

**EAST GRAND FORKS
PUBLIC SCHOOLS
ISD 595**

DISTRICT CRISIS PLAN

East Grand Forks School District #595
District Crisis Committee

Mike Kolness	Superintendent
Chad Grassel	New Heights Elementary
Beth Vetter	Central Middle School
Bruce Nelson	Senior High
Peggy Dunn	South Point Elementary
Ron Heskin	Building and Grounds
Debbie Delisle	Transportation Director
Christy Carlstrom	District Nurse
Nick Gunderson	School Resource Officer
Brandon Boespflug	School Board

INTRODUCTION

The intent of this Crisis Management Plan is to provide guidelines, structure, and a process for dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members. This manual details what the East Grand Forks school personnel will do to prevent and manage crises and to minimize their impact on our school community.

Crisis situations may develop despite preventative measures; *this Crisis Management Plan contains a systematic approach to managing and responding to crises and is to be the blueprint utilized by teachers, administrators, support staff, and community members to protect and care for students.*

Crisis situations which may arise that require intervention, management, and response by our staff are as follows:

- 1. threats to students and/or staff members**
- 2. assault or kidnapping of students or staff**
- 3. bomb threats**
- 4. natural disasters**
- 5. medical emergency**

The key elements of this plan involve the following:

- Keeping our students and staff safe and protected;**
- Dealing effectively and fairly with the news media;**
- Stopping the rumor mill(internally and externally):**
- Informing district staff using information channels to communicate effectively;**
- Identifying the specific role of each member of the school staff during a crisis.**

The Crisis Management Plan provides for crisis communication strategies which include the following:

- Procedure to alert and communicate with key stakeholders immediately of the crisis, its management, and our response;**
- Establishment of a centralized spokesperson and notification of the entire staff of who that individual is;**
- Process to determine and verify the facts:**

- **Follow-up information and actions to be taken by the district in a crisis.**

ROUTINE BUILDING SECURITY PROCEDURES

The school district has in place a daily non crisis building security plan/practice which applies to all building sites each day and is as follows:

1. Securing Exterior Doors:

- 1.1 During the instructional day, all exterior doors remain locked except for the main entrances of all building sites.**
- 1.2 Custodial staff members are responsible for limiting access to building zones not authorized for use at after school and evening activities and during those before school and after school times. Furthermore, custodial staff members at all building sites are responsible to ensure that all exterior doors remain locked and operational.**
- 1.3 All advisors, coaches, and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the buildings only, and assuring that the buildings are clear and locked prior to leaving the building site. The supervisor must always be the last person out of the building.**
- 1.4 No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.**

2. Parents, Vendors, and Other Visitors to Building Sites:

- 2.1 All visitors are required to report directly to the building site administrative office to register. Each visitor must return to the office and check out when they are leaving.**
- 2.2 Substitute teachers, student teachers, and guest speakers must register at the administrative offices and be identified to staff. Parents must also register at the administrative office prior to visiting with a teacher or visiting a classroom.**
- 2.3 Each building site will display signs to direct visitors to the office.**

CODE LOCKDOWN

EMERGENCY BUILDING SECURITY PROCEDURES

1. The Building Principal or designee will call for the Code Lockdown status:

1.1 The following notification will occur immediately upon implementing a “CODE LOCKDOWN”:

Law enforcement will be called concerning the threat/crisis with a request for police officers to be present on the school site campus. **Call 911 or 773-1104**

The Principal will immediately notify the District Superintendent of the “CODE LOCKDOWN” status.

The Superintendent will notify all other school sites and will notify the school’s core crisis team members not present in the building(See pages 8 and 9)

2. A “CODE LOCKDOWN” will require the following actions to occur immediately:

2.1 All exterior doors including the main entrances to the building will be locked;

2.2 An adult monitor will be assigned to the main entrance door to screen individuals requesting entrance into the building until a law enforcement officer arrives to monitor the entrance to the building should that be necessary;

2.3 Classroom procedure:

- All classroom doors will be locked by staff; only via the intercom will the door be authorized to be opened during the “CODE LOCKDOWN” status; classes will not leave the room until released by the Principal or his/her designee on the intercom or room phone.
- Staff will close all windows and pull all shades.
- Staff will move all students to a safe location in the classroom. This location should be away from the door and windows.
- Staff should not use phones in the rooms except in extreme circumstances.
- Physical Education staff will take students to locker rooms or classrooms and lock the doors. If classes are outside, they will proceed to the designated evacuation site(p. 6) for that building. Do NOT go back into the school building.
- Take attendance and note students missing.

