

DETROIT BUSINESS INSTITUTE

Emergency Preparedness – Summary for Students, Families and Visitors

Detroit Business Institute maintains a written Emergency Preparedness Plan (Revision 3, effective September 29, 2026) covering fire and evacuation, lockdown and active threat, severe weather, medical emergencies, utility failures, bomb threats, hazardous materials and laboratory emergencies, together with the procedures we use to communicate with students, families, emergency responders and regulatory agencies. This page summarizes what every student and visitor should know. The complete plan is reviewed with every student at orientation and is available from the Main Office.

In any emergency, call 911. Anyone on campus who believes police, fire or medical help is needed calls 911 immediately – no permission is required. Our address is **22400 West 7 Mile Road, Detroit, MI 48219** (East Block or West Block).

Who is in charge

An Emergency Response Team led by an **Incident Commander** (the Program Director, Allied Health; alternate: the Dean of Nursing) directs the response. Every instructor is an **Emergency Team Leader** who moves their class and accounts for every student. Follow the instructions of any staff member during an emergency or drill.

The five actions you may hear

Staff use plain-language instructions, delivered in person to every classroom. There are no codes.

Announcement	What it means	What you do
HOLD – “Hold in your room. Clear the halls.”	Hallways must stay clear (for example, a medical emergency in a corridor).	Stay in your room with the door closed until the All Clear.
SECURE – “Get inside. Lock outside doors.”	A hazard exists outside the building.	Come inside and stay inside. Class continues. No one leaves until the All Clear.
LOCKDOWN – “Locks, lights, out of sight.”	A threat is inside or at the building.	Get into the nearest lockable room. Lights off, silent, out of sight. Do not open the door for anyone, and do not leave for an alarm or siren. Police or the Incident Commander will release you in person.
EVACUATE – “Evacuate to [location].”	Everyone must leave. Signal: three long air-horn blasts, a Populi alert, or staff at the door. No pull stations – if you see fire, call 911.	Leave by the nearest exit on the posted map. Go to your assembly area and stay with your instructor until the All Clear.
SHELTER – “Shelter for tornado.”	Severe weather; a tornado warning is in effect.	Go to the basement shelter area of your building by the interior stairs. Away from windows. Sit against an interior wall and cover your head.

Where to go

- **Red Zone (North assembly area):** the park sidewalk directly behind the Institute off McIntyre Street, on the parking-lot side.
- **Blue Zone (South assembly area):** the sidewalk on 7 Mile Road at the corner of Redfern Street, by the blue postal drop box.
- **Severe-weather shelter areas:** the basement of the building you are in (East Block basement or West Block basement).
- A route map and Quick Reference are posted in every classroom, lab and office – look at yours on the first day of class.

How we will communicate with you

- **During an incident:** a Populi campus notification to your phone (text if you have opted in, otherwise e-mail) and in-person instructions from staff. **Opt in to Populi text messages and keep your cell number current** – it is how we reach you fastest. In a Secure or Lockdown, all exterior doors are locked remotely.
- **If a student is injured or taken to a hospital:** the School Director contacts the emergency contact listed in the student's file. Please keep your emergency contact information current with the Main Office.
- **Closures and schedule changes** (including weather): Populi notification, a notice on this website, and a notice on the entrance doors. Decisions on weather closures are made by 6:30 a.m.
- **After an incident:** the Incident Commander declares the All Clear. If the campus cannot reopen within about an hour, your instructor takes roll and the Incident Commander dismisses you from the assembly area; if you must wait indoors, staff will direct you to Greater Grace Temple, 23500 W. Seven Mile Road. You will receive a Populi notification within an hour about when the campus reopens. Any missed instructional hours are rescheduled.
- **Media inquiries** are handled only by the school's designated spokesperson. The school does not release the names or medical condition of students or employees.

Drills and training

Fire/evacuation drills are held at least twice a year; lockdown and tornado-shelter drills at least once a year (announced in advance during 2026–27). Every student reviews the plan at orientation and opts in to Populi text alerts; every employee is trained at hire and every September. The plan is reviewed annually.

Reporting a concern

If you become aware of a threat, a weapon on campus or behavior that worries you, tell the School Director, the Program Director or any instructor immediately. Every report is taken seriously.

Questions about this plan: Main Office, West Block, 22400 West 7 Mile Road, Detroit, MI 48219 · (734) 479-0660