
International Falls Public Schools

EMERGENCY MANAGEMENT SCHOOL SAFETY PLAN



**1515 Eleventh Street
International Falls, MN 56649-2501
218-283-2571**

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DOCUMENT REVIEW/MODIFICATION FORM

All document modifications and reviews of the plan must be documented on this form.

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PLAN DISTRIBUTION LIST

The following parties have entire copies of the Emergency Management plan and must be considered, when updating the plan.

INTERNAL DISTRIBUTION

Department/Position	Number of Copies
Superintendent	1
Falls High School Principal	1
Falls Elementary Principal	1
High School Secretary	1
Elementary Secretary	1
Technology Director	1
Guidance Counselor	1
Director of Facilities, Transportation & Safety	1
High School Representative	1
Athletic Director	1
District Nurse	1
Community Education	1
All staff - Digital Format	1
Within the go-kits: Re-Unification Kit Will arrive on one of the first busses at reunification site Evacuation Kit within Office	1 per kit

EXTERNAL DISTRIBUTION

Department/Position	Number of Copies
Sheriff's Department	1
Police Department	1
Fire/EMS Department	1

GENERAL DISTRIBUTION

All staff members within the District have received copies of this plan in a shortened, flip-chart format. These documents are updated on an annual basis by the main office, prior to school beginning. Training is provided on an annual basis to all staff members.

EMERGENCY PHONE NUMBERS

FIRST RESPONDERS

Fire, Ambulance, Police Emergency 911

Non-Emergency – Fire/EMS (218) 283-2929

Non-Emergency – Sheriff (218) 283-4416

School Resource Officer

PUBLIC UTILITIES

Electricity: Company Minnesota Power Contact Person _____
 24-Hour Emergency Number(s) 1 (800) 228-4966

Gas: Company Minnesota Energy Resources Contact Person _____
 24-Hour Emergency Number(s) 1 (800) 889-4970 / 1 (800) 889-3400

Water: Company City Water Department Contact Person Ted Brokaw (218) 324-9021
 Contact Person Mike Wallace (218) 324-6831
 24-Hour Emergency Number(s) (218) 283-2990

RESOURCES

Division of Emergency Management 1 (800) 422-0798

American Red Cross 1 (800) 404-2236

Poison Control Center 1 (800) 222-1222

County Social Services (Child Protection) (218) 283-7000

Post – Crisis Intervention / Mental Health Services Northland Counseling; Bill Johnson (218) 283-3406

County Emergency Management 218-283-4416

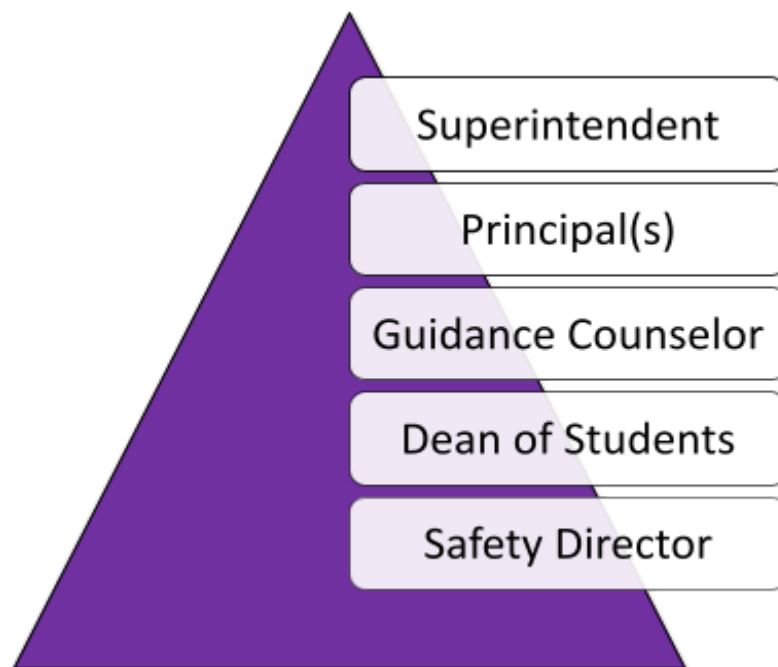
School Resource Officer _____

Local Clergy

Evangelical Covenant Church (218) 283 – 3365
 First Lutheran Church (218) 283 – 2208
 St. Thomas Aquinas Catholic Church (218) 283 – 3293

INCIDENT COMMAND FLOW-CHART

When the Superintendent is not in the building to act as the incident commander, the following order of command will be followed:



CRISIS MANAGEMENT TEAM



CRITICAL INFORMATION

The Crisis Management Team is responsible for: maintaining and reviewing the District's plan, assisting and cooperating with all training relating to the plan and assisting in case of an emergency within the District.

Contact information and details on each position can be found below.

CONTACT INFORMATION

Title	Name	Office Phone Number	Cell Phone Number	Alternate Phone Number
Superintendent	Beth Shermoen	(218) 283-2571 x1112	(218) 244-3498	218-324-1356
School Resource Officer				
H.S Principal	Lisa West	(218) 283-2571 x1104	(218) 260-0766	
H.S Secretary	Vicki Heiss	(218) 283-2571 x1100	(218) 324-1386	
Elem. Principal	Melissa Tate	(218) 283-2571 x1232	(218) 428-3330	
Elem. Secretary	Christina Dowty	(218) 283-2571 x1230		
Technology Director 1	Michael Blesi	(218) 283-2571 x1119	(218) 324-1820	
Technology Director 2	Casey Stenberg	(218) 283-2571 x1151		
Guidance Counselor	Thane Grewatz	(218) 283-2571 x1106	(218) 434-3119	
Social Worker	Laurie Youso	(218) 283-2571 x 1288		
Director of Facilities, Transportation & Safety	Tom Holt	(218) 283-2571 x1185	(218) 417-0369	
Director of Athletics	Timm Ringhofer	(218) 283-2571 x1138	(218) 324-3053	
Community Education	Beth Slatinski	(218) 283-2571 X1186	(218) 324-2681	
District Nurse	Leah Bacon	(218) 283-2571 x1231	(218) 341-5902	
School Board Representative	Tina Sather	Offsite	218-240-9042	
Dean of Students	Donald Rolando	(218) 283-2571 x1131	(218) 244-3588	
H.S Teaching/Itinerant Staff Representative	Tom Vollum	(218) 283-2571 x 1113		
Elem. Teaching/Itinerant Staff Representative	Seth Ettestad	(218) 283-2571 x1269 x1158	(218) 349-9990	

CRISIS MANAGEMENT TEAM DUTIES

Title	Duty
Superintendent	Incident Command Activate the District's emergency response plan; Assess the threat; Order protective measures, such as lockdown, evacuation or shelter-in-place; Request resources; Liaison with the media and other stakeholders; Responsible for site safety; Lead reunification procedures
Building Principals <i>High School and Elementary</i>	Act as incident command if Superintendent is absent Otherwise assisting the Superintendent and keeping detailed notes on the events occurring, keeping the building secured and referring media to the Superintendent
Guidance Counselor	Act as incident command if Superintendent and building Principals are absent Otherwise responsible for coordinating recovery services
Dean of Students	Act as Incident Command if Superintendent, building Principals and the Guidance Counselor are absent Otherwise responsible for assisting with recovery services, working to keep staff members informed and implementing back-to-school plans
Building Secretaries <i>High School and Elementary</i>	Act as Incident Command if Superintendent, building Principals, the Guidance Counselor and the Dean of Students are absent Otherwise responsible for assisting Building Principals, working to keep students and parents organized and assisting with reunification procedures if necessary

