**Endazhi-Nitaawiging
School Board Policies & Procedures Manual
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| 806 – CRISIS MANAGEMENT POLICY AND RESOURCES  |

**INTRODUCTION**

The Crisis Management Plan is to act as a guide for Endazhi-Nitaawiging employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school. The procedures suggested by this Policy will provide guidance in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in Endazhi-Nitaawiging.

The Endazhi-Nitaawiging administration shall present tailored crisis management plans to the school board for review and approval. This specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated year to year.

## ENDAZHI-NITAAWIGING EMERGENCY PHONE NUMBERS

|  |  |
| --- | --- |
| **Fire/Ambulance/Police:** |  |
| Emergency (dialing from a land line) | **9-1-1** |
| Dispatch Center: (for local police, fire and | **218-679-3313** |
| Emergency medical services using a *cell phone*) |  |

***Note: 9-1-1 calls via cell phones may not be routed to local emergency responders!***

## Local Medical Contacts:

Comprehensive Health 218-679-3316

Contact person Laurel Lussier, PHN Director

Indian Health Services (IHS) Main Hospital 679-3912

Contact Persons 1. Norine Smith, CEO, 218-679-0107

2. Linda Bedeau, Dep CEO 218-679-0200

## Public Utilities:

Electricity: Beltrami Electric Cooperative 1-800-955-6083 (1-218-444-2540)

*24-hour emergency number 1-800-955-6083 (1-218-444-2540)*

Gas: Bemidji Cooperative (Cenex) 1-800-669-4260 (1-218-751-4260)

*24-hour emergency number 1-218-766-1498*

Water: Red Lake Sanitation 218-679-3377

Contact person Jon Mountain, Director

*24-hour emergency number* 218-679-3313 (Police Department)

## Emergency Management Agencies:

Local Emergency Management Red Lake Fire Department

Contact person Mark Sigana, Chief

Telephone 218-679-3473

Beltrami County Emergency Management Beltrami County

Contact person Chris Muller, Director

Telephone 1-218-759-7560 (1-218-333-8386)

## Referrals:

Report hazardous materials leaks/spills to Minnesota Duty Officer

*24-hour emergency number Statewide (800) 422-0798*

National Response Center 1-800-424-8802 Local Fire/Hazardous Material Response Team 218-679-3959 Poison Control Center 1-800-222-1222

Crime Victim Services 1-218-751-0610

Contact agency Bemidji FBI

Post-Crisis Intervention/Mental Health Hotline 1-800-273-8255 (talk)

# RLSD PHONE NUMBERS

|  |  |
| --- | --- |
| RLSD Administration | 218-679-3353 |
| Red Lake High School | 218-679-3733 |
| Red Lake Middle School | 218-679-2700 |
| Red Lake Elementary School | 218-679-3329 |
| Red Lake Early Childhood Center | 218-679-3329 |
| Ponemah Elementary School | 218-554-7337 |
| St. Mary’s Mission School | 218-679-3388 |
| Red Lake Headstart | 218-679-3396 |
| Ponemah Headstart | 218-554-7331 |
| RLSD Transportation | 218-679-3512 |

**ADMINISTRATORS HOME/CELL PHONES**

Nate Taylor, Executive Director 218-553-4265 cell Serena Graves, Head of School 612-236-6825 cell

Sylvia Fred, EN Founding Member 218-308-4164 cell

## SCHOOL CRISIS RESPONSE TEAM FUNCTIONS (“Crisis 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. Incident management functions below are described in the context of a school setting.

Incident Commander Activates school’s emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies EN authorities and provides situation updates; request resources.

Safety Responsible for safety and security of the site; stops operation if conditions become unsafe

Public Information May be designated site spokesperson; cooperates with the EN and other

agencies on joint news releases; coordinates media briefings as necessary.

Liaison Contact person for outside agencies; may represent school at city emergency operations center or at emergency responder' 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 and grounds are visually inspected and secured.

Student Release Coordinator Responsible for implementing school's plan for release of students to

parent/guardians from relocation site; takes necessary documents to relocation site.

Logistics Chief Estimates logistical needs; gets personnel, facilities (relocation site), 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 Assist 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 EN for insurance, initiates business recovery efforts.

# GENERAL INFORMATION

The executive director will select a Crisis Response Team (or Crisis Team) to respond in an emergency. All team members will be trained to carry out the building’s crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Endazhi-Nitaawiging will maintain a current list of Crisis Team members and update it annually. A copy of the list will be kept on file in the school office.

The executive director or designee serves as the leader of the Crisis Team and the executive director contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

All staff should be aware of the Endazhi-Nitaawiging Crisis Management Policy and their own building’s crisis management plan. Employees shall receive a copy of the relevant building specific crisis management plan and periodically shall receive training on plan implementation.

Students and parents/guardians shall be made aware of Endazhi-Nitaawiging’s Crisis Management Policy and relevant tailored crisis management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.

Endazhi-Nitaawiging shall maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for the school building.

It shall be the responsibility of the executive director to inform students and employees of the system and means by which the system is used to identify the specific crisis or emergency involved.

## Fire Drills

* Should be held at varied times during the school day
* Be practiced using both primary and alternate exit routes.
* Ensure additional assistance for students with special medical/physical needs. School preparation before the emergency:
* Designate a safe area away from the building and away from fire lanes. (Minn. Stat. §§ 299F.391 and 299F.011; Minnesota State Fire Code § 408.3.4)

*The State Fire Marshal recommends safe areas be at least 50 feet away.*

* Each building’s facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas (both inside and outside of the building), and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
* Teachers and staff will be trained regarding the primary emergency evacuation routes and alternate routes from various points in the building. Endazhi-Nitaawiging will develop a universal signal to indicate a blocked evacuation route. When this signal is given, the responsible adult must immediately identify an alternate route.

*The Minnesota State Fire Code promulgated pursuant to Minn. Stat. § 299F.011 requires training of school employees. See Minnesota State Fire Code §§ 406.3.1, 406.3.2, and 406.3.3.*

* Certain employees will be trained to know the locations and proper use of fire extinguishers and protective clothing and equipment required. Minnesota State Fire Code § 406.3.3. Typically, this will only be employees who work in hazardous areas in the school.
* Endazhi-Nitaawiging will conduct fire drills which include practicing how to move safely using both primary and alternative evacuation routes.
* Fire drills will be conducted periodically without warning at various times of the day and under different circumstances (e.g., lunchtime, recess, and during assemblies). State law requires a minimum of nine drills each school year. (Minn. Stat. § 299F.30; Minnesota State Fire Code §§ 408.3.2 and 408.3.3 and Table 405.2.)

