

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

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HAZARDOUS MATERIALS

FIRE IN BUILDING

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

1. *Call 9-1-1*
2. *Give the dispatcher as detailed a report as possible*
3. *Tell the 911 dispatcher exactly where the person in charge can be found and a description of the person in charge.*
4. *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.*
5. *Call parent/guardian of injured student – Call spouse/family of injured staff member.*
6. *Report crisis at once to the Superintendent 679-3533*
7. *Activate Building Crisis Management Team.*
8. *Communicate the nature of the crisis to students and staff by activating the signal to evacuate or by making the announcement to secure classrooms.*
9. *Set up Command Post and stay put.*
10. *Notify on-site Police Officer/ Medical Person of the location of disabled students.*
11. *Dispatch team to assign areas checking restrooms, vacant rooms, and lockers.*
12. *Secure all doors to the building if appropriate.*
13. *Confirm roll count of students to the Command Post.*
14. *Secure all records and office valuables in a safe place.*

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge inside the school building 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 (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency.

- 1. Bring all persons inside building(s).*
- 2. Close all exterior doors and windows, if appropriate.*
- 3. Turn off heating and ventilation leading outdoors, if appropriate.*
- 4. All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.*
- 5. If sheltering in another area of the building*
 - a. Take class rosters.*
 - b. Account for all students after arriving in shelter area.*

Sheltering if all evacuation routes are blocked:

- 1. Stay in room and close door.*
- 2. Keep air as clean as possible.*
 - a. Seal door.*
 - b. Open or close windows as appropriate.*
- 3. Limit movement and talking in room.*
- 4. Communicate your situation to administration or emergency officials by whatever means possible.*

SHELTER-IN-PLACE PROCEDURES

Building Administrator or Designee

- 1. Announces that students and staff must go to shelter areas.*
- 2. Announce to remind appropriate staff to: close ventilation, seal doors, open or close windows as appropriate*
- 3. Identify safe areas in each school building.*
- 4. Ensures handicapped students are assisted.*
- 5. Be in contact with police for continuous information and instructions.*
- 6. Announce current status at frequent intervals.*
- 7. Call 9-1-1*

LOCKDOWN PROCEDURES

Lockdown with Warning

1. *Bring people inside*
2. *Lock exterior doors*
3. *Lock classroom doors*
4. *Clear hallways, restroom and other rooms*
5. *Pull shades. Keep students away from windows.*
6. *Control all movement, continue classes*
7. *If bells a disabled move on announcement from administration*

Lockdown with intruder

1. *Direct all students' staff and visitors into nearest secured space or classroom.*
2. *Move outside classes to primary evacuation site.*
3. *Lock classroom doors.*
4. *Move people away from windows and doors. Turn off lights. Keep out of sight*
5. *DO NOT respond to anyone at the door until "all clear" is announced.*
6. *Ignore school bells*

LOCKDOWN PROCEDURES

Building Administrator or Designee

1. *Will announce lockdown with warning/intruder, be direct repeat several times*
2. *Call 9-1-1 if using a land line, or 218-679-3313 using a cell*
3. *In case of lockdown with warning control movement, consider disabling bells*
4. *Insure those students outside are moved to a primary evacuation site in case of "lockdown with intruder."*
5. *Insure that the building is secured.*
6. *Announce "all clear" when it is safe to do so.*

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

EVACUATION/RELOCATION

1. *Stay with class en route to relocation center*
2. *Take class rosters*
3. *Take attendance upon arriving at evacuation center, notify administrator of any missing students.*
4. *Hang evacuation card on classroom door when leaving.*
5. *Check areas as you are leaving in areas where students may be hiding.*

EVACUATION/RELOCATION

Building Administrators or Designee

1. *Building administrator determines whether students and staff should be evacuated to a relocation center.*
2. *Building administrator or school crisis team designee notifies relocation center.*
3. *If necessary, a school crisis team designee coordinates transportation to relocation center.*
4. *Announce alternate evacuation routes or assembly area according to the type of emergency, such as a bomb threat, chemical spill.*
5. *Assure handicapped students are assisted*
6. *Appoint staff to search all areas for stragglers*
7. *Parent/Student reunification, designate a staff member to insure proper protocol when releasing students to parents.*
8. *Use student release forms for students who are picked up from a relocation center.*