Director of Facilities, Transportation & Safety	Responsible for arranging transportation for emergency relocations; Assist with the reunification procedures; Supply building information to emergency personnel
Director of Athletics	Responsible for emergencies that may arise during athletic events after school hours
District Nurse	Provide first aid and/or other medical care; Coordinate with emergency services; Lead the District's medical response team
School Board Representative	Assist the Superintendent with media inquiries and press releases
Technology Director	Responsible for maintaining the lines of communication and keeping the District's attendance software running
Teaching Staff Representative <i>High School and Elementary</i>	Responsible for assisting with evacuation and/if necessary, reunification procedures

MEDICAL RESPONSE TEAM



CRITICAL INFORMATION

The Medical Response Team consists of staff members who have received CPR/AED/First Aid training and are comfortable assisting with medical emergencies that may arise within the District. Training cards are good for two years.

The MRT will be paged over the intercom system when needed.

Contact information for team members is broken down by buildings below.

CONTACT INFORMATION – FALLS HIGH SCHOOL

Name	Office Phone Number	Cell Phone Number	Date Training was Received
Leah Bacon	(218) 283-2517 x1231	(218) 341-5902	
Tom Vollom	(218)283-2571 x. 1113	(218)417-0110	
Cory Smith	(218) 283-2571 x1189	(218) 244-6891	
Timm Ringhoffer	(218) 283-2571 x1138	(218) 324-3053	

CONTACT INFORMATION – FALLS ELEMENTARY SCHOOL

Name	Office Phone Number	Cell Phone Number	Date Training was Received
Leah Bacon	(218) 283-2571 x1231	(218) 341-5902	
Seth Ettestad	(218) 283-2571 x1252	(218) 324-6032	
Kim McDonald	(218) 283-2571 x1245	(218) 324-1222	

EMERGENCY GO-KITS



CRITICAL INFORMATION

Re-Unification go-kit will be available on one of the first buses arriving at the reunification site.

Evacuation go-kit must be carried out of the building anytime the building is evacuated. Kits can be found within the main office of each school at and will be carried out of the building by the lead secretaries.

Each classroom is given a small first-aid kit at the start of each school year. Teachers are responsible for re-filling the kit as necessary with the District Nurse and keeping an updated class roster as well as parent contact information with their first aid kit.

The District Nurse is responsible for ensuring that the medication from the office is in a location that can easily be grabbed when leaving the building. Building secretaries will bring the medications with them when they evacuate the building. The District Nurse is responsible for bringing the medical go-bag outside.

Each kit will be assessed on an annual basis to ensure that the proper contents are present. A person will be designated to complete the annual kit review at the time of the annual review of the emergency management plan.

EVACUATION KIT CONTENTS

- | | |
|---|-------------------------------------|
| ✓ Suitable container | ✓ Copy of all-district extensions |
| ✓ Method of tracking attendance | ✓ Copy of daycare list (FES) |
| ✓ Parent/guardian contact info | ✓ Hand sanitizer |
| ✓ High visibility vests | ✓ Flashlight and extra batteries |
| ✓ First-aid kit | ✓ Space blankets (5) |
| ✓ Copy of the Emergency Management Plan | ✓ Juice boxes for diabetic students |
| ✓ Copy of bus rounds | |

RE-UNIFICATION KIT CONTENTS

- | | |
|---------------------------------------|-------------------------------------|
| ✓ Suitable container | ✓ Traffic cones (6) |
| ✓ Method of tracking attendance | ✓ Clipboards, pens, paper, markers |
| ✓ Parent/guardian contact info | ✓ Copy of Emergency Management Plan |
| ✓ High Visibility vests (6) | ✓ Tissue |
| ✓ First aid kit | ✓ Whistle |
| ✓ Hand sanitizer | ✓ Bullhorn |
| ✓ Flashlights and extra batteries (4) | ✓ Duct tape |
| ✓ Space blankets (10) | |

✓ Disposable gloves

✓ Water and cups

UNIVERSAL DISTRICT-WIDE PROCEDURES

BUILDING SECURITY & GENERAL INFORMATION



CRITICAL INFORMATION

Building security is essential in order to ensure the safety of students, staff, and visitors. Keeping school facilities secure is also necessary to enhance the learning environment by minimizing disruptions. All district employees must play a role by following these procedures.

1. All visitors will sign in at the main office and wear an identification badge that is attached to a lanyard of an identifiable color.
2. Vendors are required to check-in at the main office and also wear a badge.
3. Staff will approach all unidentified visitors and escort them to the office to sign in.
4. All staff members are required to wear their ID badges at all times.
5. All staff will be alert for suspicious-looking and acting people. Staff will be alert for foreign or suspicious objects, items or parcels, which do not appear to belong in the area where such items or parcels are observed.
6. Staff must maintain situational awareness at all times to prevent students or unauthorized persons from loitering in unsupervised areas of the building.
7. Make sure all rooms including access-ways to boiler rooms, switchboards, utility closets are locked at all times. Classrooms are securely locked at all times.
8. **Don't leave keys and ID badge unattended at any time.** Keep keys on your person. Make sure all keys are accounted for. If all keys are not accounted for, locks will have to be changed.
9. Do not prop exterior doors open at any time.
10. The building is secure during school hours, visitors must be buzzed in through the main offices.
11. Before and after school, staff members should be in hallways near their classrooms, visible to students.
12. The Athletic Director is responsible for facilitating an emergency plan while school is not in session and after school activities are taking place.
13. Staff members are able to dial 911, direct from any phone by pressing outgoing first. This is noted on stickers placed on each phone, complete with the room number.
14. EMS, Fire and Police all have access to the Knox Box outside the school buildings.
15. Keys and fobs are collected/audited from all staff, at the end of each school year as part of the checkout procedure. Records are kept within the District to provide identification for keys and fobs.

ALICE FRAMEWORK



CRITICAL INFORMATION

ALICE Framework Overview.

EVACUATION/RELOCATION



CRITICAL INFORMATION

EVACUATION PROCEDURES ARE USED WHEN CONDITIONS ARE SAFER OUTSIDE THE BUILDING THAN INSIDE THE BUILDING.

Evacuation routes should be specified according to the type of emergency:

- **Bomb Threats:** Building administrator notifies staff of evacuation route dictated by known or suspected location of a device.
- **Fire:** Follow primary routes unless blocked by smoke or fire. Know the alternate route.
- **Hazardous Materials:** Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

Student contact information must be constantly updated on the system and be available to staff on their mobile devices.