*The State Fire Marshal advises schools to defer fire drills during the winter months.*

* A record of fire drills conducted at the building will be maintained in the executive director’s office.
* Endazhi-Nitaawiging will have prearranged sites for emergency sheltering and transportation.
* Endazhi-Nitaawiging will determine which staff will remain in the building to perform essential functions as long as it is safe to do so (e.g., switchboard, building engineer, etc.). Endazhi-Nitaawiging also will designate in advance an administrator or responsible adult to meet with local fire or law enforcement agents upon their arrival.

## Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the fire department or other appropriate agency will be consulted and may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, and janitorial closets). School buildings must maintain Material Safety Data Sheets for all chemicals on campus. State law, federal law, and the Occupational Safety and Health Administration require that pertinent staff are aware of where to access these sheets in the case of a chemical accident.

## Intruder(s)

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the school of the dangerous situation, or it may be school personnel who first recognize the danger.

Implement lock-down procedures to secure the school, keep students inside, and keep the danger outside of the building away from students and staff. Use a predetermined warning (example, “secure the school”) to alert staff when the school will be secured and lock-down procedures initiated.

The Federal Emergency Management Agency (FEMA) and Homeland Security recommend that schools use the simplified emergency commands, such as “*evacuate the building” “secure the school”,* to conduct emergency drills and responding to a major crisis. Endazhi-Nitaawiging also should

consider implementing procedures to minimize entry to the school by means of locking all doors after school and outside of regular building hours. Minnesota State statute 609.605 subd. 4 give the executive director authority to have persons removed from school property as trespassers if they are not authorized to be there.

## Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by Endazhi-Nitaawiging. No bomb threat will be disregarded as being a prank call.

When evacuation procedures are administered (example, “evacuate the building”). It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

If the executive director determines it is necessary to evacuate the campus, the executive director and local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because evacuation of the students and staff is the response used for a number of other crises in addition to bomb threats, staff members will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting the classrooms or work areas for any kind of drill, all personnel should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

In the Emergency Response-Trauma Kit, include: 1st Aid Kit, master list of students, a list of parent names/phone numbers, building maps, two-way radios, emergency release forms, Crisis Response Manual, current yearbook or digital photos, and a list of students requiring special considerations such as medication.

If a “sweep” is required by the classroom teacher, it must be completed prior to evacuation. A sweep is a quick look around to ensure there are no unusual or suspicious items present in the classroom.

**Sweep Level One** (Floor to hip level): Wastebasket, recycle bins, student desks, electrical outlets, teacher’s desk, cupboards, bookcases, equipment, boxes, book bags/purses/backpacks, and filing cabinets

**Sweep Level Two** (Hip to head level): Bookcases, phone/intercom, posters/pictures, bulletin boards, air vents, whiteboards/chalkboards, switches, tables, etc.

**Sweep Level Three** (Head level to ceiling): Screens/maps, sprinkler heads, clock, light fixtures, door closer, speaker, air ducts, etc.

# FIRE

*Ensure additional assistance for students with special medical/physical needs.*

## In the event of fire, smoke from a fire

* Sound the building’s fire alarm by pulling the nearest fire alarm station. If no pull station is close, call the office/operator.
* The first staff person aware of the fire should contact the executive director.
* Evacuate students and staff to the designated areas.
	+ These areas should be a safe distance away from emergency personnel.
	+ Be aware of the arrival of emergency responders.
* Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located in classroom.
* If trapped by fire, go to Shelter-in-Place Procedures.

## Executive Director Responsibilities

* Notify fire department (call 911 or Red Lake Fire Department, 679-3473) and Executive Director.
* Insure hallway fire doors are closed to help contain the fire.
* Meet with local fire or law enforcement agents upon arrival and will give them an update, a facility diagram, and a site plan.
* After consulting with officials, move students to relocation centers if weather is inclement or building is damaged:
	+ Secondary Complex, Red Lake Humanities Center
	+ Ponemah School, Boys and Girls Club
	+ Elementary Complex, Bus Garage
* Ensure no one reenters building(s) until they are declared safe by fire or law enforcement personnel.
* Give directions to bus drivers concerning alternate locations.
* Notify staff and students of termination of emergency.
* Report incident (even if it is a false alarm) to the fire service as required by state law. (Minn. Stat. § 299F.452).

## Teacher Procedures

* Take class roster, grade book, building keys, and any other contents of a crisis kit.
* Close windows (if possible) and turn off lights.
* Feel the door to determine temperature:
	+ If it is not hot, proceed out into the hall and close the door (do NOT lock it).
	+ If the door is hot select another route out of the room.
* Do not allow students to go to lockers.
* Check areas students may hide before leaving classroom (bathrooms, closets, etc.).
* Prior to exiting the building, check the surrounding outside area for danger.
* Walk to designated evacuation sites.
* Account for all students; report missing students to Crisis Response Team.
* Remain with students until directed to do otherwise by authorized officials.
* Load students on buses for transport if necessary.

## Teacher Procedures (continued)

At the safe area

* Check for missing students and report such to the executive director.
* Do not block any door or gate that may be used by emergency response personnel.
* Supervise students closely; there may be a great deal of confusion and emergency vehicles may need access to the site.
* Alert Executive Director of students who may smell of smoke, or other suspicious activities relating to the fire (including statements overheard from students).
* Do not reenter school until fire department officials authorize building is safe.
* Transport students if requested to do so by Executive Director or fire department official.

# HAZARDOUS MATERIALS

*Ensure additional assistance for students with special medical/physical needs.*

## If an incident occurs in school

* Notify Executive Director.
* Call 911 and the local hazardous materials hotline at 679-3959 to report the type and/or location of hazardous material.
* Move students from immediate danger.
* Notify Head Custodian.
* Notify Gas Company.
* Do no reenter building until given “all clear” signal from emergency responders.

## Executive Director Responsibilities

* Determine the name of the chemical, its location, and if the chemical is spreading rapidly.
	+ Contain (seal off) the spill or area around it.
	+ Close doors.
	+ Do not allow school personnel to attempt to clean up the spill; trained personnel will remove it.
* Refer to the Material Safety Data Sheets for guidance.
* Fire department personnel in charge will determine additional shelter-in-place or evacuation actions.
* Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
* Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
* Notify Executive Director.
* Designate a responsible adult or administrator to meet with fire or law enforcement agents to give them an update and facility diagram/site plan upon arrival.
* Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
* Resume normal operations after fire department official approval.
* If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
* Give directions to bus drivers concerning any alternate locations.
* File required reports.

## If an incident occurs near school property

Fire or law enforcement will notify school officials regarding the need for sheltering or evacuation.

