

**Nerstrand Elementary School Policy 806**  
**Independent Charter School District #4055**  
*Adopted: 10/08/2001*

**806 CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for Nerstrand Elementary Charter School (Nerstrand School), its director, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this Policy, tailored crisis management plans are developed for this school based on its physical setting and needs. Procedures may be added or deleted in this crisis management plan based on needs.

**II. GENERAL INFORMATION**

A. The Policy and Plans.

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

The Director shall present a tailored crisis management plan to the school board for review and approval. These building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. The crisis plan will be maintained and updated annually.

B. Elements of the Nerstrand School Crisis Management Policy.

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. The Director, to best meet the needs of each individual situation, may modify these school procedures. Each staff person will have access to a copy of the Emergency/Disaster Preparedness Planning Guide. This guide will assist in development of the building-specific crisis management plans.

a. Lock-Down Procedures. Lock-down procedures are used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Director or designee. The Director or designee will announce the lock-down over the public address system or other designated system. The alert will be made using a pre-selected code word. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The Director will develop a lock-down procedure for the building as part of the crisis management plan.

b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the Director or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Director or designee, as appropriate. Safe areas may change depending on the emergency.

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The Director or designee will announce the need for sheltering over the public address system or other designated system. The Director will submit sheltering procedures for a building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These procedures are designed to tailor response procedures when creating building-specific crisis management plans.

3. Additional Procedures. The school district administration will present recommended early school closure, media and grief counseling procedures to the school board for review and approval. Upon approval, such procedures will be an addendum to this policy.

a. Early School Closure Procedures. The Director will make decisions about closing school. The Director makes such decisions as early in the day as possible, in conjunction with the Faribault School District's response. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and reopening a school or school district building. The early school closure procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.

b. Media Procedures. The Director has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure, consultation with the Faribault School District if applicable.

c. Grief-Counseling Procedures. The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as a school psychologist, counselors, community grief counselors, the faith community or others in the community. The grief-counseling procedures will be used whenever determined by the Director and staff, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.

(1) Meet with school counseling staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).

(2) Designate specific rooms as private counseling areas.

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

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

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

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

6. Crisis Response Teams.

a. Composition. The Director will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the school office.

b. Leaders. The Director or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical, in this situation, that school officials assume a resource role and are available to the emergency response personnel.

7. School Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the Crisis Management Policy.

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

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

- A. Fire
- B. B. Severe Weather
  - 1. Tornado/Severe Thunderstorm/Indoor Shelter
  - 2. Flooding/Evacuation
  - 3. Snow Days
- C. Assault/Fight
- D. Serious Injury/Death
- E. Weapons
- F. Bomb Threat
- G. Shooting
- H. Suicide
- I. Intruder/Hostage
- J. Demonstration or Disturbance
- K. Hazardous Materials
- L. Radiological Incident
- M. Terrorism (Chemical or Biological Threat)

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

#### **IV. CRISIS-SPECIFIC PROCEDURES**

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

##### A. Fire.

##### School preparation before the emergency:

1. Designate a safe area at least 100 feet away from the building and away from fire lanes. (Minn. Stat. §§229F.391 and 299F.011; Uniform Fire Code §1303.3.3.1)
2. Each building's facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas, and the location of fire alarms, fire extinguishers, hoses, and water spigots.
3. Teachers and staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the building. The school district will develop a universal signal to indicate a blocked entrance. When this signal is given, the responsible adult must immediately identify an alternate route.
4. Fire drills will be conducted which include practicing how to move safely through blocked entrances and using alternate alarm systems. Fire drills will also include instruction/review of the use of fire extinguishers. The drills will emphasize the use of fire extinguishers to assist in evacuation. Fire drills should be conducted periodically and at irregular times without warning (i.e. lunchtime, recess, and during assemblies). State law requires a minimum of nine drills each school year. (Minn. Stat. §299F.30; Uniform Fire Code §1303.3.3.2.)

5. A record of fire drills conducted at the building will be maintained in the Director's office.
6. Nerstrand School will arrange for emergency shelter sites and transportation as needed.

Procedures at the time of the emergency:

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

Procedures for teachers:

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

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the Director.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, teachers supervise the group closely.
4. Do not re-enter any school buildings until fire department officials declare them safe.
5. Transport students as needed.

B. Severe Weather.

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

Procedures before the emergency:

- a. The school district will identify both potential problem areas on the campus and areas with the highest degree of safety for students and staff. *Unsafe* areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind such as upper floor gymnasiums and auditoriums. *Safe* areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, locker/shower areas, basement gymnasiums, and closets.
- b. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
- c. Provide training to appropriate staff, including the crisis response team, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.
- d. Review "drop and tuck" procedures with students.
- e. Keep a record of all tornado drills performed at the building in the Director's office.

Procedures when a tornado/severe thunderstorm watch has been issued:

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

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

Procedures when a tornado/severe thunderstorm warning has been issued:

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

- a. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
- b. Move along inside walls to the safest areas of the building.
- c. Ensure that students are in the "tuck" position.