WHEN IMPLEMENTING EVACUATION PROCEDURES:

BUILDING ADMINISTRATION

1. Determine evacuation routes based on location and types of emergency
2. Announce immediate evacuation and specify any changes in evacuation routes; instruct students not to stop at their lockers for personal belongings
3. Make sure to bring the following items with during evacuation (and drills):
 - a. Attendance records that have been submitted to the main office for that day
 - b. Administrative Go-Kit
 - c. Student Information List
4. Monitor the situation and provide updates and additional instructions as needed
5. Announce "all clear" signal once it is safe to re-enter the building as determined by building administration and emergency responders

STAFF

1. Office staff will take student phone files and evacuation folder
2. Take the closest and safest way out as posted or announced
 - a. Use a secondary route if the primary route is blocked or hazardous
3. Assist those needing special assistance per policy
4. Do not lock classroom doors when leaving
5. Do not stop for student or staff belongings
6. Go to Assembly Area
7. When outside the building:
 - a. Check for injuries
 - b. Account for all students
 - c. Immediately report any missing, extra or injured students to building administration and emergency personnel
 - d. Continue to contain and maintain students
8. Limit student use of cell phones in order to keep lines open
9. Wait for additional instructions

WHEN IMPLEMENTING EVACUATION AND RELOCATION PROCEDURES:

BUILDING ADMINISTRATION

1. Determine whether students and staff should be evacuated to a relocation center
2. Alert appropriate school emergency personnel of emergency type and evacuation

3. Notify relocation center
4. Announce evacuation
 - a. Specify any changes in evacuation routes based on location and types of emergency
 - b. Instruct students not to stop at their lockers for personal belongings
5. Make sure to bring the following items with during evacuation/relocation:
 - a. Attendance records that have been submitted to the main office for that day
 - b. Administrative Go Kit
 - c. Student Information List
6. Implement **Student Release** procedures at the relocation center

STAFF

1. Bring a copy of the **classroom roster** or have electronic access (**done during drills as well**)
2. Take the closest and safest way out as posted or announced
 - a. Use a secondary route if the primary route is blocked or hazardous
3. Assist those needing special assistance
4. Do not lock classroom doors when leaving
5. Do not stop for student or staff belongings
6. Remain with class in route to the relocation center
7. Take attendance upon arriving at the center
 - a. Immediately report any missing, extra or injured students to building administration or emergency personnel
 - b. Continue to contain and maintain students
8. Limit student use of cell phones in order to keep lines open
9. Wait for additional instructions

Relocation Centers

List primary and secondary student relocation centers. Include maps and written directions to centers for staff reference.

Primary Relocation Center	Secondary Relocation Center
Bronco Arena	First Lutheran Church
Name of Primary Relocation Center	Name of Secondary Relocation Center
15th Ave, International Falls, MN 56649	123 Wayside, International Falls, MN 56649
Address	Address
(218)283-2424	(218)283-2208
Phone (Office)	Phone (Office)
DNA	DNA
Phone (Mobile)	Phone (Mobile)

LOCKDOWN



CRITICAL INFORMATION

Lockdown procedures are used to protect building occupants from potential dangers inside the building (e.g. threats, intruders).

Lockdown with intruder, is commonly referred to as a “hard” lockdown and occurs when there is a threat or intruder within the building. Lockdown with warning, is commonly referred to as a “soft” lockdown and occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from.

LOCKDOWN WITH INTRUDER (HARD LOCKDOWN)

BUILDING ADMINISTRATION

1. Announce “**Lockdown with intruder**”
 - Repeat announcement several times
 - Be direct. **DO NOT USE CODES**
2. **CALL 911** and notify law enforcement
3. Direct all students, staff, and visitors to the nearest classroom or secured space
 - Classes outside the building **SHOULD NOT** enter the building
 - Move outside classes to primary evacuation site
4. **DO NOT** lock exterior doors
5. To end the drill, announce “**All Clear**” signal over the PA system
6. During a real emergency, rooms will be cleared by law enforcement only

STAFF (Including Secretaries)

1. Clear all students, staff, and visitors from hallways, cafeterias, and other common areas immediately
 - Report to nearest classroom or safe location
2. If outside the building, escort students to primary evacuation site. **DO NOT** enter the building
3. Assist those with special needs accommodations
4. Close and lock all windows and doors
 - **DO NOT LEAVE** for any reason
 - **DO NOT OPEN THE DOOR** for any reason
 - If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible
5. Shut off lights
6. Stay away from all doors and windows
7. Move students to interior walls
8. **BE QUIET!**
9. Wait for further instructions from building administration or law enforcement

NOTE: Building administration should debrief staff, and emergency responders, after drills, near misses, and real emergencies

LOCKDOWN WITH WARNING (SOFT LOCKDOWN)

BUILDING ADMINISTRATION

1. Announce “Lockdown with warning”
 - Repeat announcement several times
 - Be direct. **DO NOT USE CODES**
1. **Call 911** and notify law enforcement
2. Bring people inside
3. Lock exterior doors
4. Control all movement
5. Disable all bells
 - Direct any movement by announcement only
 - Announce “**All Clear**” signal when the threat has ceased

STAFF (Including Secretaries)

1. Clear all students, staff, and visitors from hallways, cafeterias and other common areas immediately
 - Report to nearest classroom or safe location
2. Assist those with special needs accommodations
3. Close and lock all exterior doors
4. Continue classes
 - Move on announcement only
5. Wait for further instructions



[Minnesota State Statute 121A.037 SCHOOL SAFETY DRILLS](#)

Private schools and educational institutions not subject to section [121A.035](#) must have at least five school lock-down drills, five school fire drills consistent with section [299F.30](#) and one tornado drill.

- It is essential to practice and plan for **all** emergencies during these required drills
- Develop an action plan for notifying and directing people in common areas (e.g. cafeteria, gymnasium, auditorium, bathrooms).
- During the “all clear” notification, consider having law enforcement accompany building staff to each classroom or safe area

MEDIA INQUIRIES



CRITICAL INFORMATION

All staff must refer the media to the District spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency. The media does NOT have permission to take pictures or video of students and staff.

Press conferences are to be held off-campus.

WHEN COMMUNICATING WITH THE MEDIA DURING AN EMERGENCY:

DISTRICT ADMINISTRATION

1. The Superintendent serves as the District spokesperson. If Superintendent is unavailable an alternate assumes responsibility, in the following order:
 - Building Principals
 - Dean of Students
 - Guidance Counselor
 - Safety Director
2. In partnership with all involved agencies, establish a joint information center (JIC) away from the affected area
 - JIC establishes one point of contact for the media and ensures the release of coordinated messages
3. Media will want to be close enough to shoot video footage and photographs
 - **DO NOT** allow media to hinder emergency responders or be put in harms way
4. Provide regular updates to the media and let them know when to expect the next update
5. **DO NOT** say “No comment.” It is okay to say “I don’t know”
6. Monitor media reports to ensure your message is communicated accurately
 - Provide the media with any corrected information
 - Ask the media to dispel any rumors
7. Document all contact with media
8. When speaking to the media, use the provided script(s)

BUILDING ADMINISTRATION

1. Notify district administration and all staff of an emergency event
2. Direct all media contacts to the Superintendent’s Office
3. DO NOT allow media to hinder emergency responders or be put in harms way
4. Relay all factual information to the Superintendent’s Office
5. Update staff throughout the emergency
 - Review details of the emergency
 - Provide and update information to dispel any rumors before staff leave