## Teacher Procedures

* Evacuate to an upwind or crosswind location.
* Bring the class roster, building keys, and contents of the Emergency Response-Trauma Kit.
* Do not allow students to go to lockers.
* Check areas students may hide before leaving classroom (bathrooms, closets, etc.).
* Prior to exiting the building, check the surrounding outside area for danger.
* Remain with students until directed to do otherwise by authorized officials.

## Teacher Procedures (continued)

At the Safe Area

* Take roll call and immediately report any missing students to the executive director.
* Check for missing students and report such to the executive director.
* Do not block any door or gate that may be used by emergency response personnel.
* Supervise students closely; there may be a great deal of confusion and emergency vehicles may need access to the site.
* Do not reenter school until fire department officials authorize building is safe.
* Transport students if requested to do so by Executive Director or fire department official.

# TORNADO/SEVERE THUNDERSTORM/FLOODING

**Tornado/Severe Thunderstorm “WATCH”** issued in an area near school (or any weather situation in which students and staff should remain in the building and seek shelter):

* Bring all persons inside building(s).
* Close windows.
* Review tornado drill procedures and location of safe areas (interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings).

## Executive Director Responsibilities

* Monitor NOAA Weather Radio All Hazards (<http://www.nws.noaa.gov/nwr/>) or emergency alert radio stations.

**Tornado/Severe Thunderstorm “WARNING”** issued in an area near school, or tornado spotted near school:

* Evacuate classrooms and offices, move students and staff to safe areas (consult diagrams in each classroom for routes to safe areas).
* Walk along inside walls to the safest areas of the building.

## Executive Director Responsibilities

* Monitor changes in the weather.
* Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
* Check utilities and electrical devices for damage due to outage.

## Teacher Procedures

* Close the classroom door but do not lock it.
* Review “drop and tuck" procedures with students.
* Ensure that students are in the “tuck” position.
* Take class roster.
* Account for all students and staff; report missing students or staff to the executive director, when it is safe to do so.
* Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an “all clear” signal.

## Procedures before the emergency

Endazhi-Nitaawiging will identify potential problem areas on the campus and areas with the highest degree of safety for students and staff.

* “Unsafe areas” include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind such as upper floor gymnasiums and auditoriums.
* “Safe areas” include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, locker/shower areas, basement gymnasiums, and closets.
* Provide facility diagrams in each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
* Provide training to appropriate staff, including the Crisis Response Team, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.
* Review “drop and tuck” procedures with students.
* Keep a record of all tornado drills in the executive director’s office.

# MEDICAL EMERGENCY

## Life-threatening injury or illness, or death

* Notify office staff/Executive Director to make emergency calls. If unable to reach office immediately, call 911 or local emergency responders at 679-3313.
* Give full attention to the victim(s).
* Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
* Isolate the affected student/staff member, if possible.
* Disperse onlookers and keep others from congregating in the area.
* Check breathing; clear airway if necessary. Ensure victim is in a position to facilitate breathing.
* Help stop bleeding.
	+ Applying pressure on wound or elevating wound to stop or slow bleeding.
	+ Use gloves or other items to protect self/others from body fluids.
* Check for vital signs; initiate first aid, if trained to do so.
* Comfort victim(s); offer reassurance that medical attention is on the way.
* After immediate medical needs have been met, remain to provide emergency medical services personnel with pertinent information regarding the incident.

## Non-life-threatening injury or illness

* For all non-life-threatening illnesses and injuries, call the office/nurse.

## Executive Director Responsibilities

* Notify Executive Director.
* Notify victim’s parents, guardians or family.
* Prepare an accident report.
* Activate post-crisis procedures if necessary.
* Initiate the grief-counseling plan, if appropriate
* Prepare a news media release with the executive director, if appropriate.
* In all other medical emergencies, assess individual’s need for post–crisis intervention.

# FIGHT/DISTURBANCE

## Fight/Disturbance

* Ensure the safety of students and staff.
* Direct combatants to stop fighting; use teamwork to separate participants.
* Notify Executive Director/security/law enforcement.

## Executive Director Responsibilities

* Contact CPR/first aid certified persons in the school to handle medical emergencies until local law enforcement agents arrive, if necessary.
* Disperse onlookers and keep others from congregating in the area (don’t allow others to incite participants).
* When participants are separated, do not allow further visual or verbal contact between combatants.
* Document all activities witnessed by staff.
* Deal with event according to school’s discipline policy.
* Notify parents/guardians of students involved, Executive Director and police (if warranted).
* Assess counseling needs of participants and witnesses; implement post–crisis procedures as needed.

## Assault

* Ensure the safety of students and staff.
* Notify Executive Director.
* Do not leave the victim alone.

## Executive Director Responsibilities

* Notify the executive director.
* Notify law enforcement if circumstances lead you to believe that criminal activity is involved, (e.g., us of weapon, sexual assault, or physical injury causing substantial injury).
* Seal off area to preserve evidence and disperse onlookers.
* Follow “Medical Emergency” procedures if victim requires medical attention,
	+ Contact CPR/first aid certified persons in the school to handle medical emergencies until local law enforcement agents arrive, if necessary.
* Notify parents/guardians of students involved, Executive Director, and police (if warranted).
* Document all activities witnessed by staff.
* Assess counseling needs of participants and witnesses; implement post–crisis procedures as needed.

## Assault on Staff

* Notify Executive Director and law enforcement immediately.
* Secure medical assistance as needed.
* Assemble the Crisis Response Team.
* Isolate the assailant from the victim
* Notify Executive Director.
* Direct another staff person to take over the victim’s class.
* Assess counseling needs of participants and witnesses; implement post–crisis procedures as needed.
* Draft and send a letter home with students detailing event (to diffuse rumors).
* Apprise staff of situation at end of day or early the next day.

# STUDENT THREAT ASSESSMENT

**Threat Reported**

**Evaluate Threat**

* Interview: threatener, other witnesses
* Use a standard set of questions
* Consider context of threat and what student meant / intended

Is it **Transient**

or **Substantive**?

