

Adopted: 2005  
Revised: 4.17.19

## **CRISIS MANAGEMENT POLICY**

### **PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for Swan River Montessori Charter School (SRMCS), building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step 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 the school district. Please note that, pursuant to this policy, tailored crisis management plans have been developed in the school district and sections or procedures may be added or deleted in those crisis management plans based on needs.

### **GENERAL INFORMATION**

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that building administrators can tailor a crisis management plan to meet specific situation and needs.

As set forth in Minnesota statute, section 121A.035, each school board shall adopt a crisis management policy and it must include at least five (5) school lock-down drills, five (5) school fire drills consistent with Minnesota statutes, section 299F.30, and one school tornado drill.

Minnesota statute, section 13.37, allows security information to be classified as nonpublic data. A school crisis management policy, which contains security information, is considered nonpublic data or confidential information. Release of this information should be done at the discretion of the school/school district governing body.

The school district administration shall present tailored crisis management plans to the school board for review and approval. These building-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 on an annual basis.

### **ELEMENTS OF THE DISTRICT CRISIS MANAGEMENT POLICY**

1) General Crisis Procedures. The Crisis Management Policy includes general crisis procedures

for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by school administration when creating building-specific crisis management plans.

- a) Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down by a paging system. The alert will be made by announcing a lock-down. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The administrators will submit lock-down procedures for the building as part of the building-specific crisis management plan.

School administration will develop, maintain, and train staff on lock-down procedures as part of the crisis management plan.

A record of lock-down drills conducted shall be maintained by school administration or designee.

- b) Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.
- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering through the paging system. School administration will develop, maintain, and train all staff on sheltering procedures as part of the building-specific crisis management plan.
- d) Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions.

## 2) School Emergency Responders

- a) Composition. All staff 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.

- b) Leaders. The school director or designee serves as the leader and the principal contact for emergency response officials. In the event the primary designee is unavailable (e.g. out of the building), the SRMCS Operations Manager will serve as the alternate leader. 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.

### **PREPARATION BEFORE AN EMERGENCY**

#### 1) Communication of the Crisis Management Plan

- a) District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the District Crisis Management Policy. Employees shall receive a copy of the relevant building specific crisis management plan and periodically shall receive training on plan implementation.
- b) Students and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Crisis Management Policy. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.

#### 2) Visitors

- a) Entrance Procedures. SRMCS shall implement procedures mandating visitor sign-in and sign-out in the school's main office.
- b) Building Entrances. SRMCS shall implement procedures that minimize outside entry into school buildings from the general public. All school employees will assist in ensuring that all doors are locked prior to, during, and after regular building hours.

#### 3) Facility Diagrams and Site Plans. All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas.

#### 4) External Communication

- a) Emergency Response Contact Information. School administration will maintain a

current list of emergency contact information. The list will include contact information local police, fire, ambulance, hospital, the Poison Control Center, mental health/suicide hotlines, and the county welfare agency. This list will be updated annually and kept on file in the school's main office.

- b) Staff Training on Making Emergency Calls. All school employees will receive training on how to make emergency contacts, including 911 calls.
- c) Internal Building Communication. SRMCS will set forth a process to internally communicate emergencies using telephones in classrooms/classroom offices, intercom systems, and other electronic devices (e.g. computers, cell phones, etc.) as well as procedures to enable the staff to rapidly convey emergency information to school administration. School staff will be trained in using several methods of communication as computers, intercoms, telephones, etc. may not be operational or may be dangerous to use during an emergency.

#### 5) Warning and Notification Systems

- a) Maintenance of the District Warning System. The school district 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 all school district buildings. SRMCS will consider alternate notification systems for students and staff with special needs, such as vision or hearing disabilities, as needed.
- b) Notification of the District Warning System to Staff and Students. It shall be the responsibility of the school administration to inform and train students and employees of the warning system, the means by which the system is used to identify the specific crisis or emergency situation, and the procedures to follow based on the warning.
- c) Notification of Crisis or Emergency to Parents/Guardians. It shall be the responsibility of school administration to inform parents/guardians of communication methods that will be used in a crisis or emergency to relay information.

