

A. FIRE

Critical Information

Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

Staff

- Activate fire alarm and notify building administration.
- Check assigned locations where students may not hear alarm (e.g. washrooms, lunchroom, locker rooms)
- Implement evacuation plan for any students needing special accommodations.
- Evacuate students and other staff to designated areas.
- Take emergency go-kits and class roster
- If primary route is blocked or dangerous, use closest, safe exit.
- If trapped by fire, implement Shelter In Place procedures.
- Once outside, assemble a safe distance from building and emergency apparatus.
 - Take student attendance
 - Report missing, extra or injured students to building administration.

Building Administration

- Call 911 and notify emergency responders.
- Confirm address of school.
- Provide exact location of smoke or fire.
- Ensure fire alarm has sounded.
- Notify district administration.
- Meet with fire officer.
 - Identify the location of fire.
 - Advise location of injured persons.
 - Provide names of any missing persons.
- Determine if students need to be transported to an evacuation site.
- Notify parents or legal guardians of student reunification and release procedures.
- Signal “all clear” when safe to re-enter school building.

Additional Considerations:

- Plan for accommodations for students or staff with special needs.

B. HAZARDOUS MATERIALS

Critical Information

In the event of a natural or propane gas leak or odor -EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take in regarding evacuation, shelter in place and ventilation systems (HVAC).

In the event of a hazardous material incident inside the school building:

Staff

- Notify building administration.
- Report location and type (if known) of the hazardous material.
- Move students away from the immediate danger zone.
- If safe, close doors to the affected area.
- If implementing Evacuation procedures
 - Take emergency go-kits and class roster
 - Take attendance and report missing, extra or injured students to building administration.
- Render first aid as needed.

Building Administration

- Call 911 and notify emergency responders.
- Report location of lead and spill and type of material (if known).
- Report any students or staff missing or injured.
- Develop an action plan with emergency responders (e.g. evacuation, shelter in place, shutdown ventilation system (HVAC)).
- Notify district administration.
- Move staff and students away from the immediate danger zone.
- Keep staff and students from entering or congregating in danger zone.
- Document all actions taken.
- Report incident to Minnesota Duty Officer

In the event of a hazardous material incident outside a school building:

Staff

- Notify building administration.
- Report location and type (if known) of hazardous material.
- Move students away from the immediate vicinity of the danger.
- If outside, implement Reverse Evacuation procedures.

Building Administration

- Monitor situation.
- Notify district administration.
- Consult with emergency responders.
- Identify the need for evacuation.
- Develop an action plan with emergency responders.
- Consider implementing Shelter in Place procedures.
- If there is an airborne release, shut down ventilation system (HVAC).

- Notify parents or legal guardians of student reunification and release procedures.
- Document all actions taken.

C. SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Critical Information

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe thunderstorm WATCH includes all or part of the district area:

District/Building Administration

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio.
- Notify impacted programs in district.
- Activate appropriate members of the school emergency response team to be aware of potential weather changes.
- Notify head custodial staff of potential of utility failure.
- Consider moving all persons inside building(s)
- Consider closing windows.
- Review severe weather sheltering procedures and location of shelter areas.

Staff

- Review “Drop and Tuck” procedures with students.

If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:

District/Building Administration

- Notify impacted programs in district.
- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations.
- Provide any updated information to impacted programs.
- Activate appropriate members of the school emergency response team of a change in weather status.
- Initiate Severe Weather Shelter Area procedures.
- Notify parents and legal guardians according to district policy.

Staff

- Initiate Severe Weather Area Procedures
- Close classroom doors
- Take emergency go-kit and class roster.
- Ensure students are in “tuck positions.
- Take attendance and report any missing, extra or injured students to building administration.
- Remain in shelter area until an “all clear” signal is issued.
- In the event of building damage, evacuate students to safer areas.
- If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.

If flooding occurs near or at school:

District/Building Administration

- Monitor NOAA weather radio, all-hazard or emergency alert radio stations.
- Develop an action plan with local emergency management officials and transportation coordinator.
- Notify any impacted programs.
- Review evacuation procedures with staff.
- Notify relocation centers.
- Determine an alternate relocation center if primary and secondary centers are affected.
- Notify transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
 - Notify parents or guardians of evacuation and relocation.

Staff

- Initiate Evacuation procedures as directed.
- Take emergency go-kit and class roster.
- Take attendance and report any missing, extra or injured students to building administration.

D. MEDICAL EMERGENCY

Critical Information

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

Staff

- Send for immediate help (notify health office staff or school nurse) and Call 911.
- Describe injuries, number of victims and give exact location.
- Notify building administration.
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern.
- Check victim for medical alert bracelet or necklace.
- Provide information to first responders.
- Disperse onlookers and keep other from congregating in the area.
- If possible, isolate the victim(s).
- Direct someone (e.g. staff, student) to meet and guide the first responders.
- Assist emergency medical services personnel with pertinent information about the incident.
- Complete an incident report and document all actions taken.

Building Administration

- Ensure 911 was called and provide any updated information.
- Secure victim(s) medical emergency profile.
- Activate school emergency response team.
- Ensure someone (e.g. staff, student) meets and directs first responders
 - Provide any additional information about the status of the victim(s).
 - Provide information from the victim(s) medical emergency profile.
- If needed, assign a staff member to accompany victim (s) to the hospital
- Notify district administration.
- Activate Recovery procedures as appropriate.
 - Conduct a debriefing.
- Document all actions taken by staff.

For medical emergencies related to life-threatening allergies:

- Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to school personnel.

E. FIGHT/DISTURBANCE

Critical Information

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

When a fight or disturbance occurs:

Staff

- Notify building administration.
- Ensure the safety of students and other staff.
- Work as a team in response.
 - One staff member seek administration assistance.
 - Once staff member address the disturbance.
- Use calm voice and low tones in addressing students.
- If behaviour escalates, shout “Stop!” and continue to use a calm voice to de-escalate the situation.
- Disperse onlookers and keep others from congregating in the area.
- Don’t let a crowd incite participants.
- Separate participants.
- Ensure that first aid is rendered to all injured parties (see Medical Emergency procedures).

Building Administration

- Address the event according to school district discipline policy and procedures.
- Notify parents or legal guardians of students involved in fight.
- Notify district administration and law enforcement as indicated by school policy.
- Make appropriate referrals to student services or student assistance team.
- Document all actions taken by staff and complete incident reports.

F. ASSAULT

Critical Information:

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault occurs:

Staff

- Notify building administration.
- Ensure the safety of students and other staff.
- Work as a team in response.
- Use a calm voice and low tones in addressing the assailant.
- If behavior escalates, shout “Stop!” and continue to use a calm voice.
- Disperse onlookers and keep others from congregating.
- Ensure first aid is rendered to all injured parties (see Medical Emergency procedures).
- Do not leave the victim alone.
- Seal off the area to preserve evidence for law enforcement.
- Identify the assailant by name and description (e.g. clothing, height).
- If the assailant has left the building, determine direction and mode of travel.
- If assailant leaves in a vehicle, provide description of the vehicle and license number.
- Identify any witnesses.

Building Administration

- Call 911 and notify law enforcement.
- Give type and number of injuries.
- Advise if assailant is still in the building or on the property.
- Give name and description of the assailant.
- Give direction and mode of travel (vehicle type and description).
- Notify district administration.
- Notify parents or legal guardians of students involved
- Make appropriate referrals to student services or student assistance team.
- Document all actions taken by staff and complete incident reports.

Minnesota Statute 121A.582 Subdivision 1. Student Discipline; Reasonable force standard.

(a) A teacher or school principal, in exercising the person’s lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

G. INTRUDER

Critical Information:

An intruder may be either well or ill intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the “I CAN” rule.

Intercept Contact Ask Notify

In the event an unauthorized person enters school property (intruder):

Staff

- Politely greet the subject and identify yourself.
- Consider asking another staff person to accompany you before approaching the subject.
- Inform the subject that all visitors must register at the reception area.
 - Ask the subject the purpose of his or her visit.
 - If possible, attempt to identify the individual and vehicle.
 - Escort the subject to the reception area.
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building.
 - Attempt to maintain visual contact with the intruder until assistance arrives.
 - If possible, keep students away from the intruder.
 - Take note of the subject name, clothing and other descriptors.
 - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package).
- Back away from the subject if he or she indicates a potential for violence.
- Allow an avenue of escape for both the intruder and yourself.

Building Administration

- Respond to call for assistance from staff.
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified.
- If the subject refuses or his or her purpose is not legitimate,
 - Consider initiating Lockdown with Intruder procedures.
 - Call 911 and notify law enforcement.
 - Advise law enforcement of the intruder’s location and provide a full description maintaining a safe distance.
 - Provide all staff with a full description of the intruder.
- Notify district administration.
- Document all actions taken by staff.

Minnesota State Statute 609.605 subd.4 gives the school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

H. WEAPONS

Critical Information

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident.

If you are aware of a weapon on school property:

Staff

- Notify building administration immediately and provide the following information:
 - Location, identity and description of the individual.
 - Description and location of weapon(s)
 - Whether the individual has threatened him or herself or anyone else
- Limit information to staff and students on a need to know basis.
- Stay calm and do not call attention to the weapon.

Building Administration

- Call 911 to report that a weapon is in school.
 - Provide location, identity and description of the individual.
 - Provide description and location of weapons.
- Develop an action plan for response.
 - If the weapon is located on an individual, isolate the individual.
 - If the weapon is in a locker or in a backpack, prevent access to that area.
- Determine whether to initiate Lockdown, Evacuation or other procedures.
- Notify district administration.
- Conduct weapon search, if needed.
- DO NOT approach the individual alone. Consider these factors:
 - Need for assistance from law enforcement.
 - Best time and location to approach individual.
 - Description, location and accessibility of weapon(s).
 - Safety of persons in the area.
 - State of mind of the individual.
- If the individual displays or threatens with the weapon(s):
 - DO NOT try to disarm him or her.
 - Avoid sudden moves or gestures.
 - Use a calm, clear voice.
 - Instruct the individual to place the weapon down.
 - Use the individual's name while talking to them.
 - Allow for escape routes. Back away with your hands up.
- If the individual is a student, notify parent or guardian.
- Document all actions taken by staff.
- File report according to district policy.

Staff members should be familiar with definitions of weapons within their school district's policies.

I. SHOOTING

Critical Information:

School policies should address who has the authority to initiate lockdown procedures in the school.

If a person displays a firearm, begins shooting or shots are heard:

Staff

- Seek immediate shelter for staff and students.
- Initiate Lockdown with Intruder procedures.
- Notify building administration.
- Provide location of the shooting, if known.
- Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed.

Building Administration

- Initiate Lockdown with Intruder procedures.
- Call 911 and notify emergency responders.
- Provide the following information, if known:
 - Location of shooter(s).
 - Description, identify and number of shooters.
 - Description of weapon(s).
 - Number of shots fired.
 - Is shooting continuing?
 - Number of injuries.
- Notify district administration.
- Document all actions taken by staff.
- Implement Media procedures.
- Implement Recovery procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of the school year.

If a Person Threatens with a Firearm or Begins Shooting:

- If you are outside - go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter.
- DO NOT GATHER IN A GROUP
- If you are inside - Go into Lockdown. Contact administration. Turn off the lights; lock all doors and windows; shut curtains if it is safe to do so.
- Check the halls for students and bring them immediately into your classroom, even if they are from another classroom. After an “All Clear”, notify the student’s teacher or the office if you have students from another class in your room.

Teachers take roll and immediately notify the building administrator of any missing students, after an “All Clear”

J. HOSTAGE

Critical Information:

If the hostage taker is unaware of your presence, **Do Not Attract Attention!** In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage taker to the fullest extent possible.
- STAY CALM, try not to panic; calm students if they are present.
- Be respectful to the hostage taker.
- Ask permission to speak; do not argue or make suggestions.

If you witness a hostage situation:

Staff

- Notify building administration immediately.
- Keep all students in their classrooms until further notice.
- Wait for further instructions.

Building Administration

- Initiate Lockdown with Intruder procedures.
- Call 911 and notify emergency responders.
- If known, provide a description of the following:
 - Identity and description of the individual.
 - Description and location of the incident.
 - Number of hostages.
 - Number of injuries.
- Seal off area near hostage scene.
- Students should be moved from exposed areas or classrooms to safer areas of the building.
- As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives.
- When law enforcement arrives, they will take control of the situation.
 - Continue to coordinate with law enforcement for the safety and welfare of students and staff.
- Document all actions taken.

In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of the school year, provide them with updated building diagrams.

K. BOMB THREAT

Critical Information

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests within the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

Staff

- Notify building administration
- Preserve evidence for law enforcement.
 - If written threat, place note in paper envelope to preserve fingerprints.
 - If the threat is written on a wall, photograph.
 - If phoned threat, document all relevant information (see Threat Incident Report Form)
- Complete Threat Incident Report Form

Building Administration

- Call 911 to notify law enforcement.
- Assess the threat by using the Threat Assessment Procedures.
- Consult with emergency responders, as time permits.
- Determine credibility of threat.
- Document all actions taken by staff.

If the bomb threat is determined to be credible:

Building Administration

- Initiate appropriate lockdown procedures.
 - Provide additional instructions as necessary.
- Direct staff to implement scanning process for suspicious items.
 - Bombs may be placed anywhere on school property - inside or outside.
- Document all actions taken and finding by staff.
- Determine if evacuation procedures should be initiated.

Staff

- Implement appropriate Lockdown procedures.
- Scan classroom or assigned areas for suspicious items.
- **Do not touch** any suspicious devices, packages, etc. If a device(s) is locate, it should be pointed out to emergency responders.
- Notify building administration of findings.

If Evacuation Procedures are initiated:

Building Administration

- Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device.
- Ensure evacuation routes and area(s) are clear of suspicious items.

Staff

- Implement Evacuation procedures.
- Take emergency go-kit and class roster.

When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.

L. CHEMICAL/BIOLOGICAL THREAT

Critical Information

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city of state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

If you receive a suspicious package or letter by mail or delivery service:

Staff

- DO NOT OPEN package or letter.
- Notify building administration
- Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it.
- Preserve evidence for law enforcement.

Building Administration

- CALL 911 and notify law enforcement.
- Document all actions taken by staff.

If a letter/package contains a written threat but no suspicious substance:

Staff

- Notify building administration.
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
- Preserve evidence for law enforcement.
- Complete Threat Incident Report Form.

Building Administration

- Call 911
- Preserve evidence for law enforcement and turn the letter or package over to law enforcement.
- Document all actions taken by staff.

If a letter or package is opened and contains a suspicious substance:

Staff

- Notify building administration.
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
- Isolate the people who have been exposed to the substance to prevent or minimize contamination.
- Preserve evidence for law enforcement.
- Complete Threat Incident Report Form.

Building Administration

- Call 911

- Preserve evidence for law enforcement.
- Consult with emergency official to determine:
 - Need for documentation of the area and the people exposed to the substance.
 - Need for evacuation or shelter in place.
- Notify parents or legal guardians according to district policies.

When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.

If you receive a Phone Chemical or Biological Threat:

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible and listen carefully.
- Note the time of the call and the telephone it came on.

Ask the caller the following questions:

- Where is the device/package?
- When will it go off/detonate?
- What does the device/package look like?
- What will cause it to go off/detonate/trigger?
- How do you deactivate it?
- What is the caller's name and motive for placing the bomb?
- Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Notify building administrator.

If you receive a Chemical or Biological Threat Letter:

- Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
- Place it into another container such as a plastic bag or envelope.

M. CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- Remain calm
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID information: male female adult juvenile age

Call origin: local long distance internal cell phone

Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well Spoken	Foul	Taped
Incoherent	Irrational	Message Read from script

Did the caller indicate knowledge of the building? Give specifics:

Person receiving call: _____

Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

N. DEMONSTRATION

Critical Information

Demonstration on school property could be deemed trespassing. *Minnesota State Statute 609.605* gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

If demonstration is near, but not on school property:

Staff

- Notify building administration.

Building Administration

- Notify district administration.
- Notify and consult with law enforcement in developing a plan of action.
- Notify building staff.
- Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment.
- Monitor situation and make decisions based on developing information.
- Consider communication venues (e.g. Web site posting, email).
- Consider lockdown with warning procedures (see Lockdown procedures).

If demonstration is on school property:

Staff

- Notify building administration.

Building Administration

- Notify district administration.
- Notify and consult with law enforcement.
 - Identify who asks the demonstrators to leave.
 - Develop an action plan.
- Notify building staff.
- Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment.
- Consider lockdown with warning procedures (see Lockdown procedures).
- Ensure safe entry into and exit from the building.
- Monitor situation and make decisions based on developing information.
- Consider communication venues (e.g. Web site posting, email).

O. SUICIDE

Critical Information

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

In the event a staff member believes a student is a suicide risk or has attempted suicide:

Staff

- Stay with the student until assistance arrives.
- Notify school administration, counselor, social worker or school psychologist.
- Ensure short-term physical safety of the student, provide first aid if needed.
- Listen to what the student is saying and take the threat seriously.
 - Assure the student of your concern.
 - Assure the student you will find help to keep him or her safe.
 - Stay calm and don't visibly react to the student's threats or comments.
 - Do not let the student convince you the crisis is over.
 - Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling.

Building Administration

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached.
- Determine a course of action with social worker or other mental health professional.
- Contact Student's parent or guardian and make appropriate recommendations.
- Do not allow the student to leave school without a parent or guardian.
- Notify district administration.
- Document all actions.
- Follow up and monitor to ensure student safety.
- Implement Recovery procedures.

School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.

If a Suicide Threat Occurs:

- Consider any student reference to suicide as serious.
- Do not leave student alone.
- Notify the school's counselor, social worker, nurse or administrator immediately.
- Stay with suicidal student until appropriate suicide intervention staff arrives.
- If necessary, implement the appropriate medical emergency procedures and /or call 911.
- See Medical Emergency Procedures section.

P. LOCKDOWN PROCEDURES

Critical Information

Lockdown procedures are used to protect the building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building.

When implementing Lockdown with Warning procedures:

Building Administration

- Announce “lockdown with warning.”
- Repeat announcement several times.
- Be direct. DO NOT USE CODES.
- Bring people inside.
- Lock exterior doors.
- Control all movement.
- Disable all bells.
- Direct any movement by announcement only.
- Announce “all clear” signal when the threat has ceased.

Staff

- Lock all exterior doors.
- Cover exterior windows.*
- Keep students away from windows.
- Continue classes. Move on announcement only.
- Wait for further instructions.

*Check with local law enforcement agencies regarding the covering of windows and doors.

When implementing Lockdown with Intruder procedures:

(these actions happen rapidly)

Building Administration

- Announce “lockdown with intruder.”
- Repeat announcement several times.
- Be direct. DO NOT USE CODES.
- Call 911 and notify law enforcement.
- Direct all students, staff and visitors to the nearest classroom or secured space.
- Classes outside the building SHOULD NOT enter the building.
- Move outside classes to primary evacuation site.
- DO NOT lock exterior doors.
- Announce “all clear” signal when threat has ceased as authorized by law enforcement.

Staff

- Clear all students, staff and visitors from hallways immediately.
- Report to nearest classroom.
- Assist those with special needs accommodations.
- Close and lock all windows and doors.
- DO NOT LEAVE for any reason.
- DO NOT OPEN THE DOOR for any reason.
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible.
- Shut off lights.
- Stay away from all doors and windows.
- Be quiet.
- Wait for further instruction.

Q. SHELTER IN PLACE PROCEDURES

Critical Information

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering in place:

Building Administration

- Announce students and staff must go to shelter areas.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation system (HVAC), if appropriate.
- Monitor the situation.
- Provide updates and instructions as available.
- Announce “all clear” when the emergency has ceased.

Staff

- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area.
- Assist those with special needs.
- Take emergency go-kit and class roster.
- Take attendance and report any missing or extra students to building administration.
- Do not allow anyone to leave the classroom or shelter area.
- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.

If sheltering in place because of an external gas or chemical release:

- Close and tape all windows and doors.
- Seal the gap between the floor and the bottom of the door.

If sheltering in-place because of all evacuation routes are blocked:

- Seal door.
- Open or close windows as appropriate.
- Limit movement and talking.
- Communicate your situation to administration or emergency officials.
- Stay away from all doors and windows.
- Wait for instructions.

R. EVACUATION/RELOCATION

Critical Information

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

Bomb Threats: Building administrators notify staff of evacuation route dictated by known or suspected location of a device.

Fire: Follow primary route unless blocked by smoke or fire. Know the alternate route.

Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

When implementing Evacuation procedures:

Building Administration

- Determine evacuation routes based on location and type of emergency.
- Announce evacuation.
- Specify any changes in evacuation routes based on location and type of emergency.
- Monitor the situation and provide updates and additional instructions as needed.
- Announce “all clear” signal once it is safe to re-enter the building.

