

Safety and Security Protocol for Fire, Tornado and Lockdown

The Safety of everyone at the Meridian Senior Center in Okemos, MI, is a matter of primary importance to Senior Center staff, Meridian Township police, fire and EMT personnel responding to incidents or conducting emergency drills.

FIRES and FIRE DRILLS: Alarms will sound and strobe lights will flash.

Senior Center guests, participants and staff will quietly exit the Center and quietly walk to the red Community Ed sign located on the grassy hill. Members and staff should line up in one or two single file lines either on the grassy hill to the west of the sign on the sidewalk that is facing north and south. **To ensure everyone's safety, no one should be in the parking lot or on the sidewalk going east and west.** If you are unsure where to go, look for Senior Center staff and participants and join them. We will need to remain **quiet** until an all-clear is determined.

TORNADO and TORNADO DRILLS: A long beep over the PA will indicate a tornado threat and the need to take cover at the nearest designated area within the building.

Designated safe areas are **INTERIOR ROOMS WITHOUT WINDOWS:**

- a. The men's and women's rest rooms.
- b. The last storage room (nearest the double doors and the kitchen)
- c. The corridor nearest the coat racks (outside the interior double doors)

Ideally, everyone should be seated with their heads covered. Participants should remain in place **quietly** until an all-clear is given.

GENERAL LOCKDOWN and DRILL: No announcement given; doors will automatically lock.

A general lockdown may occur due to an event (e.g. bank robbery) within a certain radius of the Center. There will be no announcement, but the Senior Center director will be notified and all doors will be automatically locked. No one should be entering or exiting the building until an all-clear is given. Participants may continue with their activities within the Center.

CHEMICAL LOCKDOWN and DRILL: Instructions will be given over the PA.

Guests, participants and staff should exit the Senior Center through interior doors on the northeast wall (closest to the coat racks); then slowly, quietly and safely go to the auditorium and sit in the outer sections in the last 4-6 rows. Our group should remain seated quietly until an all clear is given.

INTRUDER LOCKDOWN and DRILL: Instruction will be given through the phone system.

Guests, participants and staff should seek cover immediately in a room where they will not be visible (no windows) and the door can be locked or barricaded. Remain in place completely quiet until an all-clear is given.

Senior Center members are required to follow these established protocols for emergency drills and to set a good example for the Middle School Students. Board members are urged to know the protocols to communicate them to their activity groups; set a positive example for the membership at large and for Chippewa students; and assist staff as the need arises.

Wheelchairs, walkers and canes will be available near the coat racks and will be available for persons needing assistance to exit the building. If you know you will need extra assistance during a drill you should seek a buddy who can help.

Everyone at the Senior Center should treat all drills as the real thing. Being safe and prepared is our number one priority. Thank you for your cooperation