**Transient Threats**: Are made out of frustration or expression of anger, are not serious and are readily resolved.

**Substantive threats:**

* Are planned; include plausible details
* Repeated over time and to others
* Involve accomplice or recruit audience
* Include physical evidence

Should result in:

* Reprimand
* Parental notification
* Disciplinary action
* Mediation or counseling

**Is it Serious** or

**very serious?**

**Very Serious:**

Sexually assault, kill, or severely injure another

* Immediate action insuring threat is not carried out
* Determine if law is violated and law enforcement action
* Notify intended victims and parents
* Begin mental health evaluation, determine mental state, and need for immediate services
* Suspend pending complete assessment of threat
* Determine appropriate school placement

**Serious:**

Assault or ‘beat-up’

* Give consequences
* Take immediate action to protect victims
* Contact parents to provide supervision after school
* Consider contacting law enforcement
* Considers cause of the problem or conflict
* Discipline, gauge seriousness of situation
* Determine if conflict can be resolved thru mediation/counseling

**Follow-up** on action plan: *How well did the threat assessment work?*

**Conduct Safety Evaluation**

* Integrate findings from all available sources in a written safety plan to protect potential victims and address student educational needs
* Include mental health and counseling recommendations, law enforcement investigation, and disciplinary consequences
* Decide whether and under what conditions student can return to school

# INTRUDER

## Intruder: an unauthorized person enters school property

*Minnesota State statute 609.605 subd .4 gives a the executive director authority to have persons removed from school property as trespassers if they are not authorized to be there.*

* Greet intruder and identify yourself.
	+ If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
* Inform intruder that all visitors must register at the main office.
	+ Ask intruder the purpose of his/her visit.
	+ Attempt to identify the individual and/or vehicle.
* Notify Executive Director or law enforcement.

## If intruder refuses to leave:

* Notify Executive Director and law enforcement if intruder refuses to go to office.
* Give law enforcement full description of intruder.
* Back away from intruder if he/she indicates a potential for violence.
* Allow an avenue of escape.
* To the extent possible, maintain visual contact.
	+ Be aware of intruder’s actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
* Call 911 or local emergency responders at 679-3313, and provide law enforcement with as much identifying information as possible (physical description, location in the school, where the person is going, if armed, etc.).

## Should the situation escalate quickly, the executive director may decide at any time to initiate lockdown procedures.

* To assist staff members who interact with a stranger at school, use the “I CAN” rule.

**I**ntercept **C**ontact **A**sk **N**otify

# WEAPONS

## Staff / students believe weapon has been brought to school

* Immediately notify Executive Director, teacher or law enforcement; give the following information:
	+ Name of person suspected of bringing the weapon.
	+ Location of the weapon.
	+ Whether the suspect has threatened anyone.
	+ Any other details that may prevent the suspect from hurting self or others.
* Teachers who suspect that a weapon is in the classroom:
	+ Stay calm; do not call attention to the weapon.
	+ Notify Executive Director, or neighboring teacher.
* Do not leave the classroom.
* If the suspect becomes threatening
	+ Do not try to disarm him/her.
	+ Back away with your hands up.
	+ Remain calm.

## Executive Director Responsibilities

* Call law enforcement at 679-3313 to report that a weapon is suspected in school.
* Notify Executive Director.
* Ask another administrator or a law enforcement officer to participate in questioning the suspected.
* Determine the best time and place to approach the person considering the following:
	+ Need for assistance from law enforcement
	+ Type of weapon
	+ Safety of persons in the area
	+ State of mind of the suspect
	+ Accessibility of the weapon
* Separate suspect from weapon, if possible.
* Follow district procedures if you need to conduct a weapons search.
	+ Inform suspect of their rights if conducting search on their property.
* Document all activities related to a weapons incident according to reporting requirements of the District and Minnesota Statutes.
* If suspect is a student, notify parent/guardian.

# SHOOTING

These procedures apply to snipers inside or outside of the building or any other firearm threat that poses immediate danger from an intruder or participants in a demonstration. In preparation for such an emergency, contact local law enforcement to identify response methods and capabilities. Provide them with updated building diagrams.

## Executive Director/security/law enforcement

* Executive Director may order lockdown procedures.
* Assess the situation including shooter’s location, injuries, and potential for additional shooting.
* Call 911 or local law enforcement at 679-3313; give as much detail as possible about the situation.
* Secure the school; get students / staff to safe shelter.
* Notify Executive Director.
* Care for the injured if it is safe to do so until emergency responders arrive.
* Do not expose yourself to danger.
* Refer media to district spokesperson per media procedures.
* Initiate post–crisis procedures.

## Staff and Student Procedures

* If outside:
	+ Get inside the building as soon as possible.
	+ If unable to get inside, crouch to become as compact as possible, put something between self and shooter
	+ Do not gather in groups.
* If inside:
	+ Turn off the lights, lock all doors and windows, and close the curtains.
	+ Crouch under desks.
	+ Do not talk.
	+ Stay until an “all clear” signal is given by the executive director.
	+ Check halls for students and bring into classroom, if safe to do so.
	+ Take roll call and notify the executive director of any missing / additional students/staff.

## Sniper Attack (outside of building)

* Direct students to take cover behind items.
* Do not allow students to gather in groups.
* Notify Executive Director.
* Call the 911 or local law enforcement at 679-3313.
* Assemble the Crisis Response Team.
* Ignore alarms to evacuate the building.
* Institute a lockdown for the building occupants
* Remove students from any rooms that are near the sniper attack.
* Warn transportation department or other vehicles or students returning to the building to stay away.
* Wait for further direction from law enforcement.

# HOSTAGE

## Witness to a Hostage Situation:

* If the hostage–taker is unaware of your presence, do not intervene.
* Notify Executive Director.
* Call 911 or local law enforcement at 679-3313.
* Give dispatcher details of situation; ask for assistance from the hostage negotiation team.
* Seal off area near hostage scene.
* Law enforcement will take control of hostage scene.
* Document all activities.

## Taken as Hostage:

* Cooperate with hostage–taker to the fullest extent possible.
* Calm students, if present.
* Treat the hostage–taker with respect and as normally as possible.
* Ask permission to speak; do not argue or make suggestions.

## Executive Director Responsibilities

* May initiate lockdown procedures or evacuation.
* Notify Executive Director
* Coordinate with law enforcement.
* Designate a spokesperson to handle media calls, questions, and contacts.
* Prepare a news/information release, as appropriate.
* Prepare a parent and guardian letter, as appropriate.
* Account for all students, record injuries after hostage taker is contained
* Apprise staff of situation, as appropriate.
* Initiate the grief-counseling plan, if necessary.

# CHILD ABDUCTION/MISSING CHILD

There needs to be a list of those students who are not to be released to anyone except a specific parent/guardian. Staff must check with custodial parent/guardian for approval prior to releasing students to someone other than custodial parent.

## Child Abduction

* Notify the executive director; give description of suspect.
* Move other students (if present) away from the area of abduction.
* Provide a school picture and obtain a full description of the child (including clothing) to law enforcement.
* Conduct an immediate search of the school and grounds.
* Assist law enforcement with investigation.
* The executive director will communicate with media regarding situation.

## Missing Child

* Record name and contact number for the person reporting missing.
* Notify the executive director.
* Search the building, campus, and bus area.
* Contact the bus driver if child went missing on the way home.
* Assist law enforcement with the investigation.

