

**Red Lake Falls School District #630**

**2024-2025**

# **Crisis Management Procedures**

Updated 8/28/24

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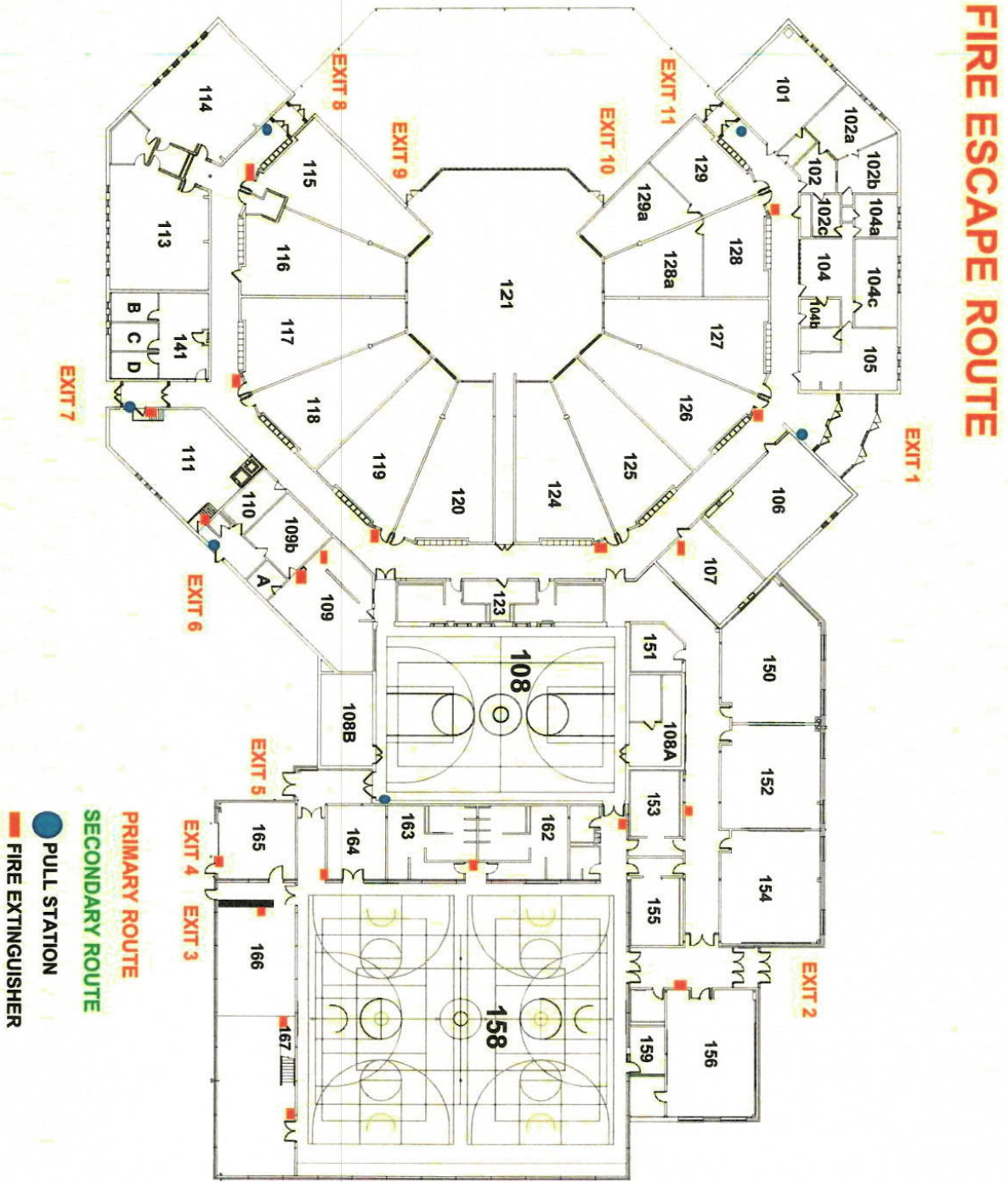
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FIRE AND EMERGENCY EVACUATION PLAN FOR LAFAYETTE HIGH SCHOOL

