



Emergency Crisis Plan and Procedures

STRIDE Academy Elementary School
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I. Purpose

The purpose of STRIDE Academy's Emergency Crisis Management Plan is to serve as a guide for administrators, staff, students and parents in the event of an emergency incident occurring on school grounds.

II. General Information

STRIDE Academy's Crisis Management Plan has been developed in consultation with local community response agencies, individuals and groups likely to assist the school in an emergency. The crisis management plans include both general and crisis-specific procedures. This plan will be maintained and updated each year.

Elements of STRIDE Academy's Crisis Management Plan

1. **General Crisis Procedures:** The Crisis Management Plan 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. Each office area will have access to a copy of the Emergency Crisis Plan.
 - **Lock-Down Procedures:** Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the type of lock-down using the intercom system.
 - **Evacuation Procedures:** Classroom, building, and campus evacuations may be initiated at the discretion of the building administrator or designee. The 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 building administrator or designee. Safe areas may change depending on the emergency.
 - **Containment Procedures:** Containment 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 building administrator or designee will announce the need for containment using the intercom system. The building

administrator will submit containment procedures for the building as part of the crisis management plan.

2. **Crisis-Specific Procedures:** The Crisis Management Plan 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 so that Building Administrators, Director of Operations and the Executive Director can modify response procedures when creating crisis management plans.
3. **Additional Procedures:** The Director of Operations, Executive Director or Building Administrator will decide early school closure, media and counseling procedures.
4. **Early School Closure Procedures:** The Executive Director is authorized to close the school. Such decisions will be made as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (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 determine factors to be considered in closing and reopening STRIDE Academy. 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.
 - **Media Procedures:** The Executive Director is authorized to notify parents, guardians and the school community in the event of a crisis or early school closure.
 - **Counseling Procedures:** The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as the school psychologist, counselor, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the Executive Director, Director of Operations and or Building Administrators to be necessary, e.g. after an assault, a hostage situation, shooting etc... The grief-counseling procedures should include the following steps.

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

5. **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
- the fire alarm control panel
- fire alarms
- fire extinguishers, hoses, water spigots
- utility shut offs

The facility diagrams and site plans will be available in the office of the Director of Operations and in appropriate areas and will be kept on file in the school's main office.

5. **Emergency Telephone numbers:** School buildings 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 departments, 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 will be kept on file in the school office and will be updated annually.

Assault/Fighting

These procedures apply to close contact physical confrontations including fist-fights, assaults, and the use of weapons which require close proximity to result in a significant physical threat.

Procedures for Staff When an Assault or Fight Occurs:

1. Notify Building Administration.
2. Ensure the safety of all students and staff. Work as a team in response
 - One staff member seek administration assistance
 - One staff member address the disturbance
 - Additional staff members remove onlookers and provide shelter and safety to students and staff not directly involved in the conflict
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation. If behavior escalates, shout “STOP!” and continue to use a calm voice
4. Control the scene and demand that the combatants stop; clear onlookers
5. Ensure first aid is rendered to all parties (see Medical Emergency procedures)
 - Contact CPR/first aid certified persons (School Nurse and Administration) 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/fight took place
8. If the assailant has left the building, determine direction and mode of travel
9. Identify any witnesses

Procedures for Building Administration/Child Care Coordinator When Assault Involves Harm:

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. Consider lockdown procedures
6. Notify the Building Administration, Executive Director and combatants’ parent(s) or guardian(s), as appropriate
7. Make appropriate referrals to student assistance team

8. Assess counseling needs of victim(s) or witness (es). Initiate the grief counseling plan, if necessary
9. Document all actions taken by staff and complete incident report

Procedures for Building Administration/Child Care Coordinator When a Fight Occurs:

1. Address the event according to school district discipline plan and procedures
2. Investigate by means such as obtaining statements from the combatants and witnesses; Coordinate the situation in accordance with school district discipline and harassment and violence policies, as appropriate
3. Notify law enforcement, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of private areas of another person in a sexual manner without consent, including touching of those areas covered by clothing)
4. Notify parents or legal guardians for students involved in fight
5. Notify Executive Director
6. Make appropriate referrals to student assistance team
7. Assess counseling needs of victim(s) or witness (es). Initiate the grief counseling plan, if necessary
8. Document all actions taken by staff and complete incident report

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 Building Administrator determines it is necessary to evacuate the campus, the Executive Director, Director of Operations and local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because the 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 for Staff:

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.