### **CRISIS AREAS COVERED BY THIS POLICY**

This Crisis Management Policy provides procedures for addressing the following crises:

- 1) Early School Closure
- 2) Behavioral Health Crisis Intervention
- 3) Fire
- 4) Severe Weather-Tornado/Severe Thunderstorm
- 5) Flooding
- 6) Assault/Fight

- 7) Bomb Threat
- 8) Demonstration or Disturbance
- 9) Hazardous Materials
- 10) Intruder/Hostage
- 11) Radiological Incident
- 12) Serious Injury/Death
- 13) Shooting
- 14) Suicide
- 15) Terrorism (Chemical or Biological Threat)
- 16) Utility Emergency
- 17) Weapons

## **CRISIS/EMERGENCY PROCEDURES**

### **1) Early School Closures**

- a) Weather-Related School Closure Decision Making. The superintendent of the Monticello School District #882 will make decisions about closing school or buildings as early in the day as possible in the event of severe weather. SRMCS will adhere to the decision(s) made by District #882.
- b) NON Weather-Related School Closure Decision Making. The School Director, in consultation with the president of the SRMCS Board of Directors, will make all decisions about closing school or buildings that are *not* related to severe weather (e.g. utility failure, crisis situations, etc.). School administration will specify how closures decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, email and/or the school's web site) and will discuss the factors to be considered in closing and reopening the school/school building(s).
- c) External Communication Methods for Parents/Guardians. It has be the responsibility of school administration to inform parents/guardians of communication and notification methods and the media outlets that will be used in the event of early school closure.

### **2) Behavioral Health Crisis Prevention**

- a) Short-Term Intervention Procedures. Behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will use available resources including the school psychologist, social worker, or others in the community. Counseling procedures will be used whenever school administration determines it to be necessary, such as following an assault, a hostage situation, violent incident, or suicide. The School Director will meet with relevant persons to determine the level of intervention needed for students and staff. Once determined the following steps will occur:

1. Specific rooms will be designated for private counseling areas.
2. Siblings and close friends of any victims as well as others in need of emotional support will be escorted to the counseling area(s).
3. Media will be prohibited from interviewing or questioning students or staff.
4. Follow-up services to students and staff who receive counseling will be provided.
5. Normal school routines will resume as soon as possible.

b) Long-Term Intervention Procedures. The following components may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

### 3) Fire

a) Planning and Preparing for a Fire

1. Safe Area. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Accessibility of Building Facility Diagram and Site Plan. Building's facility diagram and site plan will be available in appropriate areas of the building and shall identify the primary and secondary evacuation routes.
3. Staff Training on Evacuation Routes. Teachers and staff will be trained regarding the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary and secondary evacuation routes. Minnesota State Fire Code (MSFC) (15), Sec. 406.2 requires that employees receive training in the contents of fire safety, evacuation plans, and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request
4. Conducting Fire Drills. 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 five drills each school year consistent with Minnesota Statutes, section 299F.30. The first emergency evacuation drill of each school year shall be conducted within the first 10 days of the beginning of classes. A record of fire drills conducted at the building will be

maintained in the school's main office.

[Note: The State Fire Marshal Division advises schools to defer fire drills during cold weather months.]