STAFF

1. Direct all media contacts to the Superintendent’s Office

Public Information Release

Date: _____ **Time:** _____

READ ONLY THOSE ITEMS CHECKED, MAKE NO OTHER COMMENTS

_____ has just experienced _____

- The (students/employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- Emergency related medical services [(are here) or (are on their way) or (are not available to us)]
- Police [(are here) or (are on their way) or (are not available to us)]
- Fire department/paramedics [(are here) or (are on their way) or (are not available to us)]
- Communications to parents (is/are) being posted _____ and delivered by phone (and email?) through _____.
- Reunification center for parents to pick up their students (is/are) being set up at _____.
- Injuries have been reported at _____ and are being treated at the site by (staff/medical responders)
- _____ (insert number) reported injured.
- Students have been taken to a safe area and are with _____.
- _____ students have been taken to the local emergency room for treatment of serious injury.
- Parents of injured students should go to the emergency room at _____.
- _____ confirmed deaths have been reported.
- Names cannot be released until families have been notified.
- Structural damage has been reported at _____
-

Public Information Release (Bus Accident)

Date: _____ **Time:** _____

International Falls Public Schools is confirming an accident involving a District bus. Students are being transported to (home, school site, etc.) after receiving a medical evaluation at the scene. The accident has resulted in injuries and the injured are being transported to medical facilities. Parents of students are meeting at the school to receive information and support. Parents with children involved have been notified via _____.

Public Information Release

Date: _____ **Time:** _____

There has been an confirmed/unconfirmed (insert event) in/at (insert location). We are working with (local, state, federal) agencies to gather as much information as possible and take the appropriate steps to ensure the health of students, staff and others in the affected area. Our major concern is for the safety of students and staff. Parents and other involved parties have been/will be informed via _____.

Media Guidance

Community Prayer Service

Welcome to International Falls Public Schools. Thank you for coming to share our story with the region and beyond. Thank you for your courtesy and respect as you share our story of grief, remembrance, community support and the beginning of healing.

Please continue to respect our grieving students, families, staff and community as they come together to support one another in prayer and otherwise.

We welcome your work and ask that you follow the following guidance:

1. Prior to the service you may work in the following areas: _____. We ask that you conduct your work in a manner that does not interfere with our community's ability to view the many memorials on the walls or to gain access to the gym or Auditorium.
2. If you wish to conduct on-camera interviews or spots, please set up your cameras (insert location).
3. At (insert time) I and representatives of the families of our students who were killed in the crash will have a statement for the media in (insert location)
4. Please help us ensure our community members are able to leave the service in a manner befitting a community prayer service of remembrance.

Thank you again for joining us for this sad, but necessary event. You and your colleagues have impressed me with the quality of your coverage and your respect for our community's need. I know we can count on your continued professionalism.

Superintendent

News Release #1

We have suffered a terrible loss to our _____ community. We share the grief of our families and students, because we are one community and, in a sense, a large extended family.

There is nothing any of us can do to restore the lives we have lost or to speed the recovery of those who were injured or to remove the terrifying memories of the students who survived the accident without injury, but we are resolved to do everything we can to care for our grieving families, students, school staff and communities. At a time like this our school becomes refuge for those in our educational community who need a place to share their grief, or confusion or need to support others in the time of need.

We offer our deep thanks to the area first responders and our local and state law enforcement officers for their immediate response and caring, expert efforts at the scene. We also offer our lasting gratitude for _____, for his/her heroic efforts at the accident scene.

We are members of a resilient and caring community. We will come together and find ways to grieve, to help and, eventually to heal. We are _____ and we are here for one another in our educational community.

Superintendent
(Insert Date)

POST-CRISIS INTERVENTION PROCEDURES



CRITICAL INFORMATION

Northland Counseling counselors and emergency management contact numbers are located on the emergency contact information at the beginning of this plan, along with local clergy information.

STAFF

1. Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
2. Provide post-crisis briefings for staff, students, and families as appropriate.
3. Re-establish school and classroom routines as quickly as possible.
4. Consider interventions:
 - a. Defusing – Provide defusing sessions for students and staff as quickly as possible after emergency. Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. (Defusing will be conducted by trained individuals)
 - b. Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency. CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and give referral information. It must be modified for student's developmental level. (CISD will only be conducted by trained professionals).
 - c. Counseling – Provide grief counseling.
5. Provide on-going support as necessary for staff, students, and families.
 - a. Monitor and support staff.
 - b. Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - c. Identify and monitor at-risk students.
 - d. Provide individual crisis or grief counseling, if necessary.
 - e. Conduct outreach to homes.
 - f. Provide follow-up referral for assessment and treatment, if necessary.

STUDENT RELEASE/REUNIFICATION



CRITICAL INFORMATION

At the beginning of the school year when reviewing the school safety procedures, inform parents about the Student Reunification and Release procedures.

Parents may be emotional when arriving at the school – remind them that the safety of the students is the utmost priority of the school.

Contact information is necessary, this information must be updated on the electronic records for the reunification process to flow smoothly.

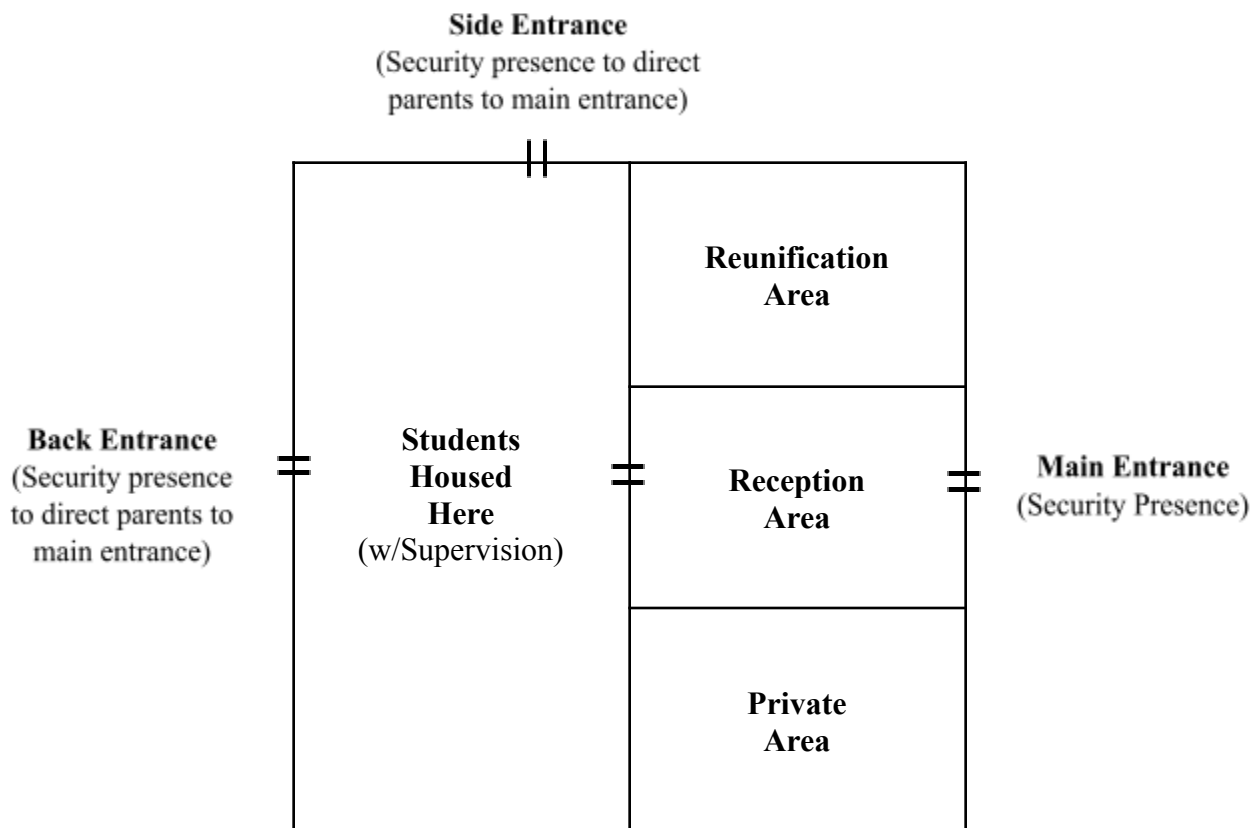
Refer to the team duties to see who is responsible for assisting with implementation of these procedures.

