

TREKNORTH HIGH SCHOOL

ISD 4106

Adopted: _____

CRISIS MANAGEMENT POLICY

[Note: The 1999 Minnesota Legislature directed the Commissioner of Children, Families and Learning to draft, maintain, and make available to school boards a Model Crisis Management Policy. See Minn. Stat. § 121A.57 (Minn. Law 1999, Ch. 241, Art. 9, Sec. 6). By July 1, 2000, school boards must adopt a District Crisis Management Policy to address potential crisis situations in the school district. Id. The District Policy must be developed in consultation with district and school administrators, teachers, employees, students, parents/guardians, community members, community emergency response agencies (law enforcement and fire officials, EMT, etc.), county attorney offices, social service agencies, and any other appropriate individuals or organizations (such as Safe and Drug Free School coordinators and bus contractors). Id. This model policy is the result of a collaborative effort between the Minnesota Department of Children, Families and Learning, Division of Monitoring and Compliance; the Minnesota Department of Public Safety, Division of Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for TrekNorth High School employees, students, 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. Pursuant to this Policy a crisis management plan will be developed for TrekNorth and sections or procedures may be added or deleted in those crisis management plans based on school needs.

II. GENERAL INFORMATION

A. The Policy and Plans

The TrekNorth 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 school staff can tailor a crisis management plan to meet specific situations and needs.

The Executive Director and/or the Executive Council of TrekNorth shall present a tailored crisis management plan to the school board for review and approval. This crisis management plan 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.

B. Elements of the TrekNorth 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 the building-specific crisis management plans. TrekNorth staff will have access to a copy of the Emergency/Disaster Preparedness Planning Guide. This guide will assist in development of the building-specific crisis management plans.

[Note: The Emergency/Disaster Preparedness Planning Guide has sample lock-down procedures, evacuation procedures and sheltering procedures.]

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 Executive Director or designee. The Executive Director or designee will announce the lock-down over the public address system or by direct word of mouth. The alert will be made using a pre-selected code word. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The Executive Director will submit lock-down procedures for the school as part of the building-specific crisis management plan.

b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the Executive Director 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 Executive Director 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 Executive Director or designee will announce the need for sheltering over the public address system or other designated system. The Executive Director will submit sheltering procedures for a building as part of specific crisis management plan.

2. 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. These district-wide procedures are designed so that the Executive Director can tailor response procedures when creating the specific crisis management plan.
3. Additional Procedures. The Executive Director will present recommended early school closure, media and grief counseling procedures to the school board for review and approval. Upon approval, such procedures will be an addendum to this policy.
 - a. Early School Closure Procedures. The Executive Director will make decisions about closing the school. Such decisions will be made by the Executive Director as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and re-opening the school. The early school closure procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.
 - b. Media Procedures. The Executive Director has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.

[Note: The Emergency/Disaster Preparedness Planning Guide has a sample Media Procedures form.]

- c. Grief-Counseling Procedures. The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available community psychological and counseling resources. The grief-counseling procedures will be used whenever determined by the Executive Director or designee to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.
 - (1) Meet with school staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).
 - (2) Designate specific rooms as private counseling areas.

- (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counseling resources.
- (4) Prohibit the media from questioning students or staff.
- (5) Follow-up with students and staff who receive counseling.
- (6) Resume normal routines as soon as possible.

Upon approval, such grief counseling procedures will be an addendum to this policy.

4. Facility Diagrams and Site Plans. TrekNorth will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available at the front desk and in appropriate areas and will be kept on file in the Executive Director's office.

[Note: The Uniform Fire Code promulgated pursuant to Minn. Stat. § 299F.011 does not specifically require posting of facility diagrams for school buildings. See Uniform Fire Code, §§ 13.03.3.1 (requiring emergency plans) and 13.03.4.1 (requiring certain floor maps and site plans as part of an emergency plan).]

5. Emergency Telephone Numbers. The school building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of this list will be kept on file at the front desk and in the Executive Director's office. The list will be updated annually.

[Note: The Emergency/Disaster Preparedness Planning Guide has a sample Emergency Phone Numbers list.]

6. Crisis Response Teams

- a. Composition. The Executive Director will select a crisis response team trained 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.

TrekNorth will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the school district office.

b. Leaders. The Executive Director or designee serves as the leader of the crisis response team and the principal 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.

7. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should 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 and their own building's crisis management plan.

III. CRISIS AREAS COVERED BY THIS POLICY

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

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The TrekNorth crisis management plan will include such procedures and any other appropriate procedures.