## Executive Director Responsibilities

* Contact local law enforcement at 679-3313, and Executive Director.
* Assemble Crisis Response Team.
* Contact the parents/guardians.
* Confirm the child attended school that day.
* Set up counseling for affected individuals.
* Double check circumstances:
	+ Did child ride different bus?
	+ Was child pick-up from school?
* Begin gathering information on the child (description, photo, home address, class schedule, bus or walking route, etc.).
* Consider keeping students at school until the issue is resolved.
* Obtain information from possible witnesses, friends, and person who may have seen the student.

# BOMB THREAT

The executive director will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action. To carry out a preliminary search the executive director will alert staff via e-mail and then make an announcement over the intercom for staff to check their e-mail. This alerts staff to search their areas looking for items that don’t belong in their room or nearby hallway, and report such to the administration (See page 7). Please note, overreacting may encourage additional threats*.*

## Critical information:

* All bomb threats are to be taken seriously until assessed.
* Executive Director convenes Crisis Team to assess the credibility of the bomb threat.
* Decision whether or not to evacuate rests with the executive director/Executive Director (not the responding agencies), unless a device is located. If bomb is located, responsibility for decision moves to emergency responders.
* Do not attempt to touch, move, or dismantle a suspicious object.
* Call 911 or local law enforcement at 679-3313.
* Executive Director may order evacuation or other actions according to threat assessment and school policy.

## General Procedures

Receiving threat by:

* Phone
	+ Remain calm and do not hang up (leave receiver off hook).
	+ Signal assistance to notify Executive Director.
	+ Complete CHECKLIST FOR TELEPHONE THREATS at the end of this section.
	+ Activate “Caller ID” if available
	+ Seek information from caller and make note of as many details as possible.
* Written note
	+ Notify Executive Director.
	+ Preserve evidence, by touching the note as little as possible.
	+ Place note in paper bag, if available.
	+ Photograph words written on walls.
	+ Rewrite the threat on another paper exactly as it reads and add the date, time, and unusual situations surrounding the discovery.
* E-mail
	+ Notify Executive Director.
	+ Do not delete the message.
	+ Contact a technology coordinator to record
		- Recipient and sender’s name, e-mail address*,* and date/time sent
* Verbally, in person
	+ Identify the person making the threat if the identity is unknown and note:
		- Sex
		- Type and color of clothing
		- Body size
		- Distinguishing features

Finding a suspicious object:

* + Do not touch the object.
	+ Do not turn on/off any electrical items.
	+ Do not use the phone.
	+ Leave the area and contact the executive director.

## Scanning/Sweeping Procedures

* Individuals familiar with the building should inspect classrooms and common areas for suspicious items.
	+ Assign staff to specific areas of the building.
	+ Remember a bomb could be placed anywhere on school property, inside or outside.
	+ Report suspicious items, to emergency responders.
* Emergency responders take responsibility for device once located.

**Evacuation Procedures** (also see Evacuation/Relocation)

* If a decision is made to evacuate, notify staff via phone system, intercom system or messenger by stating simply, “evacuate building”.
* Do not use cell phones, radios, or fire alarm system due to risk of activating device.
* Do not mention “bomb threat”.
* Ensure adequate staff are able to assist students with special medical and/or physical needs.
* Have Crisis Team survey the grounds and clear exits/areas where students will be evacuated.
* Alter exit routes accordingly if location of device is known.
* Establish a predetermined emergency command post, taking the building Emergency Response-Trauma Kit.
* Leave all items behind, and undisturbed.
* Close, but do not lock, the classroom door.
* Hang sign on the door to show the room has been evacuated.
* Take class roster and building keys.
* Proceed to the designated relocation areas.
	+ Secondary Complex, Red Lake Humanities Center
	+ Ponemah School, Boys and Girls Club
	+ Elementary Complex, Bus Garage
* Take roll call and notify Executive Director of missing students/staff.
* If detonation time has been indicated, the building should not be cleared for reentry until a significant period of time has lapsed after the time noted.
* Staff should inspect classrooms and work areas prior to reentry for unusual items before allowing students to return to the building.
* Notify parents and guardians per EN policies.

## Teacher Procedures

* Inspect room for unusual objects or items out of place.
* Escort students out of building;
	+ Do not turn lights or electrical items on/off
	+ Do not lock doors
	+ Do not allow students to go to lockers.
* Take class roster and building keys.
* Check the surrounding area outside of the building for danger prior to exiting.
* Proceed to designated evacuation area.
* Take roll call and notify Executive Director of missing students/staff.
* Remain with students until directed otherwise by authorized officials.
* Executive Director and Transportation Director will direct the relocation and transportation of students if warranted:
* Secondary Complex, Red Lake Humanities Center
* Ponemah School, Boys and Girls Club
* Elementary Complex, Bus Garage

# CHECKLIST FOR TELEPHONE THREATS

1. When receiving call, remain calm, do not hang up, keep the caller on the line as long as possible and listen carefully.
2. Complete the following form.
3. Ask:
	1. Where is the bomb/chemical or other hazard?
	2. When will it explode/be activated?
	3. What does it look like?
	4. What kind of bomb/hazard is it?
	5. What will cause it to explode/activate?
	6. What is your name?
	7. Did you place the bomb/hazard? WHY?
	8. Where are you?
4. Record the exact wording of the threat:
5. Determine if voice is familiar, if so, who does it sound like?
6. Is caller: Male Female Adult Juvenile Est. Age?
7. Did call originate: Local Long Distance Internal Line Cell Phone
8. Was caller’s voice (check all that apply):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Calm | Excited | Loud | Soft | Deep | Nasal |
| Raspy | Distinct | Slurred | Normal | Crying | Laughter |
| Slow | Rapid | Disguised | Accent | Lisp | Stutter |
| Drunken | Deep breathing | Incoherent | Read from script |
| Foul | Taped | Irrational | Well-spoken (educated) |

1. Note 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: |

1. Did caller indicate knowledge of building? Give specifics:
2. Person taking call:
3. Phone number where call was received:
4. Leave phone off hook, do not hang up.

# CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package:

* Complete the CHECKLIST FOR TELEPHONE THREATS form on the preceding page.
* Follow safety procedures in Bomb Threat and Hazardous Materials sections.

This section addresses the receipt of a suspicious letter/package by mail/delivery service containing a chemical or biological threat.

## General Procedures

Ensure gloves, plastic container, and plastic bags are available near mail room.

Look for characteristics that make you suspicious of the content when sorting mail/packages:

* Excessive postage or weight
* Misspelling of common words
* Oily stains, discoloration, or odor
* No return address
* A city or state in the postmark that does not match return address
* Package that is unanticipated by or sent by an unknown party.