SUICIDE

Suicide Threat

1. Consider any student reference to suicide as serious.
2. Notify the school counselor, social worker, psychologist, or building administrator immediately.
3. **DO NOT LEAVE A SUICIDAL PERSON ALONE.** Stay with the student until suicide intervention staff arrives.
4. Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

Suicide Attempt in School

1. Notify building administrator, school nurse or other appropriate professional staff.
2. Remove objects that the suicidal person can use to self-inflict harm
3. **Call 911** if the person needs medical attention, has a weapon, needs to be restrained.
4. Remain calm and reassure students, try to calm the suicidal person.
5. Stay with the suicidal person until suicide intervention staff arrives.
6. Isolate the suicidal person, or area to prevent others from witnessing a traumatic event.
7. Initiate first aid.
8. Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

SUICIDE

Building Administrators or Designee

1. Call 9-1-1
2. Call parent(s) or guardian(s) if the suicidal person is a student.
3. Predetermine a safe appropriate area free from interruptions for suicidal person to remain.
4. Suicidal person will remain at this location until emergency response personnel arrive
5. The building administrator may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.
6. Activate the crisis response team.
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. Call family or emergency contact if suicidal person is a staff member.
9. Notify superintendent or appropriate district level administrator.
10. Obtain proof of psychological consultation before permitting students to return to school.
11. Initiate the grief-counseling plan, if appropriate.

Grief Counseling Plan:

1. Suicide completion: school counselors will initiate appropriate grief counseling procedures to include, meeting with identified students/staff, arranging student grief groups, initiating appropriate school wide activities addressing and facilitating the grief process.
2. Arrange follow-up for those students immediately affected by the suicide.
3. School counselor will refer students/staff based on severity of response.

CHEMICAL OR BIOLOGICAL THREAT

1. *Suspicious characteristics:*
 - a. *excessive postage or weight,*
 - b. *misspellings, oily stains,*
 - c. *odors, no return address*
2. *If letter or package is opened and contains suspicious substance:*
 - a. *Remain calm,*
Minimize contact with letter,
 - b. *Get advice of emergency response officials regarding decontamination.*

CHEMICAL OR BIOLOGICAL THREAT

Building Administrators or Designee

1. *Determine response, for example evacuation, lockdown, shelter-in-place, ect.*
2. *Calls 9-1-1*
3. *Notify superintendent*
4. *Notify parents/guardians*

BOMB THREAT

1. If you find a suspicious object:
 - a. Do not touch the object.
 - b. Do not turn on/off any electrical items.
 - c. Leave the area and go directly to the Principal.
2. If you receive a phone call:
 - a. Seek information from caller (use checklist for telephone threats).
 - b. After receiving the call, immediately dial *57 for "call trace"
3. By written note:
 - a. Preserve evidence
 - b. Leave the area and notify the Principal
4. E-mail
 - a. Leave the message on computer, notify Principal and Technology Coordinator
5. Verbal threats
 - a. Identify person making threat and note physical characteristics

EVACUATING DUE TO BOMB THREAT

School will be evacuated by announcement over a hard wired intercom, or having Crisis Team go room to room. Do not use walkie talkies, cell phones or cordless phones for communication.

1. Quickly inspect "sweep" room for unusual objects or items out of place.
2. Do NOT turn on/off any electrical items.
3. Do not lock doors, if they don't lock automatically.
4. Take class roster, grade book and building keys with you, and any other items of necessity.
5. Do NOT allow students to go to lockers.
6. Hang the evacuation card on the classroom door when leaving.
7. Check areas as you are leaving where a student could be hiding - bathrooms, small rooms, etc..
8. Prior to exiting the building, check the surrounding outside area for danger.
9. Walk to the designated relocation area.
10. Account for your students. Report any missing students to Administrator/Crisis Response Team.
11. Remain with your students until directed otherwise by authorized officials.
12. Buses will load at the relocation center if needed.
13. Principal will give directions to bus drivers concerning any alternate locations

BOMB THREAT

Building Administrator or Designee

1. Calls together Threat Assessment Team to "assess threat" to determine credibility
2. Calls together Crisis Team
3. Decide to "evacuate" or "not to evacuate the building based on assessment"
4. Call 9-1-1
5. Use simplified emergency commands "prepare to evacuate" "evacuate the building"
6. Insure exit routes are secure
7. Insure evacuation is at a minimum of 300 feet from danger.
8. Coordinate transportation.
9. Contact Superintendent.