IV. CRISIS-SPECIFIC PROCEDURES

These sample procedures are to be used by the Executive Director when tailoring the crisis management plan. As provided in Section II, A of this policy, tailored crisis management plan for TrekNorth will be presented to the school board for review and approval and then will become an addendum to this policy that will be maintained and updated year to year.

A. Fire

School preparation before the emergency:

1. Designate a safe area at least 100 feet away from the building and away from fire lanes. (Minn. Stat. §§ 299F.391 and 299F.011; Uniform Fire Code § 1303.3.3.1)
2. The school diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas, and the location of fire alarms, fire extinguishers, hoses, and water spigots.
3. Teachers and staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the building. TrekNorth staff will develop a universal signal to indicate a blocked entrance. When this signal is given, the responsible adult must immediately identify an alternate route.

[Note: The Uniform Fire Code promulgated pursuant to Minn. Stat. § 299F.011 requires training of school employees. See Uniform Fire Code § 1303.5.]

4. TrekNorth will conduct fire drills which include practicing how to move safely through blocked entrances and using alternate alarm systems. Fire drills will also include instruction/review of the use of fire extinguishers. The drills will emphasize the use of fire extinguishers to assist in evacuation.
5. Fire drills will be conducted periodically and at irregular times without warning (i.e., lunchtime, recess, and during assemblies). State law requires a minimum of nine drills each school year. (Minn. Stat. § 299F.30; Uniform Fire Code § 1303.3.3.2.)

6. A record of fire drills conducted at the building will be maintained in the Executive Director's office.
7. The school district will arrange for emergency shelter sites and transportation as needed.

Procedures at the time of the emergency:

1. Pull the fire alarm, notify building occupants of the evacuation, and evacuate the building.
2. The first person who is aware of the fire should contact the Executive Director and attempt to evacuate the area. Check facility diagrams for the nearest evacuation route and safe area.
3. The Executive Director or designee will call **911**.
4. Designate a responsible adult or school employee to meet with local fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.
5. The Executive Director or designee will report the incident (even if it is a false alarm) to the local fire service as required by state law. (Minn. Stat. § 299F.452).

Procedures for teachers:

1. During an evacuation, take the class roster. 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 manner to the safe area. 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.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the Executive 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.
4. Do not re-enter any school buildings until fire department officials declare them safe.
5. Transport students as needed.

B. Severe Weather

1. Tornado/Severe Thunderstorm/Indoor Shelter. These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

Procedures before the emergency:

- a. 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, basement gymnasiums, and closets.
- b. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
- c. 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.
- d. Review “drop and tuck” procedures with students.
- e. Keep a record of all tornado drills performed at the building in the Executive Director’s office.

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.

- a. Monitor Emergency Alert Stations.

[Note: The Emergency/Disaster Preparedness Planning Guide has a sample EAS Form.]

- b. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
- c. Close windows and blinds.
- d. Review tornado drill procedures and the location of the closest safe areas.
- e. Review “drop and tuck” procedures with students.

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.

- a. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
- b. Move along inside walls to the safest areas of the building.
- c. Ensure that students are in the “tuck” position.
- d. Account for all students and staff. Report any missing students or staff to the Executive Director, when it is safe to do so.
- e. The central office administration will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the emergency:

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

2. Flooding/Evacuation. These procedures are for any weather situation which requires students and staff to evacuate the building.

Procedures for the Executive Director if a building is in an area where a flood watch has been issued:

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

Procedures for buildings in an area where a flood warning has been issued:

- a. If advised by local emergency management officials to evacuate, do so immediately.
- b. Follow evacuation procedures; teachers take class rosters.
- c. Turn off utilities in the building and lock the doors.
- d. Take attendance after evacuation to the shelter. Report any missing students to the Executive Director.
- e. Notify parents or guardians.
- f. Stay with the students until they are released to a parent or guardian.

C. 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.

Procedures:

1. Ensure the safety of all students and staff.
2. Contact the Executive Director, Community 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. Contact CPR/first aid certified persons in the school building to handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office areas keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the Community Liaison. The Community Liaison will:
 - a. Notify the Executive Director and combatants' parent(s) or guardian(s), as appropriate.
 - b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with discipline, harassment and violence policies, as appropriate.
 - c. Notify law enforcement 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).
9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
10. Document all activities.

D. 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. 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 re-entry. 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.

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

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. Go to Step 2.

If you receive a bomb threat by telephone:

- a. Record exactly what the caller says. Activate caller ID where available. Complete the “*Bomb Threat Phone Report*” and the “*Caller Identification Checklist*.”