## Letter/package Contains Written Threat (no suspicious substance)

* Notify Executive Director and law enforcement.
* Have individual who opened/letter/package to place it into a container or plastic bag.
* Limit access to area where letter/package was opened; do not allow it to be handled.
* Call 911 or local law enforcement at 679-3313.
* Call Minnesota Duty Officer at 1-800-422-0798, or 651-649-5451.
* Turn the letter/package over to law enforcement.
* Document all activities.

## Letter/package Contains Suspicious Substance

* Notify Executive Director.
* Call 911 or local law enforcement at 679-3313.
* Separate individuals who had direct contact with letter/package; remove all other, uninvolved students and staff from the area.
* Limit access to the area in which the letter/package was opened (crime scene).
* Minimize contact with the letter/package.
* Have individual who discovered/opened the letter/package to place it into a container or plastic bag, using gloves.
* Follow emergency response officials’ directives regarding decontamination and change of clothing for those who had contact with letter/package.

## Executive Director Responsibilities

* Notify Executive Director.
* Determine whether evacuation is necessary; if it occurs, teachers should:
	+ Take class roster and building keys.
	+ Proceed to designated evacuation area.
	+ Take roll call and notify Executive Director of missing students/staff.
	+ Remain with students until directed otherwise by authorized officials.
* Direct the relocation and transportation of students in collaboration with Transpiration Director if warranted:
* Secondary Complex, Red Lake Humanities Center
* Ponemah School, Boys and Girls Club
* Elementary Complex, Bus Garage
* Notify parents/guardians, according to district policies.
* Implement post crisis procedures.

# BOMB THREAT

DETERMINE RESPONSE

KNOWN: Interrupt and Investigate

* Interview threatener and family, friends & teachers
* Establish motive
* Develop assistance plan for threatener

ANONYMOUS: Analyze/Evaluate

* Legitimacy
* Level of detail
* Ability to carry out
* Level of commitment
* External factors (local vs. world situation)
* Time of day (immediate danger)
* Motive

EVACUATE

* Debrief emergency services
* Follow medical emergency procedure if warranted

EVACUATE

* Teachers depart with roster
* Open windows
* Evacuate to assembly area
* Ensure all special needs students are evacuated

EVACUATE

* Confirm building is empty
* Move to students to relocation centers:
	+ Secondary-Humanity Center
	+ Ponemah-Boys and Girls Club
	+ RLES/EC

C-Bus Garage

* Take Emergency Response Trauma Kit

BEGIN TO EVACUATE

* Control perimeter
* Confirm all students/staff accounted for in assembly area

DISMISS

* Notify staff and students
* Coordinate bus routes
* Coordinate sign out
* Ensure all students have been delivered to parents

REOCCUPY

* Confirm search is complete and area is clear
* Consult law enforcement prior to reoccupation
* Deploy Crisis Team to assist with reoccupation
* Resume classes

SEARCH (scan-sweep)

* Crisis Team sweeps assigned common areas
* Teachers sweep rooms
* Indicate areas are swept
* Report results of search

BEGIN TO EVACUATE

* Notify law enforcement
* Take Emerg Response Trauma Kit
* Select evacuation location and routes
* Teams clear evacuation routes and assembly area

FOLLOW-UP

* Conduct after-action-review to debrief procedures, improve process
* Investigate
* Provide support services for student and staff
* Report incidence

THREAT RECEIVED

SUSPICIOUS ITEM PROTOCOL

* Do not touch
* Notify Police, terminate search
* Open nearby doors and windows
* Secure area around item a safe distance
* Redeploy search team to evacuation routes
* Continue with evacuation

ASSESS THREAT: Obtain data

* Interview person who received threat
* Attempt to determine who made threat
* Is threatener ANONYMOUS or KNOWN?

GATHER INFORMATION

* Preserve evidence
* Call law enforcement
* Assemble Crisis Team
* Notify Executive Director
* Activate communication
* Notify staff

**DEMONSTRATION**

## Demonstrators are near but not on school property

Executive Director Responsibilities

* Notify staff and Executive Director.
* Monitor situation.
* Notify law enforcement if necessary.

## Demonstrators are on school property

Executive Director Responsibilities

* Ensure safety of students and staff, particularly safe entry into and exit from the building.
* Notify staff and Executive Director.
* Tell demonstrators they are in violation of state trespass statute, and they must leave/disperse school property.
* Notify the local law enforcement agency, if necessary.
* Contain disturbance by sealing off the area, to the extent possible.
* Secure the building.
* Shut off bells, if appropriate.
* Relocate demonstrators to an isolated area, to the extent possible.
	+ If demonstrators leave, monitor the situation.
	+ If demonstrators do not leave, notify law enforcement; and institute lockdown with warning

/ restricted movement

## During the Disturbance

Teacher Procedures

* Keep students in classroom; and lock the door.
* Do not allow students out of the classroom until the executive director gives an “all clear” signal.
* List students absent from the class.

# SUICIDE

## Suicide Threat

* Consider any student reference to suicide as serious.
* Do not leave the student alone.
* Notify school counselor/social worker and Executive Director immediately.
* Stay with the student until suicide interventionist staff arrives.
* Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

## Suicide Attempt in School

* Notify Executive Director, school nurse or other appropriate professional staff.
* Remove objects that the suicidal person can use to self-inflict harm.
* Call 911 or local law enforcement at 679-3313, if the person needs medical attention, has a weapon, needs to be restrained.
* Remain calm, reassure other students, and calm the suicidal person.
* Stay with the suicidal person until intervention staff arrives.
* Isolate the suicidal person, or area to prevent others from witnessing a traumatic event.
* Initiate first aid.
* Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

## Executive Director Responsibilities

* Contact parent/guardian if suicidal person is a student.
* Call family or emergency contact if suicidal person is a staff member.
* Determine a safe and appropriate area for suicidal person to remain until emergency response team arrives.
* Call 911 or local law enforcement at 679-3313.
* Notify Executive Director.
* Obtain proof of psychological consultation before permitting students to return to school.
* Implement post–crisis procedures.
* Initiate the grief-counseling plan, if appropriate.

## Suicide Completion

Executive Director will:

* Confirm death with law enforcement
* Contact affected staff (face-to-face or via email as appropriate)
* Arrange for Wellness Counselors to provide counsel to student
* Identify and provide immediate support for students immediately affected.
* Launch automated phone message system to alert parents to death and to availability of grief support.
* Convene Crisis Management Team to determine follow-up (e.g., meeting with identified students/staff, arranging student grief groups, initiating appropriate school wide activities addressing and facilitating the grief process).