Room Number	Exit #1	Assembly Area (Bright Yellow)	
		Administration Offices	Gather by Matzke tree. A designee will keep track of evacuated classes.
	112	Hanson	Gather on the sidewalk to the left Parking Lot Entry
	113	Ingraham	Gather on sidewalk to the left of Mr. Hanson
	115	Swendra	Gather on the sidewalk to the left of Mrs. Ingraham
	117	Brumwell	Gather on the sidewalk to the left of Mrs. Swendra
	118	Cardinal	Gather on the sidewalk to the left of Mr. Brumwell
	119	Gullingsrud	Gather on the sidewalk to the left of Mrs. Cardinal
Room number	Exit #3	Assembly Area (Fushia)	
	120	Kenfield	Gather by class behind Cota's garage to the West
	121	Media Center	Gather by class behind Cota's garage to the West
	124	Schmitz	Gather by class behind Cota's garage to the West
	125	Klawitter	Gather by class behind Cota's garage to the West
	126	Page	Gather by class behind Cota's garage to the West
	127	Philipp	Gather by class behind Cota's garage to the West
Room number	Exit #4	Assembly Area (Grey)	
	128	Remick	Gather by class on the sidewalk where the buses load
	129	Lopez	Gather by class on the sidewalk where the buses load
	130	Boehmer	Gather by class on the sidewalk where the buses load
	131	Kennett	Gather by class on the sidewalk where the buses load
	132	Weightroom	Gather by class on the sidewalk where the buses load
Room number	Exit #5	Assembly Area (Orange)	
Gym		Phy-Ed	Gather by class on the sidewalk where the buses load
Girls Locker room			On sidewalk by where the busses load
Boys locker room			On sidewalk by where the busses load
Room number	Exit # 6	Assembly Area (Bright Blue)	
	140	Williams	Gather by class on sidewalk where the busses load
Room number	Exit # 7	Assembly Area (Green)	
	146	Counseling Room	Gather on the sidewalk where the busses load
	148	Computer room	Gather by class on sidewalk where the busses load
	150	Music room	Gather by class on sidewalk where the busses load
Room number	Exit # 8	Assembly Area (Lt. Blue)	
		Cooks	Gather on sidewalk where the busses load
Room number	Exit #9	Assembly Area (Red)	
Lunch room		Cafeteria	Gather on sidewalk along side driveway

# J.A. Hughes Elementary



## Introduction

The *Crisis Management Plan* is a guide for school district and building administrators, school employees, students, school board members and community members as to how to address a wide range of potential crisis situations in the school district. The procedures will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district.

The school district's *Crisis Management Plan* 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 to that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The plan is based on school district policy and is divided into three main sections. The first section consists of data that change regularly (names, telephone numbers, etc.) The second section (printed in bold capital letters) consists of quick reaction checklists for crisis specific procedures. The third section consists of general crisis procedures. Building administrators may add localized information behind the first page of each tabbed section of the plan.

# EMERGENCY PHONE NUMBERS

**School District Name**

**ISD #630**

ISD # 630 Information current as of:

**October 10, 2023**

**SCHOOL NAME**

Red Lake Falls Public Schools  
404 Champagne Ave. P.O. Box  
399

Red Lake Falls, MN 56750

**MAIN**  
253-2139

**ALT.**  
253-2163

**FAX**  
253-2135

**SCHOOL PERSONNEL**

	<b>NAME</b>	<b>OFFICE</b>	<b>HOME</b>	<b>CELL</b>
Principal (high school)	Brad Kennett	253-2163	253-2632	218-684-5281
Principal (elementary)	Christopher Bjerklie	253-2161		218-556-4151
Secretary (high school)	Bonnie Pahlen/Cindy Ducharme	253-2163		
Secretary (elementary)	Julie Beyer Buse/Hailea Page	253-2161		
Maintenance Supervisor (high school and elementary)	Ben Swendra	253-2163		701-740-7568
Maintenance Custodian (elementary)	Randy Sauve	253-2161		218-689-3317

**DISTRICT PERSONNEL**

	<b>NAME</b>	<b>OFFICE</b>	<b>HOME</b>	<b>CELL</b>
Superintendent	Jim Guetter	253-2139		218 289-3698
Transportation Coordinator	Pete Hagl	253-2161	253-4845	
School Counselor/Social Worker	Jessie Forness/Rene' Strege	253-2163	Jessie 253-2161/Rene'	

**EMERGENCY RESPONSE**

**PHONE NUMBER**

Police / Fire / Medical	911
Police - Non Emergency	253-2996
Fire - Non Emergency	253-2996
Clinics	Riverview 253-4606
Social Services	253-4131
N.W. Mental Health Center	1-218-281-3940 College Avenue P.O. Box 603, Crookston, MN 56716
Red Cross	1-320-763-3800
MN Poison Control	1-888-222-1222
MN Suicide Prevention	1-800-422-0045
Power Company	281-3632 or 800-772-2681
Gas Company (Cenex)	253-2149
Utility Company (City of Red Lake Falls)	253-2684
Alarm Company	1-888-746-7539
To obtain an outside line, dial:	9
To make an all-call on intercom at Lafayette High School, dial:	6-911
To make an all-call on intercom at Hughes Elementary, dial:	*69