Primary Relocation Center:

Phone:

Secondary Relocation Center:

Phone:

CHILD ABDUCTION/MISSING CHILD

1. *Notify the Principal: give description of suspect*
2. *Move other students (if present) away from the area of abduction.*
3. *Provide a school picture and obtain a full description of the child (including clothing) to assist the police.*
4. *Release of information to media will come from the Superintendent.*

MISSING CHILD

5. *Record name and contact number for the person reporting missing.*
6. *Notify the Principal.*
7. *Search the building and campus - do not forget the bus area.*
8. *If incident occurred while student was on the way home, contact the bus driver.*

CHILD ABDUCTION/MISSING CHILD

Building Administrator or Designee

1. *Notify the Superintendent*
2. *Assist police with the investigation*
3. *Confirm the child attended school that day*
4. *Double check circumstances – could child have ridden the wrong bus, did someone pick up the child*
5. *Begin gathering information on the child (description, address, bus route, etc.).*
6. *Contact the parents or guardians.*
7. *Conduct an immediate search of the school building and grounds.*
8. *Assist police with investigation.*

HOSTAGE

1. *Do not intervene if the hostage taker is unaware of your presence*
2. *Call 911, give details*
3. *If taken hostage cooperate, stay calm.*
4. *Calm students if they are present.*
5. *Be respectful, do not argue or make suggestions.*

HOSTAGE

Building Administrator or Designee

1. *May initiate lockdown procedures or evacuation.*
2. *Notify the Superintendent.*
3. *Call 9-1-1*
4. *Escort and coordinate with police for safety of students and staff.*
5. *Account for all students, record injuries after hostage taker is contained.*
6. *Initiate grief counseling plan*

SHOOTING

If threat is outside,

1. *Staff and students should go inside the building as soon as possible.*
2. *If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.*

If threat is inside,

1. *Staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains.*
2. *Call 9-1-1*
3. *Help students and staff find safe shelter.*
4. *Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator.*
5. *If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.*
6. *Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.*
7. *Notify the Principal.*
8. *Students caught outside evacuate to primary or another appropriate evacuation site.*

SHOOTING

Building Administrator or Designee

1. *Notify the Superintendent.*
2. *Secure the school if appropriate.*
3. *Call 911 give as much detail as possible about the situation.*
4. *Help students and staff find safe shelter.*
5. *Assemble Crisis Response Team.*
6. *Refer media to district spokespersons.*
7. *If safe to do so care for injured.*
8. *Initiate post-crisis proceed*
9. *Institute a lockdown for the building occupants*
10. *Contact Transportation or any other vehicles or students that would be returning to the building to stay away.*

WEAPONS/INTRUDER

1. *Notify building Administrator/Security/SRO*
2. *If teacher suspects a weapon in the classroom, stay calm.*
3. *Teacher should not leave classroom*
4. *If teacher is threatened, do not attempt to disarm, back away, stay calm*

INTRUDER

1. *Politely greet intruder and identify yourself*
2. *Inform intruder all visitors must register at the main entrance with security*
3. *Notify building administrator/security if intruder refuses to register with security.*
4. *Back away if intruder indicates a potential for violence.*
5. *Call 911 and provide police with as much identifying information as possible.*

WEAPONS

Building Administrator or Designee

1. *Call 9-1-1.*
2. *Notify SRO.*
3. *Notify Superintendent*
4. *Assess the situation, safety of persons in area, state of mind of suspected person.*
5. *Separate student/staff member from weapon if possible (use best judgment on how to initiate a lockdown if one is required).*
6. *If a search is conducted follow legal guidelines.*

FIGHT/ASSULT

1. *Ensure the safety of students and staff first.*
2. *Direct combatants to stop fighting.*
3. *When combatants are separated do not allow further visual or verbal contact*
 - a. *Assess counseling needs of participants and witnesses.*
4. *Notify the Security/Principal immediately.*
5. *Secure medical assistance as needed.*

FIGHT/ASSULT

Building Administrator or Designee

1. *If necessary call 9-1-1.*
2. *Contact CPR/first aid certified person to handle medical emergencies*
3. *Disperse onlookers*
4. *Document all activities witnessed by staff.*
5. *Notify Superintendent.*
6. *Notify parents/guardians of students involved in fight*
7. *Notify law enforcement if circumstances warrants*