WHEN IMPLEMENTING STUDENT RELEASE/REUNIFICATION PROCEDURES:

BUILDING ADMINISTRATION

1. Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians, or other authorized family members).
2. Work with emergency responders to provide traffic control
 - Ensure that emergency responders have access to the scene
 - Direct traffic away from the primary routes of emergency responders
 - Remove any vehicles blocking the routes of emergency responders
3. Assign staff to the following roles:
 - **Security** – responsible for maintaining perimeter and directing parents to single point of entry in cooperation with law enforcement
 - **Reception** – responsible for greeting parents/legal guardians and directing them to the Reunification Team
 - **Reunification Team** – responsible for checking picture ID, Student Information List, and ensuring that parent/legal guardian sign a release form prior to releasing the student
 - **Runners** – responsible for working with Reunification Team to get students once the parent/legal guardian has been approved and signed the release form
 - **Student Supervisors** – responsible for supervising students waiting to be released
 - Principal or designee, in cooperation with law enforcement, will meet with parents/legal guardians of missing or injured students in a separate private area
4. Inform parents of the location and availability of student support staff

REUNIFICATION DIAGRAM



STAFF ROLES:

- **Security** – responsible for maintaining perimeter and directing parents to a single point of entry in cooperation with law enforcement.
- **Reception** – responsible for greeting parents/legal guardians and directing them to the Reunification Team.
- **Reunification Team** – responsible for checking picture ID, Student Release Cards, and the Legal List, and ensuring that parent/legal guardian signs a release form prior to releasing the student.
- **Runners** – responsible for working with the Reunification Team to get students once the parent/legal guardian has been approved and signed the release form.
- **Student Supervisors** – responsible for supervising students waiting to be released.
- **Principal or Designee**, in cooperation with law enforcement, will meet with parents/legal guardians of missing or injured students in a separate private area.



Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Signature



Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Signature

EMERGENCY PROCEDURES

SEXUAL ASSAULT



CRITICAL INFORMATION

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

SCHOOLS SHOULD ADDRESS SEXUAL ASSAULT AS A CRISIS EMERGENCY WHEN:

1. A rape or sexual assault occurs on school district grounds
2. A member of the victim's family or friend requests intervention
3. Rumors or myths of an alleged incident are widespread and damaging

IN THE EVENT OF A SEXUAL ASSAULT OR NOTIFICATION OF A SEXUAL ASSAULT:

STAFF

1. Notify building administration immediately
2. Complete all required reports
3. Maintain confidentiality during the investigation
 - Direct the individual (e.g. student, staff) not to repeat any information elsewhere in the school, especially if not the direct victim
4. *Do not leave the victim alone*
5. Ensure the short-term physical safety of the victim
6. Notify the school nurse or student services to provide care and secure immediate medical treatment if needed
7. If appropriate, preserve all physical evidence

BUILDING ADMINISTRATION

1. Maintain confidentiality during the investigation
 - If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
2. Notify appropriate law enforcement
3. Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need
4. Determine needs for peer support
5. Encourage victim to seek support from a rape crisis center
6. Take action to control rumors
7. Document all actions taken by staff and complete incident reports
8. Store all records related to sexual assault incidents and services provided in a confidential administrative file

A sexual assault examination is an important piece of evidence in a sexual assault investigation. The exam should be performed as soon as possible to preserve the quality and quantity of the evidence. A trained medical professional will perform the exam. The victim must be advised on how to protect the evidence she or he may have. The victim must be told not to douche, bathe, shower, wash or throw away the clothing she or he was wearing at the time of the sexual assault.

BOMB THREAT



CRITICAL INFORMATION

ALL bomb threats must be taken seriously until they are assessed. School administration and law enforcement are responsible for assessing the threat. **The decision to evacuate rests with the school administration and/or law enforcement.**

The bomb threat checklist should be kept by the phones of building secretaries, as well as the Superintendent and within the flip chart provided to staff members.

UPON RECEIVING OR PERCEIVING BOMB THREAT:

STAFF

1. Notify Building Administration
2. If a suspicious package or object is observed, notify building administration and clear area
3. Preserve evidence for law enforcement
 - If written threat, place note in paper envelope to preserve fingerprints
 - If the threat is written on a wall, photograph it
 - If the threat is phoned in, document all relevant information (**see Bomb Threat Checklist**)
4. Complete **Bomb Threat Checklist**
5. Implement **LOCKDOWN** procedures upon announcement by building administration

BUILDING ADMINISTRATION

1. Initiate **LOCKDOWN** procedures while threat is being assessed by administration and law enforcement
2. **CALL 911** to notify law enforcement
3. Assess the threat by using the **Bomb Threat Checklist** to determine credibility
 - Consult with emergency responders, as time permits
4. Document all actions taken by staff

IF THE BOMB THREAT IS DETERMINED TO BE CREDIBLE:

BUILDING ADMINISTRATION

1. Direct staff to implement scanning process for suspicious items
 - Bombs may be placed *anywhere* on school property – inside or outside
2. Document all actions taken and findings by staff
3. Determine if evacuation procedures should be initiated

STAFF

1. Scan classroom or assigned areas for suspicious items
2. Do not touch any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to law enforcement
3. Notify building administration of findings

IF EVACUATION PROCEDURES ARE INITIATED:

BUILDING ADMINISTRATION AND STAFF

1. Law enforcement and administration will direct the evacuation process
2. Take emergency go-kit and class roster (or have electronic access)
3. Determine if students need to be transported to a relocation site
4. If relocation is deemed necessary, notify parents or legal guardians of student reunification and release procedures
5. Law enforcement will signal “all clear” when safe to re-enter school building

NOTE: Building administration should debrief staff, and emergency responders, after drills, near misses, and real emergencies

BOMB THREAT CHECKLIST

Caller's Sex _____ Age _____

Accent _____

Caller's Voice

- | | |
|-----------------------------------|--|
| ☐ Calm | ☐ Nasal |
| ☐ Angry | ☐ Stutter |
| ☐ Excited | ☐ Lisp |
| ☐ Slow | ☐ Raspy |
| ☐ Rapid | ☐ Deep |
| ☐ Soft | ☐ Ragged |
| ☐ Loud | ☐ Clearing Throat |
| ☐ Laughing | ☐ Deep Breathing |
| ☐ Crying | ☐ Cracking Voice |
| ☐ Normal | ☐ Disguised |
| ☐ Distinct | ☐ Foreign |
| ☐ Slurred | ☐ Familiar |

If voice is familiar, who did it sounds like?