**EMERGENCY ALERT SYSTEM STATIONS:** KTRF RADIO (1230 AM RADIO) 681-1230, KROX RADIO (1260 AM RADIO) 281-1140, LOCAL RLF CABLE TV (CABLE CHANNEL 13) 253-2594, LOCAL RLF BROADCAST (ON KROX RADIO; BROADCAST AT 11:45 AM TO 12 NOON)

# Notice to School Board (Calling tree)

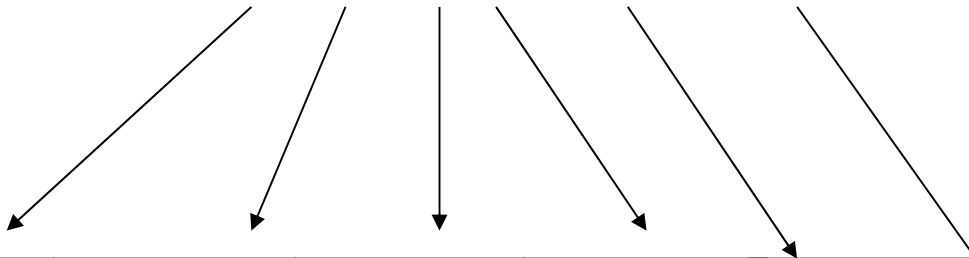
## Superintendent Jim Guetter

Cell phone – 218 289-3698  
Work phone – 253-2139



## Chairman Mike Swendra

Home phone – 253-2467  
Work phone – 253-2377



<b>Chris Cardinal</b> 218-689-2381	<b>Josiah Hofer</b> Cell phone 218-684-0051	<b>Beth Keller</b> Cell Phone 218-689-5551	<b>Andy Knott</b> Home Phone 253-4797 Work Phone 218-280-3651	<b>Lacey Konickson</b> Cell Phone 218-686-4054	<b>Linda Schultz</b> Home phone 253-4485 Work Phone 253-2171
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## **Crisis Team Members**

### **SCHOOL DISTRICT CRISIS TEAM:**

Superintendent District #630:	Mr. Jim Guetter
Lafayette High School Principal	Mr. Brad Kennett
J.A. Hughes Elementary Principal	Mr. Chris Bjerklie

### **LAFAYETTE HIGH SCHOOL EMERGENCY MANAGEMENT TEAM:**

- |                                  |  |
|----------------------------------|--|
| • Superintendent:                | Mr. Jim Guetter                        |
| • Principal                      | Mr. Brad Kennett                       |
| • Secretaries:                   | Mrs. Cindy Ducharme/Mrs. Bonnie Pahlen |
| • Teachers:                      | Mr. Jason Kenfield/ Mrs. Kris Kennett  |
| • Head Custodian:                | Mr. Ben Swendra                        |
| • Supt. (for handling all media) | Mr. Jim Guetter                        |

### **CPR/FIRST AID CERTIFIED PERSONNEL:**

All staff are CPR/First Aid certified

### **J.A. HUGHES ELEMENTARY SCHOOL EMERGENCY MANAGEMENT TEAM:**

- |                                  |   |
|----------------------------------|---|
| • Principal:                     | Mr. Chris Bjerklie  |
| • Secretaries:                   | Ms. Julie Beyer Buse/Mrs. Hailea Page                       |
| • Teachers:                      | Mrs. Nicole Gullingsrud/Mr. Brian Remick/Mr. Eric Biermaier |
| • Building Custodian:            | Mr. Randy Sauve   |
| • Supt. (for handling all media) | Mr. Jim Guetter   |

### **CPR/FIRST AID CERTIFIED PERSONNEL:**

All staff are CPR/First Aid certified

## Staff Responsibilities During Crisis

### **Administrator or Designee:**

- Verify information
- Call 911
- Seal off high-risk area(s)
- Convene crisis team and implement crisis response procedures
- Notify other leadership as necessary
- Notify students and staff (depending on emergency; students may be notified by teachers)
- Evacuate students and staff or relocate to a safe area within the building (if necessary) or establish “Lock Down”
- Refer media to specified spokesperson (or designee)
- Implement post-crisis procedures
- Keep detailed notes of crisis event
- Notify parent(s)/guardian(s)

### **Staff:**

- Verify information
- Lock all doors, unless evacuation orders are issued
- Warn students (if advised)
- Account for all students
- Take roster/list of students with you
- Stay with students during an evacuation
- Refer media to specified spokesperson (or designee)
- Keep detailed notes of crisis event
- Keep students on site, if possible for accurate documentation and investigation
- Relay to students only what information is authorize

## ASSAULT / FIGHT

### **Always ensure the safety of students and staff first**

- Notify administrator, police liaison or **911**, if necessary
- Defuse situation, if possible.
- Control the scene and demand that the combatants stop. Clear onlookers.
- Contact CPR/first aid persons in the facility of a medical emergency. (Names of CPR/first aid certified persons listed in *Crisis Response Team* section of plan)
- Escort the combatants to the office, keeping them away from each other and other students.
- Seal off area where assault took place.
- Administrator notifies other leadership as necessary and parent(s)/guardian(s) of children involved in assault.
- Document all activities. Administrator obtains statements from combatants and witnesses and deals with situation according to discipline policy.
- Administrator notifies police if weapon was used, or if victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (Intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent). This includes areas covered by clothing.
- Assess counseling needs of victim(s) and/or witnesses. Implement post-crisis procedures.

