



Fire Safety, Emergency Notification & Lockdown Information

Purpose

This document provides general safety procedures for students, families, staff, and visitors at Martin Luther King, Jr. Education Center Academy. It outlines how the Academy responds to common emergencies, including fire, severe weather, lockdowns, and evacuations.

Detailed emergency response plans, floor plans, and security procedures are maintained internally in the Academy's Emergency Operations Plan (EOP) and are shared with staff, emergency responders, and authorizing agencies as required.

Emergency Notification

In the event of an emergency, the Academy will notify students and staff using in-building announcements and alarms.

Families will be notified as appropriate through the Academy's established communication methods (such as automated calls, texts, emails, or direct communication).

If there is an immediate threat to life or safety, 9-1-1 is contacted immediately.

Fire Safety Procedures

Purpose: Practice safe evacuation in case of fire, smoke, or explosion.

- Fire alarms signal immediate evacuation.
- Students and staff exit the building calmly using designated routes.
- Personal belongings are left behind.
- Classes gather at assigned outdoor assembly areas at a safe distance from the building.
- Teachers take attendance and report any concerns to administration.
- Re-entry occurs only after the "all clear" is given by school administration or emergency personnel.

Fire drills are conducted in accordance with Michigan law and documented by the Academy.

Tornado / Severe Weather Procedures

Purpose: Protect students and staff during severe weather events.

- An announcement directs occupants to take shelter.
- Students and staff move to designated interior shelter areas away from windows and doors.
- Individuals crouch low and cover their head and neck.
- Everyone remains in place until the "all clear" is announced.

Severe weather drills are conducted annually as required by Michigan law.



Lockdown Procedures

Purpose: Protect students and staff if a dangerous situation occurs inside or near the building.

- An announcement such as “Lockdown” is made.
- Classroom doors are locked.
- Lights are turned off and windows covered if possible.
- Students and staff move out of sight and remain quiet.
- No one opens the door until an official “all clear” is provided by administration or law enforcement.

Lockdown drills are conducted in accordance with state requirements.

Shelter-in-Place Procedures

Purpose: Protect occupants from outside hazards such as chemical spills or poor air quality.

- An announcement directs occupants to shelter in place.
- Doors and windows are closed.
- Ventilation may be turned off if necessary.
- Normal activities may continue quietly until further instructions are given.

Evacuation Procedures (Non-Fire Emergencies)

Purpose: Safely relocate students and staff when the building is unsafe.

- An evacuation announcement is made.
- Students and staff follow designated exit routes.
- Individuals relocate to a designated safe location.
- Attendance is taken to ensure accountability.
- Students remain under staff supervision until further instructions are provided.



Non-Classroom Emergency Drills

At least one emergency drill each year is conducted during non-classroom times such as lunch, recess, or passing periods to ensure readiness in all settings.

Student Accountability & Reunification

Student accountability is maintained during all emergencies.

If evacuation or extended dismissal is required, families will receive instructions regarding student reunification procedures.

Commitment to Safety

Martin Luther King, Jr. Education Center Academy is committed to maintaining a safe learning environment and conducting required drills in compliance with Michigan law and guidance from the Michigan Office of School Safety.

Martin Luther King, Jr. Education Center Academy

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