

# GREAT FUTURES START HERE.



## Emergency Preparedness Policy

**Authorization Date: November 14, 2023**

### Policy Statement

Boys & Girls Clubs of Greater Kalamazoo has established a policy for responding to dangerous individuals or situations requiring immediate action. Action will be initiated when there is an internal or external threat or crisis that may jeopardize the safety of members and staff. A portion of this policy is copyrighted by the I Love U Guys Foundation that specializes in K-12 Standard Response Protocol.

### Guidelines and Preventative Measures

The emergency policy is broken out into five action steps; Hold, Secure, Lockdown, Evacuate, and Shelter. The graphic within the policy will be posted in Club Units and act as instructions for members and staff.

**Hold** – Hold in your room or area when there is a medical emergency, fight or disturbance, arguments, or conflict.

**Secure** – Secure inside when there is a threat outside (shooting or gun fire near Club Unit, visible weapon), or under police advisement.

**Lockdown** – Lockdown the entire Club Unit when there is a threat inside (active shooter) or weapon.

**Evacuate** – Staff and members evacuate the Club Unit when there is a bomb or fire.

**Shelter** – Staff and members shelter in the Club Unit when there is a tornado, earthquake, or hazardous materials (hazmat).

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE!

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults