

Policy # 806
Approved: FY2021

Midway Star

EMERGENCY RESPONSE PROCEDURES

October 2021



*Providing Trusted
Health and Safety Solutions*

ASSAULT



CRITICAL INFORMATION

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

WHEN AN ASSAULT OCCURS:

STAFF

1. Notify building administration
2. Ensure the safety of students and other staff.
3. Work as a team in response
4. Use a calm voice and low tones in addressing the assailant
5. If behavior escalates, shout "Stop!" and continue to use a calm voice
6. Disperse onlookers and keep others from congregating
7. Ensure first aid is rendered to all injured parties (see Medical Emergency procedures)
8. Do not leave the victim alone
9. Seal off area to preserve evidence for law enforcement
10. Identify the assailant by name and description (e.g. clothing, height)
11. If the assailant has left the building, determine direction and mode of travel
12. If assailant leaves in a vehicle, provide description of the vehicle and license number
13. Identify any witnesses

BUILDING ADMINISTRATION

1. Call 911 and notify law enforcement
2. Give type and number of injuries
3. Advise if assailant is still in the building or on the property
4. Give name and description of the assailant
5. Give direction and mode of travel (vehicle type and description)
6. Consider lockdown procedures
7. Notify parents or legal guardians of students involved
8. Make appropriate referrals to the Elementary and Middle School
9. Document all actions taken by staff and complete incident reports



Minnesota State Statute 121A.582 Subdivision 1, STUDENT DISCIPLINE: REASONABLE FORCE STANDARD

(a) A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

BOMB THREAT

**CRITICAL INFORMATION**

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, **UNLESS** a device is located.

UPON RECEIVING A BOMB THREAT:**STAFF**

1. Notify building administration
2. 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 phoned threat, document all relevant information (**see THREAT INCIDENT REPORT FORM**)
3. Complete **THREAT INCIDENT REPORT FORM**

BUILDING ADMINISTRATION

1. **CALL 911** to notify law enforcement
2. Convene the school emergency response team to evaluate the threat.
3. 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. Initiate appropriate Lockdown procedures
 - Provide additional instructions as necessary
2. Direct staff to implement scanning process for suspicious items
 - Bombs may be placed *anywhere* on school property – inside or outside
3. Document all actions taken and findings by staff
4. Determine if evacuation procedures should be initiated

STAFF

1. Implement appropriate Lockdown procedures
2. Scan classroom or assigned areas for suspicious items
3. **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders
4. Notify building administration of findings

IF EVACUATION PROCEDURES ARE INITIATED:

BUILDING ADMINISTRATION

1. Initiate **EVACUATION** procedures by notify staff via the phone system. Do not use cell phones, radios or fire alarm system because of risk of activating a device
2. Ensure evacuation routes and area(s) are clear of suspicious items

STAFF

1. Implement **EVACUATION** procedures

When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.

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 and consult with law enforcement in developing a plan of action
2. Notify building staff
3. Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
4. Monitor situation and make decisions based on developing information
5. Consider communications venues (e.g., phone blast, website posting, e-mail)
6. Consider lockout procedures (see **LOCKOUT** procedures).

IF DEMONSTRATION IS ON SCHOOL PROPERTY:**STAFF**

1. Notify building administration

BUILDING ADMINISTRATION

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

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 administrators notify 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.

WHEN IMPLEMENTING EVACUATION PROCEDURES:

BUILDING ADMINISTRATION

1. Determine evacuation routes based on location and types of emergency
2. Announce evacuation
3. Specify any changes in evacuation routes based on location and type of emergency
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

STAFF

1. Take the closest and safest way out as posted or announced
 2. 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. Go to assembly area
- When outside the building:**
7. Check for injuries
 8. Account for all students
 9. Immediately report any missing, extra or injured students to building administration
 10. Continue to contain and maintain students
 11. 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 school emergency response team of emergency type and evacuation
3. Notify relocation center
4. If necessary, coordinate transportation or student process to relocation center
5. Announce evacuation
6. Specify any changes in evacuation routes based on location and types of emergency
7. Notify the public information officers (i.e. school lawyer and board chair) of the relocation center address
8. Implement reunification procedures at the relocation/reunification site
9. Document the reunification of all students released

STAFF

1. Take the closest and safest way out as posted or announced
2. 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 en route to the relocation center
7. Take attendance upon arriving at the center
8. Immediately report any missing, extra or injured students to building administration or emergency personnel
9. Continue to contain and maintain students
10. Wait for additional instructions

When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water).

