
- Contact Secondary Education Director's Office (if applicable) Sandy Kristen, Secretary – 248.706.4865
- Coordinate the transporting of the Red Emergency Bin off campus or to designated location on campus

**ATHLETIC/ACTIVITIES SUPERVISOR
RICK DORN (EXT 355)**

- Communicate Crisis Plan / Plan of Action with Pool and Fitness Center staff and guests
- Assist athletic coaches, players and spectators in athletic areas (fields, gyms, on campus / off campus)
- Coordinate Crisis Plan / Plan of Action with faculty, staff and students
- Contact BIRT members (see fan out)
- Assist in the coordination of Reunification Off-Site Procedure
- Remain in the building

DIVISION SUPERVISORS

- Division 1 – Mary Rademacher (ext. 768)
- Division 2 – Margaret Bryce (ext. 766)
- Division 3 - Laura Stanjones (ext. 762)
- Division 4 – Coralyn Daniels (ext. 764)
- Division 5 – Paul Pietrofesa (ext. 761)
- Division 6 –Michelle Koppin / Pool and Fitness Center (ext. 357.352)

**BUILDING
EVACUATION**

- Report to Incident Command Center for specific instructions
- Take clipboard, division identification poster and radio to designated division
- Stand on road in front of your division (zone) location so you are visible to teacher's as they report to their division
- Record teacher's name who report to your division
- Ask teachers to take attendance of their students
- Have teacher report to you a record of students who are UNACCOUNTED for present in class that day but who did NOT report to division.
- Keep radio open and free of communication
- Listen for specific instructions
- Keep teachers and students organized, calm and in their division

- Remind teachers to stay with their class
- Students and teachers are NOT to use cell phones