OR 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 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 Building Administrator.

3. 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.**”
4. Students and staff may be evacuated from the building and proceed to the designated safe area (St. Cloud Tech High School) away from the building. Staff members will close the classroom door but leave it unlocked. Teachers take class rosters. Once evacuated, roll call will be taken. Notify the Building Administrator of any missing students or staff.
5. 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.
6. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.
7. Notify parents and guardians per school district policies.

Procedures for Bomb Threat for Building Administration:

1. Call **911** and report the bomb threat.
2. Call the Executive Director to report the incident and any action taken so far.
3. Assess the threat by using the Threat Assessment Procedures.
4. Consult with emergency responders, as time permits

Procedures for Staff if the Bomb Threat is Determined to be Credible:

1. Implement appropriate lockdown procedures
2. Scan classroom or assigned area 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

Procedures for Building Administration/Child Care Coordinator if the Bomb Threat is Determined to be Credible:

1. Initiate appropriate lockdown procedures
2. Direct staff to implement scanning process for suspicious items
3. Document all actions taken and findings by staff
4. Determine if evacuation procedures should be initiated

Procedures for Staff if Evacuation is Initiated:

1. Implement evacuation procedures

2. Take emergency go-kit and class roster

Procedures for Building Administrator/Child Care Coordinator if Evacuation is Initiated:

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

Evacuation/Relocation

Evacuation routes are 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 alternative routes
- Hazardous materials: total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Planned routes are specified.

Procedures for Staff When Implementing Evacuation:

1. Take emergency go-kit and class roster
2. Take the closest and safest way out as posted or announced
3. Use a secondary route if the primary route is blocked or hazardous
4. Assist those needing special assistance
5. Do not lock classroom doors when leaving
6. Do not stop for student or staff belongings
7. Go to assembly area (designated area on Evacuation map)

When Outside the Building:

1. Check for injuries
2. Account for all students
3. Immediately report any missing, extra or injured students to Building Administration or incident command
4. Continue to contain and maintain students
5. Wait for additional instructions

Procedures for Building Administration/Child Care Coordinator When Implementing Evacuation:

1. Determine evacuation routes based on location and type 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 building

Procedures for Staff When Implementing Evacuation and Relocation:

1. Take emergency go-kit and class roster
2. Take the closest and safest way out as posted or announced
3. Use a secondary route if the primary route is blocked or hazardous
4. Assist those needing special assistance

5. Do not lock classroom doors when leaving
6. Do not stop for student or staff belongings
7. Remain with class enroute to St. Cloud Tech High School
8. Take attendance upon arriving at the center
9. Immediately report any missing, extra or injured students to Building Administration or law enforcement command
10. Continue to contain and maintain students
11. Wait for additional instructions

Procedures for Building Administration/Child Care Coordinator When Implementing Evacuation and Relocation:

1. Alert school emergency response team of emergency type and evacuation
2. Notify St. Cloud Tech High School/Jubilee Church
3. If necessary, coordinate transportation or student process to St. Cloud Tech High School/Jubilee Church
4. Announce evacuation
5. Specify any changes in evacuation routes based on location and type of emergency
6. Implement reunification procedures at the relocation/reunification site
7. Document the reunification of all students released

Fire

Upon discovery of fire or smoke:

1. Sound the building's fire alarm. This is done by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the front desk.
2. Evacuate students and staff according to routes posted in the classroom.
3. Close all classroom and office doors (do not lock doors).
4. Teachers are responsible for accounting for all students. Teachers should take class roster with them when evacuating.
5. The office will call the fire department by dialing 911
6. Meet the fire department at, Person or position responsible: **Administration/Child Care Coordinator**
7. Building re-entry can occur when authorized by the fire official in charge or it has been determined that no emergency exists.