## BOMB THREAT

### Upon receiving a telephone call that a bomb has been placed in facility:

- Listen closely to caller's voice, speech patterns and noises in the background.
- Complete the "*Bomb Threat Checklist*" (red card)
  - Note which line call came in on
  - Hang up
  - Press the line button that the call came in on
  - Push "\*" "57"
  - Write down the time of call
  - Follow instructions – (if call has been traced successfully – you will be told to call Garden Valley with the time of the call)
- Notify administrator or designee.
- Call **911**.

#### Classroom Phones

- Don't hang up phone
- Press "flash" button
- Set receiver down – don't hang it up
- Go to another phone and call office (or go to office) ask office personnel to note which line is blinking.
- The office personnel will then follow office procedure steps above, using the blinking phone line noted

### If threat is received by a written order:

- Notify administrator or designee.
- Notify law enforcement.
- Avoid any unnecessary handling of note. It is considered evidence.
- Place note in plastic bag, if available.

### Evacuation procedures:

- If the threat is deemed "credible", administrator orders to evacuate the building.
- **DO NOT** activate the fire alarm.
- Report any unusual activities/objects immediately to the appropriate officials.
- Students and staff may be evacuated to a safe distance outside of the building(s), in keeping with facility policy. After consulting with appropriate officials, administrators may move students to designated relocation site. **DO NOT** mention "bomb threat."
- Refer to *Evacuation Procedures* section of plan.
- If bomb threat message contained specific time of detonation, wait for a significant amount of time before reentry of building.
- Refer to *Media Procedures* section of plan.

## DEMONSTRATION OR DISTURBANCE

### **Administrator or Designee:**

- Ensure the safety of students and staff first.
- Ask demonstrators to disperse.
- Notify the superintendent.
- Notify law enforcement if necessary.
- Contain unrest. Seal off area of disturbance.
- Secure the building. Administrator may initiate lock-down announcement.
- Shut off bells, if appropriate.
- Move people involved in disturbance to an isolated area.
- Document incidents with video/tape recorder or take detailed notes.

### **Staff:**

- Notify building administrator.
- Lock all doors if safe to do so.
- Do not allow students outside of room until you receive an all-clear signal from administrator or emergency response personnel.
- Make a list of students absent from the class.

# FIRE

## **In the event of a fire, smoke from a fire or a gas odor has been detected:**

- Pull the fire alarm, notify building occupants of the evacuation and evacuate the building.
- The building administrator or designee will call **911**.
- Designate a responsible adult or administrator to meet with emergency personnel. Give them an update, facility diagram and site plan upon their arrival.

## **Staff:**

- During an evacuation, take the class roster. Make sure all students and adults have left the room. Close the classroom door, **DO NOT** lock the door.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked.
- 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.
- 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, quickly find an alternate route.

## **At the Safe Area:**

- When the group arrives at the Safe Area, check for any missing students and immediately report any missing students.
- **DO NOT** block any door or gate that may be used by emergency response personnel.
- **DO NOT** re-enter any school building until, the all clear has been issued by administrator or fire department officials.
- Prepare to relocate using the *Evacuation Procedures* of plan.

# HAZARDOUS MATERIALS

## On-Site Chemical Accidents

- Determine the name of the chemical, where it is located and whether or not it is spreading rapidly. Attempt to contain the spill or the area around it. Close doors. **DO NOT** attempt to clean up or remove the spill – leave that for trained personnel.
- Notify the building administrator.
- Evacuate to an upwind location, taking roster/list of students. Take roll immediately and report any missing students to the building administrator.
- Call **911**
- Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, and swallowing or eye exposure.
- Designate staff or administrator to meet fire/law enforcement personnel. Give them update, facility diagram and site plan upon their arrival.

## Off-Site Chemical Accidents

- If necessary, students and staff will be directed to evacuate to a specific relocation area by local emergency management officials.
- If students are evacuated, notify parents and guardians.
- Evacuation may be made in advance by building administrator if specific alternative assignment is not made by response agency officials.

