

## **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 our staff and to 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 walk to the main part of the parking lot. The fire marshal needs us to gather as a group at our designated location (marked by a red sign) on the sidewalk or grass. **Not in the parking lot.** 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 in the small first aid office (next to the office) will be available for persons needing assistance to exit the building. The room will be unlocked at all times.*

***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***