5. Preparation and Planning for Sites. The school district will have prearranged sites for emergency sheltering and transportation as needed.
6. Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions as long as it is safe to do so (e.g. phone, custodian, etc.). The School Director, or designee, will meet with local fire or law enforcement agents upon their arrival.

b) Procedures at the Time of the Emergency

1. Sound the building's fire alarm by pulling the nearest fire alarm station. If no pull station is close, call the administration office.
2. The first staff person aware of the fire should contact the director.
3. Evacuate students and staff according to the routes posted in the rooms and offices.
4. Close all classroom and office doors; do not lock doors
5. The director will report the incident (even if it is a false alarm) to the fire service as required by state law.
6. The director, or designee, will meet with local fire or law enforcement agents upon arrival and will give them an update, a facility diagram, and a site plan.

c) Procedures for Teachers

1. During an evacuation, take the class roster. The teacher is responsible for accounting for all students. Make sure all students and adults have left the room. Close the classroom door, but leave it unlocked.
2. Lead all students in an orderly and efficient manner to the safe area via the posted evacuation routes. Do not allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.
4. Follow specialized evacuation procedures for disabled persons.

d) At the Safe Area

1. When the group arrives at the safe area, check for any missing students and report them to the director.
2. Do not block any door or gate that may be used by emergency response personnel.

3. While at the safe area, teachers supervise the group closely. There may be a great deal of confusion and emergency vehicles will need access to the site.
4. If there was a fire in the building, be alert for students who may smell of smoke. Alert school administrators to any suspicious activities relating to the fire including what may be overheard from students.
5. Do not re-enter any school buildings until fire department officials declare them safe and authorize re-entry.
6. Transport students as needed.

#### **4) Severe Weather – Tornado/Severe Thunderstorm**

These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

##### **a) Procedures Before the Emergency**

1. The school district will identify both 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, basements, gymnasiums, and closets.
2. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
3. Provide training to appropriate staff 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.
4. Review “drop and tuck” procedures with students.
5. Keep a record of all tornado drills performed at the building in the building administrator’s office.

##### **b) Procedures When a Tornado/Severe Thunderstorm WATCH has been Issued**

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

1. Monitor Emergency Alert Stations.
2. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
3. Close windows and window treatments.
4. Review tornado drill procedures and the location of the closest safe areas.



5. Review “drop and tuck” procedures with students.

c) Procedures When a Tornado/Severe Thunderstorm WARNING has been Issued

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

1. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
2. Move along inside walls to the safest areas of the building.
3. Ensure that students are in the “tuck” position.
4. Account for all students and staff. Report any missing students or staff to the School Director when it is safe to do so.
5. School administration will monitor any changes in the weather.
6. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

d) Procedures after the Emergency

1. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
2. Check utilities and electrical devices for damage due to any outage.

## 5) Flooding

These procedures are for any weather situation that requires students and staff to evacuate the building.

a) Procedures for the Building Administrator if the Building is in an Area Where a Flood WATCH has been Issued

1. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.
2. Keep staff posted of changes or emergencies.
3. Review evacuation procedures with staff and prepare students.
4. Check relocation centers and secure transportation to them.

b) Procedures for Buildings in an Area Where a Flood WARNING has been Issued

1. If advised by local emergency management officials to evacuate, do so immediately.
2. Follow evacuation procedures; teachers take class rosters.
3. Turn off utilities in the building and lock the doors.
4. Take attendance after evacuation to the shelter. Report any missing students to the

- director.
5. Notify parents or guardians per school district policies.
  6. Stay with the students until released to a parent or guardian.

## **6) Assault/Fight**

These procedures apply to close contact physical confrontations including fist-fights, knife assaults, and the use of other weapons which require close proximity to result in a significant physical threat.

### a) Procedures

1. Ensure the safety of all students and staff.
2. Contact the school director, police liaison, or 911, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. CPR/first aid certified persons in the school building should handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the director. The director will:
  - (1) Notify the combatants' parent(s) or guardian(s), as appropriate.
  - (2) Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with school district discipline and harassment and violence policies, as appropriate.
  - (3) Notify law enforcement or school liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).
  - (4) Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
  - (5) Document all activities.

## **7) 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 the school district. No bomb threat will be disregarded as being a prank call.

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 director determines it is necessary to evacuate the campus, the 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.