## Other Considerations

- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination and evacuating students to a safe area or sheltering until transportation arrives.

## INTRUDER / HOSTAGE

### **Before Emergency**

- If advised of dangerous situation by law enforcement or school personnel, implement lock-down.

### **Unauthorized Intruder (Non-Custodial Parent / Protection Order)**

- Approach the intruder with another staff member (if possible).
- Politely greet the intruder and identify yourself.
- Ask the intruder to identify him/herself and their purpose of his/her visit.
- Inform the intruder that all visitors must register at the main office.
- If the intruder's purpose is not valid, ask him/her to leave and accompany, or arrange to accompany the intruder to an exit.
- If the intruder refuses to leave (or is a repeat offender) warn the intruder of the consequences of staying on school property and that law enforcement will be contacted.
- If the intruder still refuses to comply, notify the building administrator or police liaison and give a complete description of the person.
- Walk away from the intruder if there is a potential for violence. **DO NOT** attempt to disarm anyone with a weapon or physically restrain anyone capable of inflicting bodily harm. Monitor the intruder leaving.
- Call **911** and provide as much information as possible (complete description of the person, location in building, direction of travel, if armed).
- Contact custodial parent.



## **Witness to Hostage Situation**

- If hostage taker is unaware of your presence, do not intervene.
- Call **911**.
- Seal off area near hostage situation.
- Notify the building administrator (Consider evacuation of building).
- Release control of situation to law enforcement upon their arrival.

## **If Taken Hostage**

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

## **After Emergency**

- Designate spokesperson to handle media calls, questions and contacts.
- Prepare a news/information release, as appropriate.
- Prepare a parent and guardian letter, as appropriate.
- Hold an information meeting with all staff.
- Initiate the *Grief Counseling Procedures* plan, if appropriate.

## **RADIOLOGICAL INCIDENT**

This page was intentionally left blank due to the lack of nuclear power plants in the local area.

For non-power radiological emergencies, follow the *Hazardous Materials* section of the plan.

## SERIOUS INJURY / DEATH

- Call **911**, but **DO NOT** leave the victim unattended.
- Contact CPR/first aid persons in your facility. Announce your location and that there is a medical emergency.
- Clear onlookers and isolate the victim.
- Perform preliminary first aid, if trained.
- Do not move the victim unless emergency situation dictates evacuation.
- Notify the building administrator.
- Designate a staff person to accompany the injured or ill person to the hospital.
- Administrative follow-up may include the following:
  - Notify parent or guardian
  - Notify the superintendent
  - Determine method of informing staff, students and parents if appropriate.
  - Prepare an accident report.
  - Initiate *Grief Counseling Procedures* of plan.
  - Prepare news media release with superintendent, if appropriate.

### Mass Casualties

- If one or more students are injured it is critical to identify each with a name taped to or marked on the individuals body (not clothing) before a student is moved by emergency personnel to facilitate identification.
- Designated staff should keep a list of students transported.

## SEVERE WEATHER

### **Severe Weather Watch – Tornado & Thunderstorm, issued by the National Weather Service:**

- Monitor Emergency Alert Stations.
- Bring all persons in the building. Keep students, staff and visitors in the building.
- Close windows and blinds.
- Review tornado drill procedures and location of the closest Safe Areas.
- Review “drop and tuck” procedures with students.
- No one should be in the gym or halls.

### **Severe Weather Warning – Tornado & Thunderstorm, issued by the National Weather Service:**

- Communicate with other schools in town.
- Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door, **DO NOT** lock the door.
- Move along the inside walls to the safest areas of the building.
- Ensure the students are in the “tuck” position.
- Account for all students and staff. Report any missing students or staff to the building administrator, when it is safe to do so.
- Remain in the Safe Area in the tuck position until the warning expires or the all clear has been issued.

### **After the Emergency:**

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

**Severe Weather Watch – Flood Watch, issued by the National Weather Service:**

- Monitor Emergency Alert Stations.
- Keep staff posted on changes or emergencies.
- Review evacuation procedures with staff and prepare students.
- Check relocation site and secure transportation to them.

**Severe Weather Warning – Flood Warning, issued by the National Weather Service:**

- If advised by local emergency management officials to evacuate, do so immediately.
- Follow *Evacuation Procedures* of plan.
- Turn off utilities in the building and lock the doors.
- Take attendance after arrival at relocation site. Report any missing students to the building administrator immediately.
- Notify parents and guardians about evacuation and relocation.
- Stay with students until released to a parent or guardian.

**Snow Advisories and Blizzard Warnings:**

- Refer to *Early School Closure Procedures* of plan.
- Review *Sheltering Procedures* of plan.
- Note if going to storm homes. Should be done later in the day to allow adults to be home.