# TRANSPORTATION ACCIDENT

## Transportation Accident

Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student roster should be placed in the bus folder and a second copy should accompany the teacher on the trip.

* In the event of a bus accident, call 911 or local law enforcement.
* Call the executive director.
* School staff at the scene should help implement basic first aid until emergency responders have arrived.
* Move uninjured students to a safe area away from the accident.
* Transport uninjured students to the hospital to be examines and released.
* Record, the names of all students and whether they are being driven to the hospital or are being transported via ambulance.

## Executive Director Responsibilities

* Assemble the Crisis Response Team; if possible, send someone to the site, if not possible, begin action from school location.
* Notify the executive director.
* Collect emergency health information from student files.
* Contact the parents and guardians of all students on the bus as quickly as possible and with as much accurate information as possible.
* Send school staff member to hospital to:
	+ Oversee the release of uninjured students to their parents
	+ Provide support to parents of injured students.
* Communicate appropriate information to staff.

## Executive Director Responsibilities

* Collaborate with Transportation Director to ensure effective communication with public.
* Call Board President.
* Email all board members.

# EVACUATION/RELOCATION

*Ensure additional assistance for students with special medical and/or physical needs.*

**Evacuation:** The executive director and Executive Director will determine whether students and staff should be evacuated. Evacuation routes will be specified according to the type of emergency; and may be changed for safety reasons. For fire, follow primary routes unless blocked by smoke or fire, and be familiar with the alternate route. For chemical spills, total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly, and evacuate upwind or crosswind.

**Relocation:** The executive director and Executive Director will determine whether students and staff should be evacuated to a relocation center. The executive director or school emergency response team designee will notify relocation center and coordinate transportation to relocation center. Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.

## Executive Director Responsibilities

* Notify Executive Director
* Initiate evacuation / relocation.
* Announce alternate evacuation routes or assembly area if necessary.
* Notify staff of evacuation route dictated by known or suspected location of a device, fire, or chemical spill.
* Assign Crisis Team to check building and ensure all students/staff have vacated.
* Oversee parent/student reunification to ensure release forms are signed for all students upon return to parents.

## Teacher Procedures

* Take class rosters and building keys.
* Do not lock classroom doors when leaving.
* Hang the evacuation card on the classroom door when leaving.
* Proceed to designated area.
* Take roll call and notify Executive Director of missing students/staff.
* Remain with students until directed otherwise by authorized officials.
* Direct the relocation and transportation of students in collaboration with Transpiration Director if warranted:
	+ Secondary Complex, Red Lake Humanities Center
	+ Ponemah School, Boys and Girls Club
	+ Elementary Complex, Bus Garage
* Ensure parents sign release form for each child prior to departure.

# LOCKDOWN PROCEDURES

One method of securing the school is to implement lockdown procedures. Other threats may override lockdown, such as a confirmed fire, intruder in classroom, etc. Lockdowns may be initiated in non- threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance. There are two levels of lockdown:

1. Lockdown with Warning / Restricted Movement – The school has been notified of a potential threat outside of the building.
2. Lockdown with Intruder – The threat/intruder is inside the building.

## In all lockdown situations

* + Secure room by locking and shutting door.
	+ Turn off lights (if situation involves an intruder).
	+ Close windows. Cover windows that lead to hall. Use discretion for covering outside windows.
	+ If situation does not involve an intruder, have students remain at their desks.
	+ If situation does involve an intruder, move students away from windows and doors.
	+ Keep students quiet and calm.
	+ Do not call the office.
	+ Ignore school bells.
	+ If situation gets worse, use your discretion for leaving the room.
	+ Stay under restriction until all clear signal is announced.

## Lockdown with Warning / Restricted Movement Procedures

* + Executive Director will order and announce “lockdown with warning / restricted movement”, succinctly, three times.
	+ Direct all students/staff/visitors to come inside the building.
	+ Lock exterior doors.
	+ Clear hallways, restrooms and other rooms that cannot be secured.
	+ Pull shades or cover windows.
	+ Keep students away from windows.
	+ Control all movement, but continue classes.
	+ Disable bells.
	+ Stay under restriction until all clear signal is announced.

## Lockdown with Intruder Procedures (these actions happen rapidly)

* + Executive Director will order and announce “lockdown with intruder” succinctly, three times.
	+ Direct all students/staff/visitors to nearest classroom or secured space.
	+ Students/staff outside the building should not enter the building.
	+ Students/staff outside the building go to primary evacuation site.
		- Secondary Complex, Red Lake Humanities Center
		- Ponemah School, Boys and Girls Club
		- Elementary Complex, Bus Garage
	+ Lock classroom doors.
	+ Do not lock exterior doors.
	+ Move people away from windows and doors.
	+ Turn off lights.
	+ Do not respond to anyone at the door until all clear signal is announced.
	+ Keep out of sight.
	+ Executive Director will announce all clear signal.

# SHELTER–IN–PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (e.g., tornado, environmental hazard, blocked evacuation route).

## Shelter areas may change depending on the emergency.

* + Identify safe areas in each school building.
	+ Bring all persons inside building(s).
	+ Close all exterior doors and windows, if appropriate.
	+ Turn off heating and ventilation leading outdoors, if appropriate.
	+ Remain in shelter areas until a Executive Director or emergency responder gives all clear signal.

## If all evacuation routes are blocked:

* + Stay in room and close door.
	+ Keep air as clean as possible.
		- Seal door.
		- Open or close windows as appropriate.
		- Limit movement and talking in room.
	+ Communicate situation to administration or emergency officials by whatever means possible.

## Executive Director Responsibilities

* + Instruct students and staff to go to shelter areas.
	+ Ensure additional assistance for students with special medical and/or physical needs.
	+ Be in contact with law enforcement for continuous information and instructions.
		- Communicate status to students/staff frequently.

## Teacher Procedures

* + Take class rosters.
	+ Account for all students after arriving in shelter area and notify Executive Director of missing students/staff.
	+ Turn off room heating and ventilation systems if appropriate.

# MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. Endazhi-Nitaawiging, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

Executive Director serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Alternate 1 spokesperson: Name Contact Number(s)

Alternate 2 spokesperson: Name Contact Number(s)

Alternate 3 spokesperson: Name Contact Number(s)

*Consider designating site spokespersons.*

* + District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: Name Contact Number

Alternate PI: Name Contact Number

## Media checklist:

* + Executive Director relays all factual information to Executive Director.
	+ Executive Director establishes a media information center away from the affected area, and considers:
		- Media need timely and accurate information; and district must protect the privacy of staff and students when necessary and justified.
		- Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
		- Before holding a news conference, brief the participants and coordinate information.
			* Determine the message to be conveyed.
			* Create key messages for target audiences: parents, students and the community.
			* Emphasize the safety of students and staff.
		- Engage media to help distribute important public information. Explain how the emergency is being handled.
			* Respect privacy of victims and families of victims. Do not release names to media.
		- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
		- Maintain log of all telephone inquiries for future use.