An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability.

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 disciplinary policies and procedures.

WHEN A FIGHT OR DISTURBANCE OCCURS:

STAFF

1. Notify building administration
2. Ensure the safety of students and other staff
3. Work as a team in response
 - o One staff member should seek administration assistance
 - o One staff member should address the disturbance
4. Use a calm voice and low tones in addressing students
5. If behavior escalates, shout "Stop!" and continue to use a calm voice to de-escalate the situation
6. Disperse onlookers and keep others from congregating in the area
7. Don't let a crowd incite participants
8. Separate participants
9. Ensure that first aid is rendered to all injured parties (see **MEDICAL EMERGENCY** procedures)

BUILDING ADMINISTRATION

1. Address the event according to the school discipline policy and procedures
2. Notify parents or legal guardians of students involved in fight
3. Notify law enforcement as indicated by school policy
4. Make appropriate referrals to the Elementary and Middle School Deans
5. Document all actions taken by staff and complete all applicable reports as needed

FIRE

**CRITICAL INFORMATION**

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. Implement evacuation plan for any students needing special accommodations
3. Evacuate students and other staff to designated areas
4. If primary route is blocked or dangerous, use closest, safe exit
5. If trapped by fire, implement **SHELTER-IN-PLACE** procedures
6. Once outside, assemble a safe distance from building and emergency apparatus
 - o Take student attendance
 - o Report missing, extra or injured students to building administration

BUILDING ADMINISTRATION

1. **CALL 911** and notify emergency responders
2. Confirm address of school (1091 Snelling Ave N, St. Paul, MN 55108)
3. Provide exact location of smoke or fire
4. Ensure fire alarm has sounded
5. Meet with fire officer
 - o Identify the location of fire
 - o Advise location of injured persons
 - o Provide names of any missing persons
6. Determine if students need to be transported to an evacuation site
7. Notify parents or legal guardians of student reunification and release procedures
8. Signal "all clear" when safe to re-enter school building

**Additional Considerations**

- Plan for accommodations for students or staff with special needs

HAZARDOUS MATERIALS



CRITICAL INFORMATION

In the event of a natural or propane gas leak or odor – **EVACUATE IMMEDIATELY.**

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

IN THE EVENT OF A HAZARDOUS MATERIAL INCIDENT INSIDE THE SCHOOL BUILDING:

STAFF

1. Notify building administration
2. Report location and type (if known) of the hazardous material
3. Move students away from the immediate danger zone
4. If safe, close doors to the affected area
5. If implementing **EVACUATION PROCEDURES**:
 - o Take attendance and report missing, extra or injured students to building administration
6. Render first aid as needed

BUILDING ADMINISTRATION

1. **CALL 911** and notify emergency responders
2. Report location of leak or spill and type of material (if known)
3. Report any students or staff missing or injured
4. Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shut down ventilation system (HVAC))
5. Move staff and students away from the immediate danger zone
6. Keep staff and students from entering or congregating in danger zone
7. Document all actions taken
8. Report incident to Minnesota Duty Officer (800-422-0798 or 651-649-5451)

IN THE EVENT OF A HAZARDOUS MATERIAL INCIDENT OUTSIDE THE SCHOOL BUILDING:

STAFF

1. Notify building administration
2. Report location and type (if known) of the hazardous material
3. Move students away from the immediate vicinity of the danger
4. If outside, implement **REVERSE EVACUATION** procedures

BUILDING ADMINISTRATION

1. Consult with emergency responders and identify need for evacuation
2. Develop an action plan with emergency responders
3. Consider implementing **SHELTER-IN-PLACE** procedures
4. If there is an airborne release, shut down ventilation system (HVAC)
5. Notify parents or legal guardians of student reunification and release procedures
6. Document all actions taken

HOSTAGE

**CRITICAL INFORMATION**

If the hostage-taker is unaware of your presence, **DO NOT ATTRACT ATTENTION!**

IN THE EVENT OF A HOSTAGE SITUATION AND YOU ARE TAKEN HOSTAGE:

1. Cooperate with the hostage-taker to the fullest extent possible
2. **STAY CALM**, try not to panic; calm students if they are present
3. Be respectful to the hostage-taker
4. Ask permission to speak; do not argue or make suggestions

IF YOU WITNESS A HOSTAGE SITUATION:**STAFF**

1. Notify building administration immediately
2. Keep all students in their classrooms until further notice
3. Wait for further instructions

BUILDING ADMINISTRATION

1. Initiate **LOCKDOWN** procedures
2. **CALL 911** and notify emergency responders
3. If known, provide a description of the following:
 - Identity and description of the individual
 - Description and location of the incident
 - Number of hostages
 - Number of injuries
4. Seal off area near hostage scene
5. Students should be moved from exposed areas or classrooms to safer areas of the building
6. As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger until law enforcement arrives
7. When law enforcement arrives, they will take control of the situation
 - Continue to coordinate with law enforcement for the safety and welfare of students and staff
8. Document all actions taken

**Additional Information**

In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.