*[Note: The Emergency/Disaster Preparedness Planning Guide has a sample *Bomb Threat Phone Report and Caller Identification Checklist*.]*

- b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller’s voice, speech patterns, and to noises in the background.
 - c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
2. Notify the Executive Director.
 3. Call **911** and report the bomb threat.
 4. Call the Executive Director to report the incident and any action taken so far.
 5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention “bomb threat.”
 6. 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 Executive Director of any missing students or staff.

7. 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.
8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.
9. Notify parents and guardians.

E. 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.

Procedures:

1. Notify the Executive Director of the disturbance.
2. During the disturbance, the Executive Director will take corrective action, such as:
 - a. Ask the demonstrators to disperse.
 - b. Notify the staff and board chair.
 - c. Notify the local law enforcement agency, if necessary.
 - d. Contain the disturbance by sealing off the area, to the extent possible.
 - e. Secure the building, if necessary.
 - f. Shut off bells, if appropriate.
 - g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
 - a. Keep students in classrooms and lock the door. Do not allow students out of the classroom until the Executive Director gives an all-clear signal.

- b. Make a list of students absent from the class.

F. 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, janitorial closets). School buildings 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 are aware of where to access these sheets in the case of a chemical accident.

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 Executive Director and school OSHA Official 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 Executive 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 staff member or other responsible adult to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.
7. Notify the Executive Director.

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.

3. Evacuation may be made to a relocation center designated in advance by a Executive Director if a specific alternative assignment is not made by response agency officials.

G. 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.

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. A code word should be predetermined to alert staff when the school building will be secured and lock-down procedures initiated.

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 himself or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the front desk.
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 Executive Director or Community Liaison 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).

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 Executive Director 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.

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.

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.

H. Serious Injury/Death

Procedures:

1. Call **911**, but do not leave the victim unattended.

2. Contact a first aid provider or a member of the crisis response team.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first aid, if trained.
5. Do not move the victim unless an immediate emergency situation dictates evacuation.
6. Notify the Executive Director.
7. Designate a staff person to accompany the injured or ill person to the hospital.
8. Administrative follow-up may include the following:
 - a. Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.
 - b. Determine method of informing staff, students, and parents, if appropriate.
 - c. Prepare an accident report.
 - d. Initiate the grief-counseling plan, if appropriate.
 - e. Prepare a news media release with the Executive Director, if appropriate.

J. 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.

Procedures for staff and 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 furniture without talking and remain there until an all-clear signal is given by the Executive Director.
4. If safe to do so, staff should check the school 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 front desk if students from another class are in their room.
5. Take roll call and notify the Executive Director of any missing students or staff, when it is safe to do so.

Procedures for the Executive Director or Community Liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:
 - a. Shooter's location,
 - b. Injuries, and
 - c. 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 school district spokesperson.
7. Meet with the Executive Director to 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.

K. Suicide

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 the Executive Director, Lead Teacher, Community Liaison, or appropriate crisis intervention or mental health hotline.
5. The Executive Director 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 Executive Director or Community Liaison 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 Executive Director may arrange a meeting with parents and school staff to determine a course of action. Community mental health resources will be utilized when appropriate.
10. Determine method of notifying students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

L. Terrorism (Chemical or biological threat)

Upon receiving a chemical or biological threat phone call:

1. Complete the “*Chemical/Biological Threat Phone Report*” and “*Caller Identification Checklist*.”
2. Listen closely to the caller’s voice, speech patterns, and to noises in the background.
3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
4. Notify the Executive Director who is responsible for notifying the local law enforcement agency.

5. The Executive Director may order an evacuation of all persons inside the school building(s), or other actions, per school district policies.
6. If evacuation occurs, teachers should take the class roster.

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** first, then the Minnesota Duty Officer at 1-800-422-0798.
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.

Evacuation procedures:

1. The Executive Director 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 Executive Director.
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 Executive 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.

M. Weapons

If a student or staff member is aware of a weapon brought to school:

1. Immediately notify the Executive Director, Lead Teacher, or Community liaison.
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 Executive Director. Do not leave the classroom.

Procedures for the Executive 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 the Executive Director, Lead Teacher or Community Liaison 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 (Emergency Services)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.011 (Uniform Fire Code)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Stat. § 299F.452 (Reporting Malicious False Fire Alarm)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Parts 3530.4400-3530.4700 (Civil Defense)
Minn. Rules Part 7510 (Fire Safety)

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 803 (Warning Systems and Emergency Plans)
MSBA/MASA Model Policy 804 (Bomb Threats)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)