# SHOOTING

## **If a person threatens with a firearm or begins shooting:**

- If you are outside with the shooter outside - Go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
- If you are inside with the shooter inside – Turn off lights; lock all doors and windows; close the curtains if it is safe to do so.
- Students, staff and visitors should crouch under furniture without talking and remain there until the all-clear signal is given by the building administrator.
- If it is safe to do so, staff should check the halls for wandering students who are not a threat and bring them immediately into a classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
- Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.

## **Building Administrator or Police Liaison Officer:**

- Assess the situation as to shooter's location, injuries and potential for additional shooting.
- Call **911**
- Secure the building and initiate a lock-down.
- Assist students and staff in evacuation immediate danger to a safe area.
- Care for injured to extent practicable until emergency personnel arrive.
- Hold information meeting with staff, if appropriate.
- Refer to *Media Procedures* section of plan.
- Refer to *Grief Counseling Procedures* section of plan.
- Contact other schools in town.

## SUICIDE

- Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
- Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
- Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.
- Notify the school psychologist or counselor, building administrator, or appropriate crisis intervention or mental health hotline.
- The building administrator will activate the *Crisis Response Team*.
- Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE.**
- Designate a responsible adult to meet with emergency personnel upon arrival.
- The building administrator will notify the superintendent and the parent(s) or guardian(s) if the suicidal person is a student, or a family member if the person is a staff member.
- The building administrator may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.
- Determine method of notifying student, staff and parents, as appropriate.
- Initiate *Grief Counseling Procedures* in plan.
- Communicate with the other schools in town.

## Symptoms/Signals/Clues to Suicidal Behavior

### Situational Clues

- 1) Sudden physical/medical disability
- 2) Death of a parent or loss of a significant relationship (boyfriend/girlfriend)
- 3) Family difficulties:
  - a) divorce/separation
  - b) lack of family support
  - c) marital discord/family violence
  - d) sexual/physical abuse
  - e) suicidal/depressed family members
  - f) transiency
  - g) substance abuse

### Depressive Symptoms

- 1) Insomnia or oversleeping
- 2) Poor concentration
- 3) Changes in eating habits
- 4) Apathy
- 5) Poor personal hygiene
- 6) Crying
- 7) Isolation
- 8) Feelings of worthlessness
- 9) Preoccupation with death

### Verbal Clues

- 1) "I wish I were dead"
- 2) "My family would be better off without me".
- 3) "Nobody needs me".
- 4) "If (such and such) happens, I'll kill myself".
- 5) "I just can't go on any longer".
- 6) "Life's not worth it".
- 7) "I'll show them".
- 8) "I hate my life".
- 9) "Talking about taking a long trip".

### Behavioral Clues

- 1) A previous suicide attempt
- 2) A suicide note
- 3) Drug and alcohol abuse
- 4) Unexplained crying
- 5) Running away
- 6) Deteriorating academics
- 7) Impulsive behavior that displays poor judgment
  - a) Accident prone (carelessness)
  - b) Playing chicken
  - c) Drunk driving
- 8) Loss of interest in usual activities
- 9) Preoccupation with death
- 10) Giving away prized possession(s)
- 11) Lack of physical energy
- 12) Perceives themselves as being rejected a lot
- 13) Lack of interest in appearance



## TERRORISM (Chemical or Biological Threat)

**Upon receiving a telephone call that a chemical or biological has been placed in facility:**

- Listen closely to caller's voice, speech patterns and noises in the background.
- Complete the "*Bomb Threat Checklist*" (red card)
  - Note which line call came in on
  - Hang up
  - Press the line button that the call came in on
  - Push "\*" "57"
  - Write down the time of call
  - Follow instructions – (if call has been traced successfully – you will be told to call Garden Valley with the time of the call)
- After hanging up the phone, immediately dial the call back service in your area to trace the call, if possible.
- Notify administrator or designee.
- Call **911**.
- Administrator orders evacuation of all persons inside facility, or other actions, per law enforcement advice or policy.
- If evacuation occurs, follow Evacuation Procedures of plan.
- Notify the other schools in town.

**Upon receiving a chemical or biological threat letter:**

- Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter was discovered.
- Ask the person who discovered/opened the letter to place it in another container, such as a plastic zip-lock bag or another envelope.
- Call **911**.
- Separate "involved" people from the rest of the staff and students.
- Move all "uninvolved" people out of the immediate area to a holding area.
- Ask all persons to remain calm until emergency personnel arrive.
- Ask all persons to minimize their contact with the letter or their surroundings, because the area is now a crime scene.
- Get advice from emergency personnel as to decontamination procedures.