INTRUDER



CRITICAL INFORMATION

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that the intruder may possess a weapon or become violent.

WHEN INTERACTING WITH A STRANGER AT SCHOOL, USE THE "I CAN" RULE:

Intercept Contact Ask Notify

IN THE EVENT AN UNAUTHORIZED PERSON ENTERS SCHOOL PROPERTY (INTRUDER):

STAFF

1. Politely greet the subject and identify yourself
2. Consider asking another staff person to accompany you before approaching the subject
3. Inform the subject that all visitors must register at the reception area
 - Ask the subject the purpose of his or her visit
 - If possible, attempt to identify the individual and vehicle
 - Escort the subject to the reception area
4. If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
 - Attempt to maintain visual contact with the intruder until assistance arrives
 - If possible, keep students away from the intruder
 - Take note of the subject's name, clothing and other descriptors
 - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
5. Back away from the subject if he or she indicates a potential for violence
6. Allow an avenue of escape for both the intruder and yourself

BUILDING ADMINISTRATION

1. Respond to call for assistance from staff
2. Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
3. If the subject refuses or his or her purpose is not legitimate,
 - Consider initiating **LOCKDOWN** procedures
 - **CALL 911** and notify law enforcement
 - Advise law enforcement of the intruder's location and provide a full description
 - Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
 - Provide all staff with a full description of the intruder
4. Document all actions taken by staff



Minnesota State Statute 609.605 subd. 4

Gives a building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

LOCKDOWN



CRITICAL INFORMATION

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

WHEN IMPLEMENTING **LOCKDOWN** PROCEDURES: (these actions happen rapidly)

BUILDING ADMINISTRATION

1. Announce "lockdown"
2. Repeat announcement several times
3. Be direct. **DO NOT USE CODES**
4. Call 911 and notify law enforcement
5. Direct all students, staff and visitors to the nearest classroom or secured space
6. Move outside classes to primary evacuation site
7. **DO NOT** lock exterior doors
8. Announce "all clear" signal when the threat has ceased as authorized by law enforcement

STAFF

1. Clear all students, staff and visitors from hallways immediately
2. Report to nearest classroom
3. Assist those with special needs accommodations
4. Close and lock all windows and doors
5. **DO NOT LEAVE** for any reason
6. **DO NOT OPEN THE DOOR** for any reason
7. If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
8. Shut off lights
9. Stay away from all doors and windows
10. Be quiet
11. 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

LOCKOUT

**CRITICAL INFORMATION**

Lockout procedures are used to protect building occupants from external threats that may enter the building.

Lockout occurs when there is a threat outside the building (e.g. armed robbery or high speed chase) or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

WHEN IMPLEMENTING LOCKOUT PROCEDURES:**BUILDING ADMINISTRATION**

1. Announce "lockout"
2. Repeat announcement several times
3. Be direct. DO NOT USE CODES
4. Bring people inside
5. Lock exterior doors
6. Control all movement
7. Disable all bells
8. Direct any movement by announcement only
9. Announce "all clear" signal when the threat has ceased

STAFF

1. Lock all exterior doors
2. Cover exterior windows*
3. Keep students away from windows
4. Continue classes. Move on announcement only
5. Wait for further instructions

**Check with local law enforcement agencies regarding the covering of windows and doors.*

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 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 services personnel with pertinent information about the incident
11. Complete an incident report and document all actions taken

BUILDING ADMINISTRATION

1. Ensure 911 was called and provide any updated information
2. Secure victim(s) medical emergency profile
3. Activate the school emergency response team
4. Ensure someone (e.g. staff, student) meets and directs first responders
 - o Provide any additional information about the status of the victim(s)
 - o 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. Conduct a de-briefing and provide grief counseling as needed.