Never attempt to touch, move, dismantle, or carry any object that is suspicious.

a) Procedures for Bomb Threat Recipient

1. If you receive a bomb threat by written message, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available.
2. If you receive a bomb threat by telephone, record exactly what the caller says.
3. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
4. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
5. Notify the director.
6. Call 911 and report the bomb threat.
7. DO NOT activate the fire alarm since the noise may detonate some bombs.
8. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Teachers take class rosters. Once evacuated, roll call should be taken. Notify the director of any missing students or staff.
9. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
10. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.
11. Notify parents and guardians per school district policies/procedures.

**8) Demonstration or Disturbance**

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the building: individual students, student groups, or outside individuals or groups not associated with the building.

a) Procedures

1. Notify the school director, or designee, of the disturbance.
2. During the disturbance, the director or designee will take corrective action such as:

- (1) Ask the demonstrators to disperse.
  - (2) Notify the local law enforcement agency, if necessary.
  - (3) Contain the disturbance by sealing off the area, to the extent possible.
  - (4) Secure the building, if necessary.
  - (5) Shut off bells, if appropriate.
  - (6) Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
- (1) Keep students in classrooms and lock the door. Do not allow students out of the classroom until the director or designee gives an all-clear signal.
  - (2) Make a list of students absent from the class.

## **9) 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.

The building must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff is aware of where to access these sheets in the case of a chemical accident. Procedures for reporting chemical spills, cleaning up chemical spills, and first aid information are to be filed with the corresponding M.S.D.S. in the main office.

### a) Procedures for On-Site Chemical Accidents

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill – leave that for trained personnel. Refer to the M.S.D.S. for guidance.
2. Notify the director about the accident.
3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster. Take roll call and immediately report any missing students to the director.
4. Call 911 (the fire department will contact the local hazardous materials team).
5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. Designate a responsible adult or administrator to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

### b) Procedures for Off-Site Chemical Accidents

1. When evacuation of the area is necessary, students and staff will be directed to a

- specific relocation area by local emergency management officials involved.
2. If students are evacuated, notify parents and guardians per school district policies.
  3. Evacuation may be made to a relocation center designated in advance by the director or designee if a specific alternative assignment is not made by response agency officials.

## **10) Intruder/Hostage**

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 or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

### a) Procedures before the Emergency

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff.

### b) Procedures for the Staff Member Who Sees an Unauthorized Intruder

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify him/herself and to state what the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify director and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.
9. Call 911 and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed).

### c) Witness to a Hostage Situation

1. If the hostage taker is unaware of your presence, do not intervene.

2. Call 911 immediately, if possible. Give the dispatcher details of the situation, ask for assistance from the hostage negotiation team.
3. Seal off the area near hostage situation, to the extent possible.
4. Notify the director or designee who may elect to evacuate the rest of the building.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

d) If Taken Hostage

1. Follow instructions of the hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

e) Procedures after the Emergency

1. Designate a spokesperson to handle media calls, questions, and contacts.
2. Prepare a news/information release, as appropriate.
3. Prepare a parent and guardian letter, as appropriate.
4. Hold an information meeting with all staff.
5. Initiate the grief-counseling plan, if appropriate.

## **11) Radiological Incident**

a) Procedures

1. The director will notify staff if an accident/incident has occurred that affects the ability of students to return to their homes (if they live within the 10-mile radius of an affected nuclear power plant).
2. The director will activate procedures for the release of students to the emergency contact person, as established by the parent(s) and guardian(s) at the beginning of the school year, or keep students at the school building until a parent or guardian or designee picks them up.
3. Teachers stay with the students until an authorized individual picks them up, if they are not going to an alternate (emergency) location.

## **12) Serious Injury/Death**

a) Procedures

1. Call 911, but do not leave the victim unattended.
2. Clear onlookers and isolate the victim.
3. Perform preliminary first aid, if trained.
4. Do not move the victim unless an immediate emergency situation dictates

evacuation.