- Do not respond to knocks on the door until “CODE LOCKDOWN” status has been removed.
 - 2.4 Contact all students in community-based programs not to return to the school site until notified by school personnel; those school programs include job shadowing, post secondary options, Alternative School, field trip.
 - 2.5 The Superintendent will determine whether the “CODE LOCKDOWN” status should be implemented at other building sites in the district;
 - 2.6 The “CODE LOCKDOWN” status will be removed by the Superintendent once the threat/crisis is determined to have passed;
 - 2.7 The Superintendent and Transportation Director will determine whether changes in school transportation are needed(dropping and/or picking up students at each of the sites);
 - 2.8 A “CODE LOCKDOWN” practice drill will be scheduled annually and will involve the police department. Parents will be notified prior to the drills. The time, date, and details of the drill will be determined each year in collaboration with the police department.
 - 2.9 The District Crisis Management/Response Team shall convene yearly to review and update this plan.
3. **“CODE LOCKDOWN” procedures for non class times: (Before school, after school, lunchtime, and times between classes)**
- 3.1 Students should quickly proceed to the closest classroom.
 - 3.2 Staff should direct students into classrooms as quickly as possible and then lock the doors.
 - 3.3 Staff should take roll of students in their classrooms.
 - 3.4 If students exit the building, they should proceed to the school’s evacuation site (See page 6) where they can be documented as safe.
 - 3.5 Superintendent will contact evacuation sites to alert them to possible students arriving. Arrange for personnel to be at evacuation site to account for any students arriving and to assist with them.
4. **“CODE LOCKDOWN” procedures for breakfast time & lunch time & between class periods:**
- If students are in the cafeteria, refer to explanation below:**
- 4.1 Elementary schools – students should be brought to the gymnasium or the two music rooms;
 - 4.2 Middle school – stay in cafeteria and secure doors;
 - 4.3 High school – direct to gymnasium and secure doors.
 - 4.4 Look for directions from school personnel. Also consider exiting the cafeteria to: courtyard, gym, classroom hallways, outside doors.
5. **Points to be Stressed with Students**

- 5.1 In any emergency, people who remain calm think clearer and make better decisions.
 - 5.2 If you are able to exit the building, please identify yourself to authorities outside and keep your hands above your head. Remember, the authorities are looking for a suspect.
 - 5.3 Most young people who commit school violence share their thoughts with someone beforehand. Report any information that you may receive or hear about a possible attack or planned violence.
 - 5.4 If you leave the building, report to an evacuation site so authorities know that you are safe.
6. **“Stay Put” Drill** - this drill will be used in order to keep students in the classroom, conducting business as usual. The purpose is to alleviate unnecessary traffic during crisis situations. Examples of when this might be used are medical emergencies, an individual in crisis, etc.
- 6.1 Lock classroom door.
 - 6.2 Staff and students remain in the classroom.
 - 6.3 Announcement will be made to end the drill.
7. **“Teach On” Drill** - this drill will be used when a crisis is occurring in the vicinity of the school.
- 7.1 Exterior doors are locked.
 - 7.2 No one is allowed to leave, or enter the building.
 - 7.3 Announcement will be made to end the drill.

EMERGENCY BUILDING EVACUATION PROCEDURES

This procedure should be implemented when a crisis demands that all personnel evacuate a school building immediately.