Evacuation:

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. The following staff should stay in the building to perform the functions listed as long as it is safe for them to do so:

The Building Administration/Child Care Coordinator will make sure the building is clear.

Relocation of Students:

1. Should the fire or other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by contacting: **Voight Bus Company**
2. The following is the primary relocation center: **St. Cloud Tech High School**
3. The secondary relocation center is: **Jubilee Church**
4. The following person is responsible for media notification and contact: **Executive Director**

Personnel Responsibilities:

1. Teachers:
 - Go over evacuation plan at beginning of the year throughout the school year with students,
 - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire,
 - Bring class roster with for student accountability,
 - Close doors to classrooms or offices upon evacuating (do not lock the doors),
 - Ensure that all students are evacuating (you may need to check restrooms and other contiguous rooms),
 - Assemble at designated point outside the building
 - Account for all students,

- Report any missing students to the Building Administration.
2. Other Staff:
 - Evacuate building using the closest exit,
 - Perform other duties as specifically outlined in this plan or as directed by the Building Administration.
 3. Building Administration/Child Care Coordinator:
 - Ensure activation of alarm,
 - Ensure evacuation of students and staff,
 - Ensure notification of fire department,
 - Ensure that staff are following the fire safety and evacuation plans,
 - Assist the fire department and other emergency responders,
 - Advise the Law Enforcement of the following of the situation (as time permits)
 4. Director of Operations:
 - Determine location of incident (from fire alarm system),
 - Meet fire department
 - Act as liaison with fire department,
 - Provide access to all areas for firefighters.

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

Procedures for reporting chemical accidents are posted at key locations (This will be done when chemicals are placed on site.)

Procedures for Staff 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 MSDS for guidance located with Building Maintenance.
2. Notify the Building Administrator about the accident.
3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster. Take roll calls and immediately report any missing students to the building administrator.
4. If implementing Evacuation procedures
 - Take emergency go kit and class roster
 - Take attendance and report missing, extra, or injured students to building administration
5. Render first aid as needed or seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.

Procedures for Building Administration/Child Care Coordinator for On-Site Chemical Accidents:

1. Call **911** (the fire department will contact the local hazardous materials team.)
2. The Building Administrator/Child Care Coordinator or Director of Operations will meet with the fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.
3. Report location of leak or spill and type of material (if known)
4. Report any students or staff missing or injured
5. Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, and shutdown ventilation system (HVAC))

6. Notify Executive Director
7. Move staff and students from the immediate danger zone and keep them from entering or congregating in the danger zone
8. Document all actions taken
9. Report incident to Minnesota Duty Officer (800) 422-0798 or (651) 649-5451

Procedures for Staff for Off-Site Chemical Accidents:

1. Notify Building Administration.
2. Report location of leak or spill and type of material (if known)
3. Move students away from the immediate vicinity of the danger
4. When evacuation of the area is necessary, students and staff will be directed to St. Cloud Tech High School or Jubilee Church by local emergency management officials involved.
5. If students are evacuated, notify parents and guardians per school district policies.
6. Evacuation may be made to St. Cloud Tech High School or Jubilee Church designated in advance by a Building Administrator if it is not made by response agency officials.

Procedures for Building Administration/Child Care Coordinator for Off-Site Chemical Accidents:

1. Monitor situation
2. Notify Executive Director
3. Consult with emergency responders
4. Identify the need for evacuation
5. Develop an action plan with emergency responders
6. Consider implementing Shelter-in-Place procedures
7. If there is an airborne release, shutdown ventilation system (HVAC)
8. Notify parents or legal guardians of student reunification and release procedures
9. Document all actions taken

Intruder/Hostage

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

Procedures before the Emergency:

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff.
 - **Lockdown with warning (Containment)** – The threat is outside of the school building or there is a situation within our building. The situation could be anything from a medical to behavioral situation. In any case, we just need ALL students to stay within the classroom and minimal staff movement.