5. Notify the director or designee.
6. Designate a staff person to accompany the injured or ill person to the hospital.
7. Administrative follow-up may include the following:
  - (1) Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.
  - (2) Determine method of informing staff, students, and parents, if appropriate.
  - (3) Prepare an accident report.
  - (4) Initiate the grief-counseling plan, if appropriate.
  - (5) Prepare a news media release, if appropriate.

### **13) Shooting**

These procedures apply to snipers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

- a) Procedures for Staff & Students if a Person Threatens with a Firearm or Begins Shooting
  1. If outside, staff and students should go inside the building as soon as possible. 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.
  2. If inside, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
  3. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the director or designee.
  4. 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.
  5. Take roll call and notify the director or designee of any missing students or staff, when it is safe to do so.
  
- b) Procedures for the Director or Police Liaison if a Person Threatens with a Firearm or Begins Shooting
  1. Assess the situation as to:
    - (1) Shooter's location,
    - (2) Injuries, and
    - (3) Potential for additional shooting.
  2. Call 911 and give them as much detail as possible about the situation.
  3. Secure the school building, if appropriate.
  4. Assist students and staff in evacuating from immediate danger to a safe area.
  5. Care for the injured to the extent practicable until emergency personnel arrive.

6. Refer media calls, contacts, and questions to the spokesperson.
7. Prepare a news or information release.
8. Notify parents and guardians per school district policies, if appropriate.
9. Hold an information meeting with all staff, if appropriate.
10. Initiate the grief-counseling plan, if appropriate.

## **14) Suicide**

### a) Procedures for a Suicide Attempt

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
3. Call 911 if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify director or designee or appropriate crisis intervention or mental health hotline.
5. The director or designee will activate the crisis response team.
6. Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE.**
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. The director will notify the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.
9. The director may arrange a meeting with parents and a psychologist or counselor to determine a course of action.
10. Determine method of notifying students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

## **15) Terrorism (Chemical or Biological Threat)**

### a) Upon Receiving a Chemical or Biological Threat Phone Call

1. Listen closely to the caller's voice, speech patterns, and to noises in the background.
2. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
3. Notify the director or designee who is responsible for notifying the local law enforcement agency.
4. The director or designee may order an evacuation of all persons inside the school building, or other actions, per school district policies.
5. If evacuation occurs, teachers should take the class roster.

### b) Upon Receiving a Chemical or Biological Threat Letter

1. Minimize the number of people who come into contact with the letter by



- immediately limiting access to the area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.
  3. Call 911.
  4. Separate “involved” people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
  5. Remove “uninvolved” people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
  6. Ask “involved” people to remain calm until emergency response officials arrive.
  7. Ask “involved” people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
  8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

c) Evacuation Procedures

1. The director or designee should notify staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the school building.
3. Teachers take roll call after the evacuation. Immediately report any missing students to the building administrator.
4. Students and staff who were “involved” in receiving the threat (by telephone or letter) will be evacuated as a group, separate from “uninvolved” students and staff.
5. The school director will announce the termination of the emergency after consulting with emergency response officials.
6. Notify parents and guardians per school district policies.
7. Notify the media per school district policies, if appropriate.

## **16) Utility Emergency**

Staff will follow standard evacuation procedures.

## **17) Weapons**

a) If a Student or Staff Member is Aware of a Weapon Brought to School

1. Immediately notify the director or teacher.
2. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself or herself.
3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the director. Do not leave the classroom.

b) Procedures for the Director if a Weapon is Suspected

1. Call the local law enforcement agency if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another administrator to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 – Reports of dangerous weapon incidents in school zones.)
7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

Legal References: 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)  
Minn. Stat. Ch. 12 and 12A (Emergency Management and Natural Disasters)  
Minn. Stat. Ch. 13 (Government Data)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 326B.02 subd. 6 and 326B.106 (Fire Code and General Powers Comm. Labor and Industry)  
Minnesota Rules Chapter 7511 (Minnesota State Fire Code)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Title IX, Part E, Subpart 2, Section 9532, and 20 U.S.C. § 7912 (Unsafe School Choice Option)