1. Procedure for receiving a threatening call (bomb threat):

- **DO NOT HANG UP**
- **DO NOT PUT ON HOLD**
- **Make effort to keep conversation going**
- **Ask:**
 - a. **Location of bomb**
 - b. **Time to go off**
 - c. **Is it in the open**
 - d. **Kind of bomb**
 - e. **Size of bomb**
 - f. **How did it get into the building**
 - g. **Why was it put there**
 - h. **Name of caller**
- **LEAVE PHONE OFF HOOK**
- **Call the police**
- **Notify Principal, Assistant Principal, Counselor**
- **Principal will notify Superintendent**
- **Start Evacuation procedure using Fire Drill exits**
- **Instructors make a visual check of building during evacuation**
- **Take roll call to see if all class is present**
- **All teachers are responsible for their own class**
- **Evacuation sites for schools:**
 - Senior High-Bottom Floor=Our Savior's Lutheran Church**
 - Top Floor=Senior High Center**
 - Alternative Site=Civic Center**
 - (If weather permits, evacuate to football field)**
 - Middle School=South Point**
 - Alternative Site=VFW Arena**
 - South Point=Middle School**
 - Alternative Site=VFW Arena**
 - New Heights=Mendenhall Presbyterian Church**
 - Alternative Site=Civic Center**
- **Remain with students until notified by Superintendent's Office**

IF A BOMB IS FOUND, DON'T TOUCH IT. NOTIFY PRINCIPAL, WHO WILL NOTIFY THE POLICE, SUPERINTENDENT, AND/OR CIVIL DEFENSE.

2. How to handle a threatening, harassing, prank call:

- **Report to the principal, assistant principal, or counselor.**
- **Principal or designee will report call to police.**

BUILDING SITE PLANS

CORE TEAMS

In most cases, the Principal or designee is responsible for coordinating the first response to an event at his/her respective building site. In rare cases, the Principal may determine the appropriate response independent of input from others; if possible, he/she will consult with the core crisis team. Each building site will establish a core crisis management/response team which will be responsible for helping in the coordinating, directing, and implementing of the crisis plan.

Senior High Core Team:

1. Brian Loer, Principal
2. Bruce Nelson, Assistant Principal
3. Wendy Waller, Secretary
4. Mike Mahar, Instructor
5. Todd Schumacher, Instructor
6. Bryan Perkins, Instructor
7. Christy Carlstrom, Nurse
8. Brian McMahon, Custodian
9. Ron Heskin, Grounds
10. Debbie Delisle, Transportation
11. Nick Gunderson, SRO

Middle School Core Team:

1. Lon Ellingson, Principal
2. Beth Vetter, Assistant Principal
3. Nancy Misialek, Secretary
4. Todd Lauzon, Instructor
5. Charlie Makovsky, Instructor
6. Cory Chupka, Instructor
7. Christy Carlstrom, Nurse
8. John Norman, Custodian
9. Ron Heskin, Grounds
10. Debbie Delisle, Transportation
11. Nick Gunderson, SRO

South Point Core Team:

1. Jim Torkelson, Principal

2. **Peggy Dunn, Assistant Principal**
3. **Xan Kofstad, Secretary**
4. **Dan Vatnsdal, Instructor**
5. **Brandon Hemsing, Instructor**
6. **Ryan Kosowski, Instructor**
7. **Christy Carlstrom, Nurse**
8. **David Thompson, Custodian**
9. **Ron Heskin, Grounds**
10. **Debbie Delisle, Transportation**
11. **Nick Gunderson, SRO**

New Heights Core Team:

1. **Julie Pederson, Principal**
2. **Chad Grassel, Assistant Principal**
3. **Jodi Boushee, Secretary**
4. **Laura Cicha, Instructor**
5. **Dennis Carpenter, Instructor**
6. **Shari Johnson, Instructor**
7. **Christy Carlstrom, Nurse**
8. **Roy Thompson, Custodian**
9. **Ron Heskin, Grounds**
10. **Debbie Delisle, Transportation**
11. **Nick Gunderson, SRO**