# POST-CRISIS INTERVENTION 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 and work to reestablish school and classroom routine as quickly as possible. When doing so, consider the following interventions:

* + Defusing(s): 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.
		- Provide defusing sessions, conducted by trained individuals, for students and staff as quickly as possible after the emergency.
	+ Debriefing: Conduct critical-incident stress debriefing (CISD) sessions three to four days after the emergency. CISD sessions are 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 developmental level. CISD should only be conducted by trained professionals.
	+ Grief Counseling: Monitor and support staff/students by providing ongoing opportunities for them 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.

## Executive Director Responsibilities

* + Send letter to parents/guardians

## Executive Director Responsibilities

* + Identify a 24–hour contact person or agency responsible for post-crisis assessment and interventions.
	+ Effectively coordinate mental health professionals from federal, state and non-government agencies who respond to offer post-crisis aid in crisis situations.
	+ Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

# GENERAL PROCEDURES FOR REPORTING A BUILDING CRISIS REQUIRING ASSISTANCE OF EMERGENCY RESPONDERS

* + Call 911 or local law enforcement at 679-3313.
	+ Give the dispatcher as detailed a report as possible and tell him where the person in charge can be found and a description of the person in charge.
	+ If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and school administration.
	+ Call parent/guardian of injured student and the spouse/family of injured staff member.
	+ Report crisis at once to the executive director 679-1701
	+ Assemble Crisis Team.
	+ Communicate the nature of the crisis to students and staff by activating the signal to evacuate or by making the announcement to secure classrooms.
	+ Set up a command post and stay put.
	+ Notify law enforcement/emergency responders of the location of disabled students.
	+ Dispatch Crisis Team to check restrooms, vacant rooms, and lockers.
	+ Secure all doors to the building if appropriate.
	+ Confirm roll count of students to the command post.
	+ Secure all records and office valuables in a safe place.

# EMERGENCY CLOSINGS

The executive director is empowered to close school or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principle functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the executive director shall consider many factors relating to the fundamental concern for the safety and health of the children:

* + Weather conditions, both existing and predicted.
	+ Driving and traffic conditions affecting public and private transportation facilities.
	+ Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The executive director shall weigh these factors and shall take action to close schools only after consultation with traffic and weather authorities, and school officials from neighboring districts. Students, parents, and staff shall be informed early in the school year of the procedures which will be used to notify them in cases of emergency closings.

* + Building Emergency
		- Executive Director collects all pertinent data and may involve critical incidence team members
		- Notify Executive Director of details for possible school dismissal.
		- Executive Director will makes decision based on data collected.

# TEMPORARY SHELTER AGREEMENT FOR STUDENTS

The *(name of building)* can be used

as a temporary shelter in which the students of Endazhi-Nitaawiging can wait for buses in the event of a determined emergency.

The students will be supervised by district employees while on your premises.

You will be notified by Endazhi-Nitaawiging before any students are brought to your facility.

This contract will continue year to year unless either party gives 30 days written notice of termination. Building Agent Endazhi-Nitaawiging

Signature Signature

Title Title

Date Date

Phone Phone

# DRILL EVALUATION FORM

School Date

*Type of Drill: Fire Threat/Evacuation Lockdown Severe Weather*

|  |  |
| --- | --- |
| Start Time: |  |
| Time Building Was Completely Evacuated or Locked Down: |  |
| Time All Students & Staff Out to assembly areas: |  |
| Time All Students & Staff Accounted For: |  |
| End Time: |  |

*SEVERE WEATHER, LOCKDOWN, SHELTER-IN-PLACE*

|  |  |  |  |
| --- | --- | --- | --- |
| Student & Staff Response |  |  | Notes |
| All students in the “tuck” position (Severe Weather) | YES | NO |  |
| All students & staff quiet (Lockdown) | YES | NO |  |
| All classroom doors locked, if occupied | YES | NO |  |
|  |  |  |  |
| Crisis Team Response |  |  | Notes |
| Announcement on intercom is clear (repeat if necessary) | YES | NO |  |
| Restrooms & hallways cleared of students | YES | NO |  |
| Extra students secured in a “SAFE” Room | YES | NO |  |
| Effective Radio Communication | YES | NO |  |
| Crisis Team meets at command center for further instructions | YES | NO |  |
| System for accounting for all staff & students is effective | YES | NO |  |
|  |  |  |  |
| Building Issues |  |  | Notes |
| All door locks functioning properly | YES | NO |  |
| Intercom can be heard in all areas of campus | YES | NO |  |

*FIRE, SEVERE WEATHER, EVACUATIONS*

|  |  |  |  |
| --- | --- | --- | --- |
| Student & Staff Response |  |  | Notes |
| All students & staff quiet & orderly | YES | NO |  |
| Staff close doors as they leave (but leave unlocked) | YES | NO |  |
| All kitchen staff evacuate & are accounted for | YES | NO |  |
| All staff & students practice “drop and tuck position” | YES | NO |  |
|  |  |  |  |
| Crisis Team Response |  |  | Notes |
| Restrooms & hallways cleared of students | YES | NO |  |
| Effective Radio Communication | YES | NO |  |
| System for accounting for all staff & students is effective | YES | NO |  |
| All evacuation routes and assembly area’s are secured | YES | NO |  |
|  |  |  |  |
| Building Issues |  |  | Notes |
| Fire alarm heard in all areas of campus | YES | NO |  |
| Evacuation assembly area clearly identified & effective for accounting of all staff, students & guests. | YES | NO |  |

Administrator or Staff Conducting Drill Please return completed form to Executive Director: fax or e-mail

# POLICY LEGAL REFERENCES

**Legal References:** MSBA/MASA Model Crisis Management Policy 806 Rev: 2004 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance

*Minn. Stat. Ch. 12 (Emergency Management)*

*Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones) Minn. Stat. § 121A.035 (Crisis Management Policy)*

*Minn. Stat. § 299F.011 (Minnesota State Fire Code) Minn. Stat. § 299F.30 (Fire Drill in School)*

*Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility) Minn. Stat. § 299F.452 (Reporting Malicious False Fire Alarm) Minn. Stat. § 299F.47 (School Inspections)*

*Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property) Minn. Rules Part 7510 (Fire Safety)*

*Minnesota State Fire Code*

## Cross References:

*MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)*

*MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline)*

*MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)*

*MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)*

**Adopted: July 27th, 2022**