*****The school may have been notified of a potential threat outside of the building.**

- **Lockdown with active threat (Lock-Down)** – The threat/intruder is inside the building.

Procedures for the Staff Who Sees an Unauthorized Intruder:

1. Notify Building Administrator and give as complete a description of the person as possible
2. Walk away from the intruder if the intruder indicated 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
3. Call **911** and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed)

Witness to a Hostage Situation:

1. If the hostage taker is unaware of your presence, do not intervene
2. Call **911** immediately, if possible. Give the dispatcher details of the situation; ask for assistance from the hostage negotiation team
3. Seal off the area near hostage situation, to the extent possible

4. Notify the Building Administrator who may elect to evacuate that part of the school or 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 for Building Administration/Executive Director/Director of Operations/Child Care Coordinator After the Emergency:

1. Executive Director will 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

Note: To assist staff members who interact with a stranger at school, use the “I CAN” rule.

Intercept – Contact – Ask – Notify

Containment and Lockdown

- 1) Lockdown with warning (Containment)** – The threat is outside of the school building or there is a situation within our building. The situation could be anything from a medical to behavioral situation. In any case, we just need ALL students to stay within the classroom and minimal staff movement.

*****The school may have been notified of a potential threat outside of the building.**

- 2) Lockdown with active threat (Lock-Down)** – The threat/intruder is inside the building.

Procedures for Staff and Students during Containment:

1. Staff will lock all doors and cover interior windows
2. Make sure to keep all students away from windows
3. Continue classes without allowing any student or staff to leave the room.
Move on announcement only
4. Wait for further instructions

Procedures for Building Administration/Child Care Coordinator during Containment:

1. Announce “*containment*” command
2. Repeat announcement several times (Be direct, and DO NOT USE CODES)
3. Bring people inside
4. Lock exterior doors
5. Control all movement
6. Direct any movement by announcement only
7. Announce “*all clear*” when the threat has ceased.

Procedures for Staff and Students During Lockdown:

1. The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the Administration.
2. If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting a LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.

3. Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.
4. Assess the ability to safely EVACUATE the building.
5. If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.
6. Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT at St. Cloud Tech High School.
7. Unless evacuated, rooms in Enhanced LOCKDOWN, shall remain secured until personally given the "All Clear" by the Administration or a law enforcement officer in uniform.
8. If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
9. If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

Procedures for Building Administration/Child Care Coordinator During Lockdown:

1. Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911 if it is unknown whether or not 911 notifications have already taken place. 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, others). Caller will remain on the line to provide updates.
2. Initiate ALERT protocols. Notification to the building occupants will be made using all available means. Notification shall provide any information regarding the on-going situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of "Who? What? Where? When? How?" will provide the necessary details to make an informed decision.

3. Secure the administration office as a command post and retrieve the critical information and data about the school's emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
4. Direct command post staff to maintain contact with teachers reporting pertinent emergency information via cell phones, texts, intercom system. All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.
5. Notify the Executive Director's office and request activation of the communications plan for media and parent notification protocols.
6. Staff and students outside the building will EVACUATE to an off-site relocation center /Rally Point at St. Cloud Tech High School or Jubilee Church.
7. Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
8. Ensure that any buses en route to the school are redirected to a designated relocation site.

Medical Emergency

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.