## Evacuation procedures:

- Administrator orders to evacuate.
- **DO NOT** mention “terrorism” or “chemical biological agent”.
- Report any unusual activities immediately to the appropriate officials.
- “Uninvolved” students and staff may be evacuated to a safe distance outside of the building(s), in keeping with facility policy. After consulting with appropriate officials, administrators may move students and staff to designated relocation site.
- Refer to *Evacuation Procedures* section of plan.
- Students and staff “involved” in a letter opening or receiving a telephone call will be evacuated as a group if necessary per consultation of the administrator and public safety officials.
- Administrator notifies staff and students of termination of emergency. Return to normal operations.
- Notify parents and guardians according to policy.
- Refer to *Media Procedures* section of plan.

## WEAPONS

### **Staff or student who is aware of a weapon brought to facility:**

- Immediately notify the building administrator, staff or police liaison officer.
- Obtain 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 himself or herself.
- If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the building administrator. **DO NOT** leave the classroom.

### **Building Administrator or Police Liaison Officer:**

- Call **911** if a weapon is reasonably suspected to be in the building or on the school grounds.
- 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.
- Ask another administrator or police liaison to join in questioning the suspected student or staff member.
- Accompany the suspect to a private office and wait for law enforcement to arrive.
- Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
- Document the incident and report it, if appropriate. (*M.S. 121A.06 –Reports of dangerous weapon incidents in school zones*)
- 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.

## Evacuation Procedures

### EMERGENCY BUS DRIVER EVACUATION LIST

<u>Immediate Drivers</u>	<u>Phone #</u>	<u>Site</u>
Pete Hagl	253-2161	Hughes
Tommy Hovland	253-2161	Hughes
Jacob Rath	253-2161	Hughes
Ben Hanson	253-2163	Lafayette

#### **Evacuation:**

- Administrator issues announcement to evacuate.
- Administrator determines if students and staff should be evacuated to designated safe area or to relocation site.
- Administrator contacts Transportation Department if needed.
  - Transportation Department notifies relocation site.
- Administrator notifies law enforcement.

#### **Staff:**

- Direct students to follow normal fire drill procedures unless administrator or emergency personnel alter route.
- Take roster/list of students.
- Close doors and turn out lights.
- When outside building, account for all students. Inform administrator immediately if students are missing.
- If evacuated to relocation site, stay with students. Take roll again upon arrival at relocation site.

#### **Relocation Sites:**

- The primary relocation site for Lafayette High School is Red Lake Falls City Hall. The primary relocation site for Hughes Elementary is Hillcrest Senior Living.

## Policy Disaster Planning and Emergency Preparedness Plan

Manual Code 3-9-07	Hillcrest Living	Effective Date: 8/1/2014
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**POLICY:** (Hillcrest Senior Living) will have in place a written plan of action to facilitate the management of clients care and services in response to a natural disaster or other emergencies that may disrupt their ability to provide care and/or services.

**PROCEDURE:**

1. The home care provider shall conduct a Hazard Vulnerability Analysis (HVA) to determine the probability of events, the risk of events, and the level of current preparedness by the home care provider.
2. Based on the results of the HVA, the home care provider shall develop a disaster plan for those events that are considered to have a high probability with high risk.

At minimum, there shall be plans for:

- Tornadoes
  - Fires
  - Snow/Ice storms
  - Flooding shall also be included for appropriate geographical locations.
3. Plans should take into account the potential inability of home care staff to provide services to clients at the clients' place of residence.
  4. When home care services are being provided in a HWS setting, the home care provider shall coordinate emergency planning with the HWS setting. The HWS setting should have plans for both sheltering in place and evacuations.
  5. Home care staff shall be trained during orientation regarding the home care provider's disaster and emergency preparedness plan.
  6. Home care staff shall also be trained on the handling of emergencies and use of emergency services during orientation.
  7. It is recommended that annual training of staff include training on disaster training and the emergency preparedness plan.
  8. Hillcrest Senior Living will evacuate to J.A. Hughes Elementary School.

## **Grief-Counseling Procedures**

**Grief-counseling procedures will provide for initiating a grief-counseling plan utilizing resources such as the school psychologist, counselor, community grief counselors, or others in the community.**

### **Superintendent or Building Administrator:**

- Meet with appropriate staff to determine the level of intervention for students and staff.
- Designate specific rooms as private counseling areas.
- Escort siblings and close friends of the victim(s) and other highly stressed students and staff to designated counselors.
- Prohibit the media from questioning students or staff.
- Follow-up with students and staff who receive counseling.
- Resume normal routines as soon as possible.

## **Lock-Down Procedures**

**One means of securing the facility is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.**

### **Administrator:**

- Will issue lock-down procedures by announcing a “This is a Lockdown” 3 times over the PA system or using another designated system. This will be to initiate and end lock downs. This will be done by office staff or administration.