MEDICAL EMERGENCY

1. *Notify administration/call 911. If needed designate an individual to call or go for help.*
2. *Do not attempt to move injured person, unless they are in immediate danger of further injury*
3. *Check breathing.*
4. *Disperse on-lookers.*
5. *Inquire for individuals certified in First Aid/CPR*
6. *Stop bleeding, apply pressure, elevate wound, and protect yourself from body fluids.*
7. *Comfort victim, after immediate needs assist medical services with pertinent information of incident.*

MEDICAL EMERGENCY

Building Administrator or Designee

1. *Notify superintendent*
2. *Notify 9-1-1*
3. *Notify victims parents, guardians or family*
4. *Prepare accident report*
5. *Activate post-crisis procedures if necessary*

TORNADO/SEVERE THUNDERSTORM

Tornado/Severe Thunderstorm "WATCH"

1. *Bring all persons inside buildings*
2. *Close windows*

Tornado/Severe Thunderstorm "WARNING" or if Tornado has been spotted near school

1. *Evacuate to safe areas*
2. *Close classroom door, do not lock it, if it doesn't lock automatically.*
3. *Review "drop and tuck" procedures with students.*
4. *Teachers take class roster*
5. *Account for all students and staff.*
6. *Remain in safe area in tuck position until warning expires.*

TORNADO/SEVERE THUNDERSTORM

Building Administrator or Designee

1. *Order "evacuation to safe areas" in building*
2. *Monitor NOAA Weather Radio*
3. *Monitor changes in weather*
4. *Account for all students and staff*
5. *Notify utility company if a break is suspected in gas, water, or electrical lines*
6. *Check utilities and electrical devices for damage due to outage*
7. *Complete proper record keeping.*
8. *Notify superintendent.*

HAZARDOUS MATERIALS

1. *Move students from immediate danger.*
2. *Notify Principal, once you have moved away from the suspected area.*
3. *If gas leak is suspected, do not use or operate any electrical devices move away from area*
4. *If evacuated, evacuate to upwind or crosswind location*
5. *Prior to exiting the building, check the surrounding outside area for danger.*
6. *Do NOT allow students to go to lockers.*
7. *Do not reenter building until given "all clear" for reentry*
8. *Take class roster, keys and items needed in the crisis kits.*
9. *Check areas as you are leaving.*
10. *At the safe area take roll call immediately*
11. *Remain with your students until directed otherwise.*

HAZARDOUS MATERIALS

Building Administrator or Designee

1. *Notify Lead Custodian.*
2. *Determine if building should be evacuated.*
3. *Notify Gas Company, if gas leak is suspected.*
4. *Notify Superintendent.*
5. *Determine the name and type of chemical.*
6. *Attempt to seal off area, shut off heating, cooling and ventilation to reduce contamination spread*
7. *Refer to M.S.D.S for guidance.*
8. *Seek treatment for individuals exposed to contamination*
9. *Designate a responsible adult to meet emergency responders.*
10. *Coordinate with transportation if evacuation is required concerning alternate locations.*
11. *File reports.*

FIRE IN BUILDING

1. *Sound the fire alarm.*
2. *Take class roster, grade book and building keys with you, and any other contents of a crisis kit.*
3. *Close windows (if possible) and turn off lights.*
4. *Feel the door first to see if it is hot. If it is NOT hot, proceed out into the hall.*
5. *If the door is hot, select another route out of the room.*
6. *Close the door (do NOT lock it, if it doesn't lock automatically).*
7. *Do NOT allow students to go to lockers.*
8. *Check areas as you are leaving - small rooms, etc. where a student could be hiding.*
9. *Prior to exiting the building, check the surrounding outside area for danger.*
10. *Account for your students. Report any missing students to Administrator/Crisis Response Team.*
11. *Walk to the primary relocation center and wait for instruction to load the buses if needed.*
12. *Remain with your students until directed otherwise by authorized officials.*

FIRE IN BUILDING

Building Administrator or Designee

1. *Sound fire alarm*
2. *Call 9-1-1*
3. *Meets local fire agents*
4. *Notify students and staff of termination of emergency.*
5. *Report the incident to the fire service as required by state law.*
6. *Coordinate transportation for students.*