- d. Account for all students and staff. Report any missing students or staff to the Director, when it is safe to do so.
- e. The director or designee will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the emergency:

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

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

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

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

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

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

C. Assault/Fight.

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

Procedures:

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

D. Serious Injury/DeathProcedures:

1. Call **911**, but do not leave the victim unattended.
2. Contact a first aid provider (school nurse) or a member of the crisis response team.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first aid, if trained.

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

#### E. Weapons.

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

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

##### Procedures for the Director if a weapon is suspected:

1. Call the local law enforcement agency if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another administrator or police liaison to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.

6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 - Reports of dangerous weapon incidents in school zones.)

7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

#### F. Bomb Threat.

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the school district. No bomb threat will be disregarded as being a prank call.

It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

If the Director determines it is necessary to evacuate the campus, the crisis team and local law enforcement agents should be consulted to determine how parents and guardians could be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because evacuation of the students and staff is the response used for a number of other crises in addition to bomb threats, staff members will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting the classrooms or work areas for any kind of drill, all personnel should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

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

#### Procedures for bomb threat recipient:

1. ***If you receive a bomb threat by written message***, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

#### ***If you receive a bomb threat by telephone:***

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

b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.

c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.

2. Notify the Director.

3. Call **911** and report the bomb threat.
4. Call the Director to report the incident and any action taken so far.
5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention "bomb threat."
6. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Teachers take class rosters. Once evacuated, roll call should be taken. Notify the Director of any missing students or staff.
7. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.
9. Notify parents and guardians per school district policies.

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

Procedures for staff and students if a person threatens with a firearm or begins shooting:

1. **If outside**, staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.
2. **If inside**, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
3. Staff, students and visitors should crouch under desks without talking and remain there until the Director gives an all-clear signal.
4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
5. Take roll call and notify the Director of any missing students or staff, when it is safe to do so.

Procedures for the Director or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:
  - a. shooter's location,
  - b. injuries, and

- c. potential for additional shooting.
- 2. Call **911** and give them as much detail as possible about the situation.
- 3. Secure the school building, if appropriate.
- 4. Assist students and staff in evacuating from immediate danger to a safe area.
- 5. Care for the injured to the extent practicable until emergency personnel arrive.
- 6. Refer media calls, contacts, and questions to the school district spokesperson.
- 7. Meet with the crisis team to prepare a news or information release.
- 8. Notify parents and guardians per school district policies, if appropriate.
- 9. Hold an information meeting with all staff, if appropriate.
- 10. Initiate the grief-counseling plan, if appropriate.

#### H. Suicide.

##### Procedures for a suicide attempt:

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

11. Initiate the grief-counseling plan, if appropriate.

I. Intruder/hostage.

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency that notifies the school or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

Procedures before the emergency:

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff. A code word should be predetermined to alert staff when the school building will be secured and lock-down procedures initiated.

Procedures for the staff member who sees an unauthorized intruder:

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

Witness to a hostage situation:

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

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

If taken hostage:

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

Procedures after the emergency:

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

J. Demonstration or disturbance.

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

Procedures:

1. Notify the Director of the disturbance.
2. During the disturbance, the Director will take corrective action, such as:
  - a. Ask the demonstrators to disperse.
  - b. Notify the Director.
  - c. Notify the local law enforcement agency, if necessary.

- d. Contain the disturbance by sealing off the area, to the extent possible.
- e. Secure the building, if necessary.
- f. Shut off bells, if appropriate.
- g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.

3. During the disturbance, teachers should:

- a. Keep students in classrooms and lock the door. Do not allow students out of the classroom until the Director gives an all-clear signal.
- b. Make a list of students absent from the class

K. Hazardous Materials.

If a major chemical accident necessitates student and staff evacuation, the fire department or other appropriate agency will be consulted and may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, janitorial closets). School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff is aware of where to access these sheets in the case of a chemical accident.

Procedures for on-site chemical accidents:

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

Procedures for off-site chemical Accidents:

1. When evacuation of the area is necessary staff and students will be directed to relocate to another area by local emergency management officials.
2. If students are evacuated, notify parents and guardians per school district policies.
3. Evacuation may be made to a location designated in advance by the Director if emergency response officials do not make a specific alternative assignment.

L. Radiological incident.

Procedures:

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

M. Terrorism (Chemical or biological threat).

Upon receiving a chemical or biological threat phone call:

1. Complete the "*Chemical/Biological Threat Phone Report*" and "*Caller Identification Checklist*."
2. Listen closely to the caller's voice, speech patterns, and to noises in the background.
3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
4. Notify the Director who is responsible for notifying the local law enforcement agency.
5. The Director may order an evacuation of all persons inside the school building(s), or other actions, per school district policies.
6. If evacuation occurs, teachers should take the class roster.

Upon receiving a chemical or biological threat letter:

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.
3. Call **911** first, then the Minnesota Duty Officer at 1-800-422-0798.

4. Separate "involved" people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
5. Remove "uninvolved" people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask "involved" people to remain calm until emergency response officials arrive.
7. Ask "involved" people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation Procedures:

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