### **Staff:**

- Lock all doors to each room. Open classrooms may be directed to a specific area.
- Cover windows of each room.
- Move all persons away from windows and doors.
- Allow no one outside of the secured area until the all-clear signal is given by administrator or public safety personnel.
- Phy ed classes should go to west classrooms rather than locker rooms unless there is reason to go elsewhere. Band on stage would follow the same procedure.
- Office staff will go to the copy room where there is also a phone located.
- If an intruder is in your room call the office to initiate the lock down.
- Main doors stay open once the lock down is called.

### **Perimeter Lockdown**

#### **Attention Staff & Students:**

**This is a perimeter lockdown drill (Say 3 times)**

**Teachers: Please account for your students, and make sure your classroom is secure. You may continue with normal classroom activities and movement within the building.**

**No one will be allowed to enter or leave the building unless approved by administration. This is in effect until the “all clear” is given.**

## Media Procedures

**All staff must refer media to designated spokesperson. The facility assumes responsibility for issuing public statements during an emergency.**

The administrator serves as the facility spokesperson unless he/she designates a spokesperson.

The spokesperson and alternate shall be identified in the *Crisis Response Team* section of the plan.

The Superintendent or designee will assist the designated spokesperson with coordinating media communications. If unavailable, the Public Information Officer listed in the *Emergency Phone Numbers* section of the plan will assume the responsibilities.

### **During an emergency:**

- Work closely with other agencies such as law enforcement and fire in determining what information to release.
- Establish a media information center away from affected area.
- Update media regularly.
- Maintain log of all media inquires.

### **Media Statement:**

- Create general statement about what occurred.
- Emphasize safety of children and staff first.
- Briefly describe facilities response.
- Issue a brief statement consisting of only the facts.
- **DO NOT** release names or conditions of individuals involved to media.
- Inform the people where they should go or who to contact for further help.



## Sheltering Procedures

**Sheltering provides safe areas for children, staff and public within the building during an emergency. Safe areas are located in areas that maximize the safety of inhabitants. Refer to *Building Diagram / Site Plan* section of plan for location of safe areas. Safe areas may change depending on the emergency.**

- Administrator announces students and staff to assemble in safe areas.
- Bring all persons inside the building.
- Staff will take class list of students with them.
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Cover up food not in containers or put in the refrigerator, if appropriate and time permitting.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Staff should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by administrator or emergency responders.

## **Appendix**

### **I. Drug Free and Weapon Free Schools**

New Minnesota Law is tough on anyone selling or possessing illegal drugs in school or within one city block of a school. People convicted may spend up to 30 years in prison. This new law is also tough on people caught possessing or using a dangerous weapon in or within one block of the school. People convicted may spend up to 5 years in prison. Juveniles convicted of these crimes and who are 14 years of age or older will be treated as an adult in court. The building principal will determine if intent or a threat exists in a case-by-case basis.

### **II. Fire Alarm Tampering and Bomb Calls**

Listed are the penalties that will be administrated to any student who shall be guilty of any threat to endanger the well being of students, teachers, or employees of the Red Lake Falls School system. These penalties shall apply to any or all accomplices of said threat:

- A. The student(s) shall be suspended from school and/or expulsion recommended to the Board of Education.
- B. The student(s) shall be subject to an examination by a psychologist before he/she or those involved shall be allowed back into school.
- C. The person(s) shall be prosecuted under the Minnesota Law 609.79, subdivision 1, which states: "whoever, without disclosing his/her identity and with intent to alarm or annoy another, makes a telephone call, whether or not conversation ensues, may be sentenced to imprisonment for not more than 90 days or to payment of a fine of not more than \$100."
- D. Whoever intentionally gives a false alarm of fire, or unlawfully breaks, injures, defaces, or removes any such box or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor and shall be prosecuted under Minnesota State Law.

**III. Fire Drills and Natural Disaster (Tornado Drills)**

A natural disaster (tornado) plan and fire exit route is posted in each classroom. Students should become familiar with the plan. When the natural disaster is announced over the P.A. system or by the faculty, or the fire alarm is sounded, everyone must go to the designated shelter area and remain there until the “all clear” is given. The main purpose is to get the sheltered area promptly, efficiently, and safely. The same procedure applies to fire drills.

**IV. Safety Drill**

Lafayette High School will have periodic safety drills involving lock down procedure to help ensure our students safety.

**V. Storm Closing**

In the event of a storm closing or a delayed starting time, the school will announce such information over KTRF (1230) in Thief River Falls and KROX (1260) in Crookston. Please keep “tuned in” on days that the weather is questionable for possible early closing or late starts. Just hearing that school is starting late is not a reason to turn off the radio, stay tuned for other updates of school closings. There will also be an instant alert sent by email, text or phone.