Background Sounds

- | | |
|---|---|
| ☐ Street (cars, buses, etc.) | ☐ Animal Noises |
| ☐ Airplanes | ☐ Clear |
| ☐ Voices | ☐ Static |
| ☐ PA System | ☐ Local Call |
| ☐ Music | ☐ Long Distance Call |
| ☐ House (dishes, TV, etc.) | ☐ Phone Booth |
| ☐ Motor (fan, air conditioner, etc.) | ☐ Other (<i>specify</i>) _____ |
| ☐ Office Machinery | _____ |
| ☐ Factory Machinery | _____ |

Language

- | | |
|--------------------------------------|--|
| ☐ Well Spoken | ☐ Incoherent |
| ☐ Foul | ☐ Taped Message |
| ☐ Irrational | ☐ Message Read? |

Remarks: _____

Name
Position
Phone Number
Date

Questions to Ask

1. When is bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. Where are you?

9. What is your name?

Exact Wording of the Threat

Number at which call is received

Time of Call _____ Length of Call _____

Date of Call _____

REPORT CALL IMMEDIATELY TO:
Principal's Office and 911

BOMB THREAT CHECKLIST

BUS ACCIDENTS



CRITICAL INFORMATION

Drivers should only discuss the accident with police and school district officials. Drivers will not leave the accident scene until released by law enforcement.

Students will not be released to parents/guardians who arrive at the accident scene. All students will be taken to the relocation site for evaluation prior to release. Any communication with parents/guardians who demand to take their child from the accident scene must be documented in the accident report.

IN THE EVENT OF AN ACCIDENT:

TRANSPORTATION DEPARTMENT

1. Bus drivers will notify Transportation Director and dispatch will call 911
2. Drivers will assess students for injuries and provide first aid
3. Transportation Director will notify the appropriate administration and provide the following:
 - Route number involved
 - Location of accident
 - Number of students on board, if any
 - Extent of injuries, if any
 - Amount of time delay if no injuries
4. Drivers will record the names of all students on board
5. Transportation Director will work with the District to establish a relocation site
6. Drivers and/or District Official on scene will keep students calm and orderly
7. Drivers and/or District Official on scene will direct parents/guardians to the relocation site
8. Drivers must fill out an accident report prior to leaving the scene
9. Drivers will report to the Transportation Director for post-accident drug/alcohol testing

DISTRICT ADMINISTRATION

1. District Official will be designated to go to the accident scene
2. District Official on scene will record the names of students if driver is unable to do so
3. District Official on scene will notify the District of any injuries and location where injured students are transported
4. District will establish a call center and keep a phone log
5. District will work with the Transportation Company to establish a relocation site
6. District will assign staff member(s) to accompany injured students to the hospital until a parent/guardian arrives

STAFF AT RELOCATION SITE

1. Depending on the time of day, staff may be required to stay after hours to provide assistance
2. Establish a call center and keep a phone log
3. Keep students calm and orderly once they arrive at the relocation site
4. Ensure all students are assessed for injuries by health services or qualified individuals
5. Implement **Student Release/Reunification** procedures if necessary

CHILD ABUSE/ABANDONMENT



CRITICAL INFORMATION

County Child Protective Services (218) 283-7000 (911 after hours)

STAFF

1. Any staff member who suspects neglect, physical abuse, or sexual abuse is mandated to make an immediate report to Child Protection. The reporting staff member will gather the following information on the abused or neglected child:
 - Child's full name, date of birth, home address, phone, and parents'/ guardians' names
 - Any person believed to be responsible for the abuse or neglect of the child
 - The nature and extent of the abuse or neglect
 - The name and address of the reporting party
2. An oral report is to be made to the appropriate child protection agency within 24 hours after the information has been obtained. The oral report is then to be followed up by a detailed written report within 72 hours to the notified agency. Report forms are available from County Child Protective Services.
3. If child abuse happens in-house or on-site, the incident must be reported to the Human Rights Officer (218) 2571 x104 or 232.
4. If the reporting staff member believes that the child is abandoned, subject to a real or imminent threat, or in need of medical attention, call the police. The Principal/designee must also be called immediately. Officers can remove a child from a threatening environment to protect the child. If a police officer or child protection worker comes to the school to interview a child, the Principal will be notified. The Principal will be given a written notice of the intent to interview a child at school.
5. School officials cannot disclose to the parents, legal custodian, guardian, or perpetrator, that a request to interview a child has been made until after the abuse or neglect investigation or assessment has been concluded.
6. Any staff member who makes a child abuse or neglect report in good faith is provided with civil and criminal immunity in accordance with the Maltreatment of Minors Reporting Act. Additionally, the identity of the reporter is protected except in very limited circumstances.

FIGHT/DISTURBANCE



CRITICAL INFORMATION

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

WHEN A FIGHT OR DISTURBANCE OCCURS:

STAFF

1. Notify Building Administration
2. Ensure the safety of students and other staff:
 - Staff should work as a team in response
 - One staff member should seek administration's assistance
 - At least one staff member should address the disturbance
 - ✓ Use calm voice and low tones in addressing students
 - ✓ If behavior escalates, shout "STOP!" and continue to use a calm voice to de-escalate the situation.
 - Disperse onlookers and keep others from congregating in the area
 - Don't let a crowd incite participants
 - Separate participants
 - Ensure that first aid is rendered to all injured parties (see **Medical Emergency** procedures)

BUILDING ADMINISTRATION

1. Address the event according to school district disciplinary policy and procedures
2. Notify parents or legal guardians of students involved in fight
3. Notify district administration and law enforcement as indicated by school policy
4. Make appropriate referrals to student services or student assistance team
5. Document all actions taken by staff and complete all applicable reports as needed

DEMONSTRATION



CRITICAL INFORMATION

Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

IF DEMONSTRATION IS NEAR, BUT NOT ON SCHOOL PROPERTY:

STAFF

1. Notify Building Administration

BUILDING ADMINISTRATION

1. Notify district administration
2. Notify and consult with law enforcement
 - Develop an action plan
3. Notify building staff
 - Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
4. Monitor the situation and make decisions based on developing information
 - Consider communications venues (e.g., website posting, e-mail, etc.)
 - Consider lockdown procedures (see **LOCKDOWN** procedures).

IF DEMONSTRATION IS ON SCHOOL PROPERTY:

STAFF

1. Notify Building Administration

BUILDING ADMINISTRATION

1. Notify district administration
2. Notify and consult with law enforcement
 - Identify who asks the demonstrators to leave
 - Develop an action plan
3. Notify building staff
 - Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
4. Consider lockdown procedures (see **LOCKDOWN** procedures)
 - Ensure safe entry into and exit from the building
5. Monitor the situation and make decisions based on developing information
 - Consider communication venues (e.g. website posting, e-mail, etc.)