Procedures for Staff for Non-Responsive or Life-Threatening Injury or Illness:

1. Call **911**, but do not leave the victim unattended
2. Contact a school nurse or a member of the crisis response team. Describe injuries, number of victims and give exact location
3. Clear onlookers and isolate the victim, if possible
4. Notify Building Administrator
5. Perform preliminary first aid, if trained
6. Do not move the victim unless an immediate emergency situation dictates evacuation
7. Direct someone (e.g. staff, students) to meet and guide the first responders
8. Assist emergency medical services personnel with pertinent information about the situation
9. Complete an incident report and document all actions taken

Procedures for Building Administration/Child Care Coordinator for Non-Responsive or Life-Threatening Injury or Illness:

1. Ensure 911 was called and provide any updated information
2. Secure victim(s) medical emergency profile
3. Activate school emergency response team
4. Ensure someone (e.g. staff/student) meets and directs first responders
 - Provide any additional information about the status of the victim(s)
 - Provide information from the victim(s) medical emergency profile
5. Designate a staff person to accompany the injured or ill person to the hospital
6. Notify the Executive Director/Director of Operations
7. Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee
8. Determine method of informing staff, students, and parents, if appropriate
9. Prepare an accident report
10. Initiate the grief-counseling plan, if appropriate
11. Prepare a news media release with the Executive Director, if appropriate

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 the Building Administration.

Severe Weather

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:

1. The school district will identify both potential problem areas on the campus and areas with the highest degree of safety for the 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 no windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, classrooms, offices and closets
2. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building
3. Provide training to appropriate staff, including the crisis response team, on how to deal with inoperative communication systems, absence of natural light in the power outage, inoperative devices in a building with students who have special needs and inoperative refrigeration systems, alarms, heating and cooling systems
4. Review “drop and tuck” procedures with students
 - Face an interior wall
 - Drop to your knees and roll forward to the balls of your feet
 - If physically unable to perform, sit on the floor
 - Tuck your head down and place your hands on top of your head and neck
 - Do not lie flat on the ground
5. Staff will create go-kits/orange backpacks
6. Keep a record of all tornado drills performed at the building in the Director of Operations 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.

1. Monitor Emergency Alert Stations
2. Bring all persons inside the building. Keep students, staff, and visitors inside the building
3. Close windows and blinds

4. Review tornado drill procedures and the location of the closest safe areas
5. Review “drop and tuck” procedures with students
 - Face an interior wall
 - Drop to your knees and roll forward to the balls of your feet
 - If physically unable to perform, sit on the floor
 - Tuck your head down and place your hands on top of your head and neck
 - Do not lie flat on the ground

Procedures for Staff 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.

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

Procedures for the Building Administration/Child Care Coordinator during Tornado/Severe Weather:

1. Make an announcement or sound alarm for severe weather emergency
2. Move students and staff from outdoor activities to inside the school, notifying staff through walkie-talkie or phone
3. Announce “all clear” signal when the severe weather has ceased

Procedures after the Emergency:

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

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

Procedures for the Building Administration/Child Care Coordinator if a Building is in an Area Where a Flood Watch has been Issued:

1. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition
2. Keep staff posted of changes or emergencies
3. Review evacuation procedures with staff and prepare students
4. Check relocation centers (St. Cloud Tech High School or Jubilee Church) and secure transportation (Bus Companies: Voigts) to them

Procedures for the Building Administration/Child Care Coordinator in an Area Where a Flood Warning has been Issued:

1. If advised by local emergency management officials to evacuate, do so immediately
2. Follow evacuation procedures; teachers take class rosters
3. Turn off utilities in the building and lock the doors
4. Take attendance after evacuation to the shelter. Report any missing students or staff to the building administrator
5. Notify parents or guardians per school district plan
6. Stay with the students until released to a parent or guardian

Shelter-in-Place

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.

Procedures for 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 emergency go-kit and class roster
4. Take attendance and report any missing or extra students to Building Administration or incident commander
5. Do not allow anyone to leave the classroom or shelter area
6. If there appears to be air contamination within 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 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

Procedures for Building Administration/Child Care Coordinator:

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

Shooter - Active

An active shooter or armed intruder on school property involves one or more individuals intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter or armed intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, law enforcement officers. The School Administration will be relieved by a law enforcement official as soon as possible. The law enforcement official will now be the Incident Commander with complete jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

RESPONSIBILITIES

A. School Incident Building Administrator/Child Care Coordinator:

1. Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911 if it is unknown whether or not 911 notifications have already taken place. 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, other officers, etc). Caller will remain on the line to provide updates.
2. Initiate ALERT protocols. Notification to the building occupants will be made using all available means. Notification shall provide any information regarding the on-going situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make an informed decision.
3. Secure the administration office as a command post and retrieve the critical information and data about the school’s emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
4. Direct command post staff to maintain contact with teachers reporting pertinent emergency information via cell phones, texts, intercom system.