WHEN A BUILDING SITE INCIDENT/CRISIS OCCURS

1. All information from staff, students, or others regarding a crisis situation must be directed to the Principal first. The Principal will:
 - a. attempt to verify the information by communicating with individual(s) reporting the incident and/or calling parents, law enforcement, and others.
 - b. communicate with the Superintendent to determine if the incident requires action or:
 - c. call for “CODE LOCKDOWN” or “CODE EVACUATION” immediately if he/she determines the situation warrants this action.
2. The Superintendent or designee will manage all media inquiries and contacts. **IN NO EVENT SHALL MORE THAN ONE PERSON COMMUNICATE ON BEHALF OF THE DISTRICT TO THE MEDIA.**
3. Implement communication of verified information to staff and students/district. Contain gossip and speculation and protect the privacy of the person(s) involved to the extent possible.
4. Make arrangements to assist students and staff in coping with the crisis; depending upon the crisis situation, the core team may set up a critical incident debriefing session immediately after the crisis incident is resolved to assist those involved.

INCIDENT/CRISIS SCENARIOS

I. Response to person with a weapon or similar threat:

When a threat of harm to students or staff is identified at any of the building sites by the Principal, a “CODE LOCKDOWN” will be implemented immediately. A “CODE LOCKDOWN” is

implemented at the sole discretion of the Principal in emergency situations; the Principal may then involve the core building team in implementation.

- Principal will call for “CODE LOCKDOWN”.

II. If a staff member/student hears gunshots or sees someone with a weapon in the building:

Do not investigate the situation; call the office immediately and report the incident. Give a description of the person and your location in the building.

- Principal will call for “CODE LOCKDOWN”.

III. Armed individual comes into the classroom:

- Notify office if possible via phone, P.A., or runner (Call “CODE LOCKDOWN”).
- Do as the gunman demands.
 - Do not make sudden moves which could frighten subject (Ask permission to move).
 - Never argue
 - Take your time.
 - Keep your students as calm as possible.
 - Physical force should not be used unless someone’s life is in imminent danger.
- Talk to the gunman.
 - Learn as much as you can about the gunma
 - Keep the gunman’s attention on you, not on your students.
 - If more than one person is involved, concentrate on only one person.
- Be observant.
 - Mentally record a detailed description of the individual and the weapon.
 - Identify a distinctive feature and continue to concentrate on that one item.
 - Remember what objects the intruder touches and preserve them for law enforcement.
 - Preserve the crime scene and never touch, move, or disturb any possible evidence or objects at that site.
- If the gunman starts shooting
 - Tell students to get down and lie on the floor.
 - Take cover on the floor and/or behind equipment.

RESPONSES TO OTHER CRISES:

1. Attempts by an individual or individuals to remove students from the school campus without appropriate authorization:

- Once the Principal verifies that such an incident occurred, law enforcement will be notified.
- Upon validation by law enforcement, the building site where the incident occurred shall notify the Superintendent who will notify all building sites in the district.

- Should the situation not be resolved prior to students leaving the building site, the Principal may see the need to notify parents and/or community of the alleged incident. That determination shall be done in consultation with the Superintendent and/or the site core team.
2. Bomb Threat:
 - Follow the “CODE EVACUATION” plan on pages 6-7.
 3. Natural Disasters:
 - Such events may require the implementation of “CODE EVACUATION” or “CODE LOCKDOWN”. The Principal and core team will make this determination.
 4. Student Demonstrations/Student Disruptions:
 - Principal may invoke components of the crisis plan and utilize the core team to assist with resolution of such an incident.
 - Staff members may be engaged to assist by directly working with students to calm them.
 - Staff will be required to discourage students from leaving the teacher’s classroom, but will not try to forcibly detain students.
 - Staff will keep students away from windows if disturbance is outside the building.

DISTRICT RESPONSE TO CRISIS: PLAN FOR INTERVENTION AND ASSISTANCE

Crisis of any kind may create varying degrees of stress for students, staff, and community. If students and staff do not possess the skills to cope with a crisis, it may create an unacceptable level of stress which may cause people to respond in unhealthy ways including: 1)depression; 2) risk-taking behaviors; and 3)self-injurious behaviors. The Crisis Intervention Manual will provide guidance for school district personnel to help in these situations.