FIRE



CRITICAL INFORMATION

Remember – smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

IN THE EVENT OF FIRE OR SMOKE:

STAFF

1. Activate fire alarm and notify building administration
2. Check assigned locations where students may not hear alarm (e.g. washrooms, lunchroom, sound booths, dark rooms, pool, locker rooms)
3. Implement evacuation plan for any students needing special accommodations
4. Evacuate students and other staff to designated areas
 - Take emergency go-kits and class roster
 - If primary route is blocked or dangerous, use closest, safe exit
 - DO NOT use elevators
 - Once outside, assemble a safe distance from building and emergency apparatus
 - Take student attendance
 - Report missing, extra or injured students to building administration

BUILDING ADMINISTRATION

1. **CALL 911** and notify emergency responders
 - Confirm address of school
 - Provide exact location of smoke or fire
2. Ensure fire alarm has sounded
3. Notify district administration
4. Meet with fire officer
 - Identify the location of fire
 - Advise location of injured persons
 - Provide names of any missing persons
5. Determine if students need to be transported to a relocation site
6. If relocation is deemed necessary, notify parents or legal guardians of student reunification and release procedures
7. Fire chief or emergency personnel will signal “all clear” when safe to re-enter school building



It is important to practice these elements during all fire drills.

As part of your planning process:

- assign certain staff to locations where students may not hear the fire alarms
- address necessary accommodations for students with special needs
- pre-designate your relocation or evacuation site

NOTE: Building administration should debrief staff, and emergency responders, after drills, near misses, and real emergencies

MEDICAL EMERGENCY



CRITICAL INFORMATION

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

IN THE EVENT OF A NON-RESPONSIVE OR LIFE-THREATENING INJURY OR ILLNESS:

STAFF

1. Send for immediate help (notify health office staff or school nurse) and call 911
2. Describe injuries, number of victims and give exact location
3. Notify building administration
4. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
5. Check victim for medical alert bracelet or necklace
6. Provide information to first responders
7. Disperse onlookers and keep others from congregating in the area
8. If possible, isolate the victim(s)
9. Direct someone (e.g. staff, student) to meet and guide the first responders
10. Assist emergency medical personnel with pertinent information about the incident
11. Complete an incident report

BUILDING ADMINISTRATION

1. Ensure 911 was called and provide any updated information
 - If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
2. Secure victim(s) medical emergency profile
3. Activate school emergency medical response team
4. Ensure someone (e.g. staff, student) meets and directs first responders
 - Provide any additional information about the status of the victim(s)
 - Provide information from the victim(s) medical emergency profile
5. If needed, assign a staff member to accompany victim(s) to the hospital
6. Notify district administration
7. Notify victim(s) parents, legal guardians or emergency contact
8. Activate Recovery Procedures as appropriate
 - Conduct a debriefing
9. Document all actions taken by staff

FOR MEDICAL EMERGENCIES RELATED TO LIFE-THREATENING ALLERGIES:

1. Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians, school nurse, and made accessible to school personnel
2. Bus drivers and kitchen staff should be informed of students with known life-threatening allergies
3. Encourage all employees with special health considerations to alert building administration

SEVERE WEATHER:

TORNADO/SEVERE THUNDERSTORM/BLIZZARD



CRITICAL INFORMATION

Tornado shelter areas are interior hallways, interior restrooms, or rooms away from exterior walls and windows and away from large rooms with long-span ceilings in permanent structures.

Severe Weather Shelter Maps are posted in each classroom highlighting routes to safe areas.

WATCHES: Indicate conditions are right for development of a weather hazard. Watches cover larger Areas than Warnings and usually provide advance notice.

WARNINGS: Indicate that a hazard is imminent and the probability of occurrence is extremely high.

IF A TORNADO OR SEVERE THUNDERSTORM **WATCH** HAS BEEN ISSUED NEAR THE SCHOOL:

DISTRICT ADMINISTRATION

1. Monitor National Weather Service (NOAA) weather radio, all-hazard or television stations
2. Notify affected schools, buildings and programs in the district

BUILDING ADMINISTRATION

1. Monitor National Weather Service (NOAA) weather radio, or emergency alert radio stations
2. Consider bringing all persons inside building(s)
3. Consider closing windows
4. Review tornado drill procedures and location of shelter areas

IF A TORNADO OR SEVERE THUNDERSTORM **WARNING** HAS BEEN ISSUED NEAR THE SCHOOL, OR A TORNADO HAS BEEN SPOTTED NEAR SCHOOL:

DISTRICT ADMINISTRATION

1. Notify impacted buildings and programs in the school district
2. Continue to monitor National Weather Service (NOAA) weather radio, or television stations
3. Provide any updated information to affected schools, buildings and programs

BUILDING ADMINISTRATION

1. Initiate **SEVERE WEATHER SHELTER AREA** procedures
2. Notify head custodian of potential power failure
3. Take administrative Go-Kit and classroom attendance records to shelter area
4. Notify head custodian of potential power failure
5. If at dismissal time, hold students until danger has passed. Buses will not run while students are in shelter
6. Notify parents and legal guardians according to district policy

STAFF

1. Initiate **SEVERE WEATHER SHELTER AREA** procedures
2. Close classroom doors
3. Take emergency Go-Kit and classroom attendance record to shelter area
4. Take attendance and report any missing, extra, or injured students to building administration
5. **Remain in shelter area until an “all clear” signal is issued**
6. In the event of building damage, evacuate students to safer areas of the building or away from the building
 - If evacuation does occur, do not re-enter the building until an “all clear” signal is issued

BLIZZARDS AND WINTER STORM WARNINGS:

DISTRICT ADMINISTRATION

1. Superintendent/Transportation Director will notify the Transportation Director to prepare for optional service or cancellation of service
2. Superintendent will determine if schools will be closed. In the absence of the Superintendent, the decision will be made by the Administrative Team
3. Superintendent will notify Building Administration of the decision relative to bus transportation
4. Notice will be through Skylert, local radio and TV when schools are not in session or upon and emergency closing
5. Superintendent will notify Building Administration of the decision relative to bus transportation

BUILDING ADMINISTRATION & STAFF

1. Advise students, at time of dismissal, to:
 - Go directly home
 - Dress properly for the weather
 - Be aware of low visibility and that it may be difficult to see or be seen
2. Be prepared to supervise students if the winter storm is too severe to release students

SUICIDAL THREAT OR ATTEMPT



CRITICAL INFORMATION

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

IN THE EVENT A STAFF MEMBER BELIEVES A STUDENT IS A SUICIDE RISK OR HAS ATTEMPTED SUICIDE:

STAFF

1. Stay with the student until assistance arrives
2. Notify school administration, counselor, social worker or school psychologist, and school nurse if medically appropriate
3. Ensure short-term physical safety of the student, provide first aid if needed
4. Listen to what the student is saying and take the threat seriously
 - Assure the student of your concern
 - Assure the student you will find help to keep him or her safe
 - Stay calm and don't visibly react to the student's threats or comments
 - Do not let the student convince you the crisis is over
 - Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

BUILDING ADMINISTRATION

1. Call 911 if the student needs medical attention, has a weapon, or needs to be restrained or a parent or guardian cannot be reached
2. Determine a course of action with social worker, school psychologist or other mental health professional
3. Contact student's parent or guardian and make appropriate recommendations
4. Do not allow the student to leave school without parent or guardian
5. Notify district administration
6. Document all actions
7. Follow up and monitor to ensure student safety
8. Develop and implement follow-up procedures

School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community

Sample Letter/Script to Parents

Dear Parent(s) or Guardian:

It is with sadness that we inform you of the death of John Doe, a sophomore in our school. John died from injuries suffered in a car accident which occurred yesterday evening. (Do not specify reason if death is by suicide or if causes are unknown.)