All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.

5. Notify the Executive Director and request activation of the communications plan for media and parent notification protocols.
6. Staff and students outside the building will EVACUATE to an off-site relocation center /Rally Point
7. Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
8. Ensure that any buses en route to the school are redirected to a designated relocation site.

B. Teachers and Staff

1. The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, and then notify the School Administration.
2. If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.
3. Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.
4. Assess the ability to safely EVACUATE the building.
5. If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.
6. Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.
7. Unless evacuated, rooms in Enhanced LOCKDOWN, shall remain secured until personally given the "All Clear" by the Building Administration or a law enforcement officer in uniform.
8. If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
9. If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot

accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

III. OTHER PROCEDURES

1. After the active shooter or armed intruder(s) has been subdued, the School Administration in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.
2. If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.
3. The School Administration will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
4. The School Administration will request bus transportation or alternate transportation to the relocation site.
5. The School Administration will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.
6. Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.
7. The School Administration will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.
8. The School Administration will debrief appropriate school personnel.
9. The Executive Director or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

Student Reunification/Release

Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

Procedures for Building Administration/Child Care Coordinator When Implementing Student Reunification/Release:

1. Designate a location for reunification of students with authorized adults (e.g. parents, Legal guardians or other authorized in student's emergency information)
2. Notify Executive Director and Director of Operations
3. Coordinate messages to parents with public information officer
4. Notify emergency responders for assistance with traffic control, crowd control, and medical needs as needed
5. Activate staff assigned to set up the location for reunification
6. Assign staff to take most current student emergency contact/pick-up information to the site along with other reunification supplies
7. Request transportation for students and staff including special need transportation if needed)
8. Provide for behavioral health services at the reunification site for students and parents
9. Ensure documentation of release of students

Weapons

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

If a Student or Staff Member is Aware of a Weapon Brought to School:

1. Immediately notify the Building Administrator or teacher
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 him or herself
3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or Building Administrator. Do not leave the classroom

Procedures for the Building Administration/Child Care Coordinator 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
 - Provide location, identify 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 backpack, prevent access to that area
3. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm
4. Determine whether to initiate Lockdown, Evacuation or other procedures
5. Notify Executive Director
6. Accompany the suspect to a private office and wait for local law enforcement agents and conduct weapon search, if needed
7. DO NOT approach the individual alone. Consider these factors:
 - Need for assistance from law enforcement
 - Best time and location to approach individual
 - Description, location and accessibility of weapon(s)
 - Safety of persons in the area
 - State of mind of the individual
8. If the individual displays or threatens with the weapon(s):
 - DO NOT try to disarm him or her
 - Avoid sudden moves or gestures
 - Use a calm, clear voice

- Instruct the individual to place the weapon down
 - Use the individual's name while talking to him or her
 - Allow for escape routes. Back away with your hands up
9. 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
 10. Document the incident and report, if appropriate

Media Procedures

All media inquiries must be referred to the Executive Director. The school district, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency. When communicating with the media during an emergency:

Procedures for Executive Director:

1. Coordinates all media communications for the school campus and district
2. In partnership with all involved agencies, establish a joint information center (JIC) away from the affected area. The JIC establishes one point of contact for the media and ensures the release of coordinated messages
3. Provide regular updates and press releases and let media know when to expect the next update
4. Do not say “No comment”. It is ok to say “I don’t know”
5. Monitor media reports to ensure message accuracy. Provide media with any corrected information
6. Track rumors and ask the media to dispel inaccurate information
7. Document all contact with media

