

Ken Rasp to MCCEveryone, bcc: parents_pk-12

2:43 PM

Keeping Muskegon Catholic Central Safe!

Given the tragedy in Broward County, Florida yesterday, safety is on all of our minds today. I reassure you that our highest priority at Muskegon Catholic Central is the safety of all our students and staff. This communication serves as a reminder about the procedures that we have in place in the event that an emergency should occur here at MCC. The Muskegon Police Department and Muskegon Catholic Central administrators and crisis team work closely together throughout the school year regarding emergency drill practices and procedures, and if applicable, with safety concerns that may arise. Below are some brief explanations of protocols and procedures that are in place at Muskegon Catholic Central. These procedures are in-line with those provided to us by the Diocese of Grand Rapids, and were recently reviewed by the Muskegon Police Department and the Michigan State Police.

Safety Protocols/Procedures in place at Muskegon Catholic Central:

- **Single-Point entry:** During school hours, we essentially are locked down. All visitors report to the main entrances where we have a buzz-in system. Once a visitor depresses the buzz-in key, office personnel will speak to each visitor through an intercom and picture system. Once the identity of the visitor is confirmed, only then will they be allowed to enter the building.
- **Visitor Check in System:** Upon entry to the building, all visitors are required to report to the business office or elementary office to sign in. A name tag is required prior to proceeding to their destination in the building.
- **Lockdown Procedures:** Lockdown drills occur periodically through the year so that staff and students are prepared. Staff are taught to respond immediately to any potential threat, whether in or outside of the building. Law Enforcement officers from the region participate in these drills as well. Law enforcement officers and the MCC administrative and crisis team debrief following the drills to address any concerns and potential improvements.
- **School Liaison Officer:** Muskegon Catholic Central is very fortunate to have a school liaison officer provided to us by the Muskegon Police Department. Officer Armando Alamillo is on-site frequently and is promptly available if needed.
- **Staff Emergency Procedures:** The Muskegon Catholic Central Emergency Crisis Plan and all applicable procedures are communicated and routinely practiced with MCC faculty and staff throughout the year.

Did you know?

How does Muskegon Catholic Central respond when threatening information is received whether in the form of email, social media, text, note, phone call?

- o Upon receiving notice of a threatening communication, administrators quickly respond and work in partnership with the Muskegon Police Department. A threat assessment occurs to determine the validity of the threat.
- o In consultation with local law enforcement, the MCC Management Team determines appropriate and necessary next steps to ensure the safety of our students and staff.

What do you do if you see a threatening piece of communication?

- Immediately notify school administrators and/or law enforcement officials! If serious enough, simply call 911.
- [Ok2Say](#) and [Silent Observer](#) are tools sponsored by Law Enforcement that allow students and community members to provide information concerning threatening situations to local law enforcement.

Suggestions on how to talk with students about their concerns:

- [Talking to Kids about School Safety- Mental Health of America](#)

What should you NOT do?

- Forward threatening messages or take screenshots of inappropriate messages and send via social media. This creates unnecessary fear and uneasiness. Social media spam can take away the required attention and focus on what needs to be investigated.

As always, your comments and insights are important to me. I can be reached via phone at [231-291-0324](tel:231-291-0324) or krasp@muskegoncatholic.org. Also, my door is always open. Please feel free to stop by Muskegon Catholic Central anytime.

God's Peace!

Ken R. Rasp
President, Muskegon Catholic Central



"Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid."

- John 14:27