The funeral will be held at (location) at (time). Visitation will be held at (location) between (time) and (time). Children do need a note to leave school to attend the funeral.

Parents are encouraged to attend the funeral with their child. (Note, send a letter hoe to parents even If you do not know the details of the funeral arrangements)

Students will have varied reactions to the death of a peer. Any reaction is normal in the grief process and can range from withdrawal, to crying and anger. I encourage you to openly discuss with your child, their reactions and feelings regarding the death of, John.

Special counseling services have been made available to students today and will continue to be available throughout the week and longer, if necessary.

If you think your child needs additional counseling support, please do not hesitate to contact our counselor:

Sincerely,

Superintendent

UTILITY EMERGENCIES

Staff should remain with their students and listen for additional instructions over the PA system (i.e. evacuation or lockdown). In the event that power is out and PA system doesn't work, the principal will assign staff members to make direct contact with other staff and students to provide further instruction.

Gas Line Break — TOP PRIORITY

(Falls High School Account # 50726223)

(Falls Elementary School Account # 503526034)

1. Clear the immediate area (evacuate building if deemed necessary)
2. Call Fire Department if necessary at 911
3. Call Gas Company: Minnesota Energy Resources
4. Call the Director of Facilities
5. Director of Facilities will notify the Principal and Superintendent

Electric Power Failure

(Account # 0117600000)

1. Call Director of Facilities
2. Call electric company: Minnesota Power
3. Director of Facilities will notify the Principal and Superintendent

Water Main Break

1. Call Director of Facilities
2. Call City of International Falls Water Department
3. Director of Facilities will notify the Principal and Superintendent

WEAPONS/ARMED INTRUDER



CRITICAL INFORMATION

Student access to weapons creates significant risk within a school environment and must be treated seriously. Early intervention may reduce or eliminate the escalation of the incident. Bus drivers who suspect or observe a weapon on their school bus will report it to the Transportation Company who will then notify police and the district.

IF YOU ARE AWARE OF A WEAPON ON SCHOOL PROPERTY:

STAFF

1. Stay calm and do not call attention to the weapon
2. Notify Building Administration discretely and provide the following:
 - Location, identity and description of the individual
 - Description and location of weapon(s)
 - Whether the individual has threatened him or herself or anyone else
 - **If a panic button is available to you, press to initiate assistance**
3. If weapon is observed during class, email the office staff and provide the information above; request the help of law enforcement
4. Call the main office to confirm that they received your information wait for the law enforcement to arrive
5. If outside, do not enter the building again. Proceed to the reunification site and communicate to Administration that you are doing so.

BUILDING ADMINISTRATION

1. **Call 911** to report that a weapon is in school
 - Provide location, identity and description of the individual
 - Provide description and location of weapon(s)
 - Develop an action plan for response
 - If a panic button is available to you, press to initiate assistance
2. If the weapon is located on an individual, isolate the individual
3. If the weapon is in a locker or a backpack, prevent access to that area
4. Determine whether to initiate **LOCKDOWN, EVACUATION** or other procedures
5. Notify district administration
6. Conduct weapon(s) search, if needed
7. **DO NOT** approach the individual alone. Consider these factors:
 - Need for assistance from law enforcement
 - Best time and location to approach individual
 - Description, location and accessibility of weapon(s)
 - Safety of persons in the area
 - State of mind of the individual

8. If the individual **displays or threatens with the weapon(s)**:
 - **DO NOT** try to disarm him or her
 - Avoid sudden moves or gestures
 - Use a calm, clear voice
 - Instruct the individual to place the weapon down
 - Use the individual's name while talking to them
 - Allow for escape routes. Back away with your hands up
9. If the individual is a student, notify parent or guardian
10. Document all actions taken by staff
11. File report according to district policy

THREAT



CRITICAL INFORMATION

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

IN THE EVENT OF IMMEDIATE DANGER:

STAFF

1. Take immediate action to secure or isolate the individual making the threat
2. Prevent access to potential weapons
3. Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon
4. Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
5. Notify building administration.

BUILDING ADMINISTRATION

1. Initiate **LOCKDOWN WITH INTRUDER** procedures
2. **CALL 911**
3. Notify district administration
4. Document the incident

IF THREAT IS IDENTIFIED BUT THERE IS NO IMMEDIATE RISK:

STAFF

1. Complete a **THREAT INCIDENT REPORT FORM**
2. Notify building administration and student services staff
3. Maintain confidentiality

BUILDING ADMINISTRATION

1. Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams). Use Threat Assessment guidance to determine threat credibility.
2. Notify law enforcement, if appropriate
3. Conduct search of school and personal property, if needed
4. Interview the individual posing a threat
5. Develop an action plan
6. Notify district administration
7. Contact parents or legal guardians
8. Inform them of the situation, any concerns and course of action
9. Obtain permission to exchange information between agencies
10. Document any referrals, actions taken and decisions made
11. Implement **RECOVERY** procedures

Threat Incident Report Form

All Threats

Date: _____ Time: _____ Location: _____

Recorded by: _____

Means of threat: ☐ Phone ☐ Written ☐ Face-to-Face ☐ Suspicious Package

Students involved:

Staff involved:

Phone Threat

Phone number shown on the caller ID:

Exact words of the threat:

Critical questions for caller:

Where is the bomb, chemical or other hazard?

What does it look like?

What kind of bomb or hazard is it?

When is it going to explode or be activated?

What will cause it to explode or be activated?

Did you place the bomb or hazard? ☐ Yes ☐ No

Who did?

Why did you place the bomb or hazard?

What is your name?

Where are you calling from?

What is your address?

Caller's voice (Circle all that apply):

Calm

Stressed

Deep

Crying

Squeaky

Incoherent

Normal

Stutter Giggling	Disguised Slow	Nasal Lisp	Loud Soft	Raspy Slurred	Broken Rapid	Young Middle Aged Old
Laughter	Distinct	Sincere	Angry	Drunken	Excited	

Accent:

Is the voice familiar? ☐ Yes ☐ No Who does it sound like? _____

Background noises (Circle all that apply):

Voices	Airplanes	Street noises	Vehicles	Music
Clear	Static	Animals	Trains	Factory
				Machines
Horns	House noises	Party	Quiet	
Motor	Phone Booth	PA System	Bells	Other

Written Threat

Describe:

Where found?

Unusual markings:

Documentation and reporting trail:

Face-to-Face Threat

Who made the threat?

Exact words:

To whom was the threat directed?

Documentation and reporting trail:

Suspicious Package

Describe:

Where found?

Unusual markings:

Documentation and reporting trail:

NOTES

NOTES