Staff

- Take emergency go-kit and class roster.
- Take the closest and safest way out as posted or announced.
- Use a secondary route if the primary route is blocked or hazardous.
- Assist those needing special assistance.
- Do not lock classroom doors when leaving.
- Do not stop for student or staff belongings.
- Go to assembly areas.

When outside the building:

- Check for injuries.
- Account for all students.
- Immediately report any missing, extra or injured students to building administration or incident command.
- Continue to contain and maintain students.
- Wait for additional instructions.

When implementing Evacuation and Relocation procedures:

Building Administration

- Determine whether students and staff should be evacuated to a relocation center.
- Alert school emergency response team of emergency type and evacuation.
- Notify relocation center.
- If necessary, coordinate transportation or student process to relocation center.
- Announce evacuation.
- Specify changes in evacuation routes based on location and type of emergency.
- Notify superintendent’s office and district public information office of relocation center address.

- Implement reunification procedures at the relocation/reunification site.
- Document the reunification of all students released.

Staff

- Take emergency go-kit and class roster.
- Take the closest and safest way out as posted or announced.
- Use a secondary route if the primary route is blocked or hazardous.
- Assist those needing special assistance.
- Do not lock classroom doors when leaving.
- Do not stop for student or staff belongings.
- Remain with class en route to the relocation center.
- Take attendance upon arriving at the center.
- Immediately report any missing, extra or injured students to building administration or incident command.
- Continue to contain and maintain students.
- Wait for additional instructions.

Relocation Centers

Include maps and written directions to centers for staff reference.

Primary relocation center

MTS Elementary
 2872 26th Ave S
 Minneapolis, MN 55406
 (612) 729-9140

Secondary relocation center

The building administrator or designee will determine when to evacuate to off-campus sites. Response to the event could change based on the circumstances of the event.

S. MEDIA PROCEDURES

Critical Information

All media inquiries must be referred to the district information officer. The school district, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

When communicating with the media during an emergency:

District Administration

- Designate a district public information officer (PIO) to coordinate all media communications for the school and school district.
- Designate a district spokesperson. If the spokesperson is unavailable an alternate assumes responsibilities.
- In partnership with all involved agencies, establish a joint information center (JIC) away from the affected area. The JIC establishes one point of contact for the media and ensures that release of coordinated messages.

Public Information Officer

- Prepare and coach district spokesperson.
- Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agencies protocols.
- NO NOT allow media to hinder emergency responders or be put in harm's way.
- Provide regular updates and press releases to let media know when to expect the next update.
- DO NOT say "No comment." It is okay to say "I don't know."
- Monitor media reports to ensure message accuracy. Provide media with any corrected information.
- Track rumors and ask the media to dispel inaccurate information.
- Document all contact with media.

Building Administration

- Notify district administration and all staff of emergency event.
- Direct all media contacts to district PIO.
- Relay all factual information to district PIO.
- If directed by district administration, designate a site spokesperson.
- Update staff throughout the emergency, review details of the emergency and dispel rumors.
- Inform district administration and PIO of any media presence at the building. Request on-site assistance with media if necessary.

Staff

- Direct all media contacts to district PIO.

District Communication Contacts

List the district spokesperson and public information officer along with their alternates in case the primary contact is unavailable during a crisis.

District public information officer (PIO)	Alternate district PIO
District spokesperson	Alternate district spokesperson

M. POST-CRISIS PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.

Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident.

Defusing should be conducted by trained individuals.

- Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.

CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student's development level. **CISD should only be conducted by trained professionals.**

- Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
- Monitor and support staff.
- Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
- Identify and monitor at-risk students.
- Provide individual crisis or grief counseling, if necessary.

- Conduct outreach to homes.
- Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

U. SCHOOL EMERGENCY RESPONSE TEAM

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.

Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.

Financial/Recordkeeping Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

V. EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:

(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company

Contact person

24-hour emergency number(s)

Gas: Company

Contact person

24-hour emergency number(s)

Water: Company

Contact person

24-hour emergency number(s)

Emergency Management Agencies

Local emergency management director:

Name

Telephone

County emergency management director:

Name

Telephone

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer

24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center

Crime Victim Services

Post-Crisis Intervention/Mental Health Hotline

W. Highly Contagious Serious Illness or Pandemic Flu

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See ***Emergency Phone Numbers*** and ***Media Procedures***.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See ***Early School Closure Procedures, Part III.F.***, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.