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 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

REVERSE EVACUATION



CRITICAL INFORMATION

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

WHEN IMPLEMENTING REVERSE EVACUATION PROCEDURES:

BUILDING ADMINISTRATION

1. Make an announcement via the school phone system for reverse evacuation (speakers located on building exterior).
2. Direct staff to physically notify any classes that may be too far away from the building to hear the announcement
3. Monitor the situation
4. Provide staff with any updates or additional instructions
5. Announce "all clear" signal when the emergency has ceased

STAFF

1. Move all students and staff inside as quickly as possible
2. Assist those needing additional assistance
3. Report to classroom
4. Take attendance
5. Report any missing, extra or injured students to building administration
6. Wait for further instructions

SEVERE WEATHER SHELTER



CRITICAL INFORMATION

Severe Weather Shelter procedures are implemented during a severe weather emergency. "DROP and TUCK" procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

WHEN IMPLEMENTING SEVERE WEATHER SHELTER PROCEDURES:

BUILDING ADMINISTRATION

1. Make an announcement or sound alarm for severe weather emergency
2. Announce "all clear" signal when the severe weather has ceased

STAFF

1. Take the closest and safest route to shelter in designated safe area
2. Use secondary route if primary route is blocked or dangerous
3. If outside, return to main building
4. If outside, go to a permanent building and designated safe area
5. Assist those needing additional assistance
6. Do not stop for personal belongings

Once in safe area,

1. If appropriate, implement "drop and tuck" procedures
2. Take attendance
3. Report any missing, extra or injured students to building administration
4. Remain in safe area until "all clear" is given by building administration
5. Wait for additional instructions

WHEN IMPLEMENTING "DROP AND TUCK" PROCEDURES:

1. Face an interior wall
2. Drop to your knees and roll forward to the balls of your feet
3. If physically unable to perform, sit on the floor
4. Tuck your head down and place your hands on top of your head and neck
5. Do not lie flat on the ground.



Minnesota State Statute 121A.037 SCHOOL SAFETY DRILLS

Requires that schools practice at least one tornado drill annually.

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 campus
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 building administration 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. If assault occurred on campus,
 - Notify appropriate law enforcement
 - Notify local rape crisis center
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.

SHELTER-IN-PLACE



CRITICAL INFORMATION

Sheltering-in-place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering-in-place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of Inhabitants.

WHEN SHELTERING-IN-PLACE:

BUILDING ADMINISTRATION

1. Announce students and staff must go to shelter areas
2. Close all exterior doors and windows, if appropriate
3. Turn off ventilation system (HVAC), if possible
4. Monitor the situation
5. Provide updates and instructions as available
6. Announce "all clear" when the emergency has ceased

STAFF

1. Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area
2. Assist those with special needs
3. Take attendance and report any missing or extra students to building administration
4. Do not allow anyone to leave the classroom or shelter area
5. If there appears to be air contamination with the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release,

1. Close and tape all windows and doors
2. Seal the gap between the floor and the bottom of the door

If sheltering-in-place because all evacuation routes are blocked,

1. Seal door
2. Open or close windows as appropriate
3. Limit movement and talking
4. Communicate your situation to administration or emergency officials
5. Stay away from all doors and windows
6. Wait for instructions

SHOOTING



CRITICAL INFORMATION

School policies should address who has the authority to initiate lockdown procedures in the event of a threat inside the school.

IF A PERSON DISPLAYS A FIREARM, BEGINS SHOOTING OR SHOTS ARE HEARD:

STAFF

1. Seek immediate shelter for staff and students
2. Call 911 AND Initiate **LOCKDOWN** procedures
3. Notify building administration if safe to do so.
4. Provide location of the shooting, if known
5. Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed

BUILDING ADMINISTRATION

1. Initiate **LOCKDOWN** procedures
2. Call 911 and notify emergency responders
3. Provide the following information, if known:
 - o Location of shooter(s)
 - o Description, identity and number of shooters
 - o Description of weapon(s)
 - o Number of shots fired
 - o Is shooting continuing?
 - o Number of injuries
4. Document all actions taken by staff
5. Implement media procedures with the school public information officers (i.e. school lawyer and board chair)
6. Provide grief counseling and support as needed.



Additional Information

Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year.

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
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, needs to be restrained or a parent or guardian cannot be reached
2. Determine a course of action with social worker 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. Document all actions
6. Follow up and monitor to ensure student safety
7. Provide grief counseling and support to students and staff as needed.

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

SUSPICIOUS PACKAGE OR MAIL CHEMICAL/BIOLOGICAL THREAT



CRITICAL INFORMATION

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

IF YOU RECEIVE A SUSPICIOUS PACKAGE OR LETTER BY MAIL OR DELIVERY SERVICE:

STAFF

1. **DO NOT OPEN** package or letter
2. Notify building administration
3. Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it
4. Preserve evidence for law enforcement

BUILDING ADMINISTRATION

1. **CALL 911** to notify law enforcement
2. Document all actions taken by staff

IF A LETTER/PACKAGE CONTAINS A WRITTEN THREAT BUT NO SUSPICIOUS SUBSTANCE:

STAFF

1. Notify building administration
2. Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
3. Preserve evidence for law enforcement
4. Complete **THREAT INCIDENT REPORT FORM**

BUILDING ADMINISTRATION

1. Call 911
2. Preserve evidence for law enforcement and turn the letter or package over to law enforcement
3. Document all actions taken by staff

IF A LETTER OR PACKAGE IS OPENED AND CONTAINS A SUSPICIOUS SUBSTANCE:

STAFF

1. Notify building administration
2. Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
3. Isolate the people who have been exposed to the substance to prevent or minimize contamination
4. Preserve evidence for law enforcement
5. Complete **THREAT INCIDENT REPORT FORM**

BUILDING ADMINISTRATION

1. Call 911
2. Preserve evidence for law enforcement
3. Turn the letter or package over to law enforcement
4. Consult with emergency officials to determine:
 - o Need for decontamination of the area and the people exposed to the substance
 - o Need for evacuation or shelter-in-place
5. Notify parents or legal guardians according to district policies

When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.

TERRORISM



CRITICAL INFORMATION

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation).

Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

IN THE EVENT OF AN ATTACK WITHIN THE UNITED STATES:

BUILDING ADMINISTRATION

1. Monitor the situation
2. Consult with local law enforcement and emergency management agencies
3. Develop an action plan
 - If school is in session, consider initiating a school **LOCKDOWN** (see **LOCKDOWN** procedures) or student release
4. Notify all staff
5. Allow teachers to suspend regular learning programming
6. Provide opportunities for students to meet with the Deans and administration for support
7. Notify parents or legal guardians of actions taken
 - Availability of counselors
 - If implementing **LOCKDOWN** procedures, instruct parents not to come to the school
 - If implementing **STUDENT RELEASE** procedures, notify parents of reunification plan
8. Re-evaluate action plan as new information develops

STAFF

1. Inform students of the incident in an age-appropriate manner
2. Stay calm and address student concerns
 - Limit access to media outlet (e.g. television, radio, internet)
 - Answer student questions honestly
 - Do not allow students to speculate or exaggerate graphic details
3. Decide whether to temporarily suspend regular learning programming adjusting lesson plans to include discussion and activities about the event
4. Monitor student behaviors and reactions and make referrals to appropriate building administration

It is important to restore the learning environment as soon as possible, maintaining structure and stability throughout the school day. Try to engage in classroom activities that do not focus solely on the attacks. Children are comforted by normal routines and "back-to-normal" activities will help and reassure them.

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** procedures
2. **CALL 911**
3. 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
3. Maintain confidentiality

BUILDING ADMINISTRATION

1. Convene the school emergency response team to evaluate the 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. Contact parents or legal guardians
7. Inform them of the situation, any concerns and course of action
8. Obtain permission to exchange information between agencies
9. Document any referrals, actions taken and decisions made

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

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: _____

WEAPONS



CRITICAL INFORMATION

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate the escalation of the incident.

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, but not limited to, any firearm (loaded or unloaded); airguns; pellet guns; BB guns; knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

IF YOU ARE AWARE OF A WEAPON ON SCHOOL PROPERTY:

STAFF

1. Notify building administration immediately and provide the following information:
 - Location, identity and description of the individual
 - Description and location of weapon(s)
 - Whether the individual has threatened him or herself or anyone else
2. Limit information to staff and students on a need-to-know basis
3. Stay calm and do not call attention to the weapon

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)
2. Develop an action plan for response:
 - If the weapon is located on an individual, isolate the individual
 - If the weapon is in a locker or in a backpack, prevent access to that area
3. Determine whether to initiate **LOCKDOWN, EVACUATION** or other procedures
4. Conduct weapon(s) search, if needed
5. **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
2. 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
3. If the individual is a student, notify parent or guardian
4. Document all actions taken by staff
5. File report according to school policy