Procedures for Building Administration/Child Care Coordinator:

1. Notify Executive Director and all staff of emergency event
2. Direct all media contacts to Executive Director
3. Relay all factual information to Executive Director
4. If directed by Executive Director, designate a site spokesperson
5. Update staff throughout the emergency, review the details of the emergency and dispel rumors
6. Inform Executive Director of any media presence at the building. Request on-site assistance with media if necessary

Procedures for Staff:

1. Direct all media contacts to Executive Director

Sample Public Information Release

Check as *appropriate*: ☐ District/District-wide ☐ School

Date: _____ Time: _____

Note: if this is used as a script, read only those items checked. Make no other comments

Check off, fill in, and cross off as appropriate

_____ has just experienced _____

- ☐ The (students/employees) [(are being) or (have been)] accounted for.
- ☐ No further information is available at this time.
- ☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- ☐ Police [(are here) or (are on the way) or (are not available to us)].
- ☐ Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].
_____ [(are here) or (are on the way) or (are not available to us)].
- ☐ Communication to parents (is/are) being posted (on the school's web site, Facebook, and parent notification through email and delivered by phone.
- ☐ Reunification center(s) for parents to pick up their student(s) (is/are) set up at St. Cloud Tech HS _____
- ☐ Injuries have been reported at _____
and are being treated at the site by (staff/professional medical responders)
- ☐ (#) _____ reported injured.
- ☐ Students have been taken to a safe area (Jubilee Church) and are with classroom teachers/staff or _____.
- ☐ (#) _____ students have been taken to the local emergency room for treatment of serious injury
- ☐ Parents of injured students should go to the emergency room at _____.
- ☐ (#) _____ Confirmed deaths have been reported at _____.
Names cannot be released until families have been notified.
- ☐ Structural damage has been reported at the following site(s): _____.

Release restrictions: ☐ No ☐ Yes/what? _____

Released to the Public: Information Release # _____ Date/Time: _____

Checklist for Telephone Threats

If you receive a telephoned threat (bomb/chemical/other):

- Remain calm
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? Why?
- Where are you?

Exact wording of the threat: _____

If the voice is familiar, who did it sound like? _____

Caller ID information:

Male	Female	Adult	Juvenile	Age
------	--------	-------	----------	-----

Call Origin:

Local	Long distance	Internal	Cell phone
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Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep Breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street Noises		Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system		Factory Machines	
Motor	Phone Booth	Other:			

Threat Language: Check all that apply.

Well-spoken	Foul	Taped	Incoherent	Irrational	Message read from a script
Educated					

Did the caller indicate knowledge of the building? Give
specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

School Emergency Response Team

Build the school's emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Any staff members who are not responsible for students should also fill in as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

Function	Staff Assigned	Backup Staff
Incident Control	Building Administrator/Child Care Coordinator	Executive Director/Director of Operations
Safety	Director of Operations	Building Administrator/Child Care Coordinator
Information	Executive Director	Building Administrator/Child Care Coordinator
Liaison	Executive Director/Director of Operations	Building Administrator /Child Care Coordinator
Operations Chief	Director of Operations	Executive Director
Medical	School Nurse	Administrative Assistant
	(Attach list of qualified first-aid/CPR responders in building)	
Site Security/ Facility Check	Director of Operations	Building Administrator/Child Care Coordinator
Student Release Coordinator	Building Administrator	Administrative Assistant
Communication	Executive Director	Building Administrator/Child Care Coordinator
Transportation	Transportation Director	Building Administrator/Child Care Coordinator
Planning Chief	Executive Director/Director of Operations	Building Administrator/Child Care Coordinator

Financial Record Keeper	Financial Secretary (BKDA)	Executive Director
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School Response Team Functions

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Control (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdowns, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post
Director of Operations	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured

Student Release Coordinator	Responsible for implementing the school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communication response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with the incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; complies record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

Emergency Phone Numbers

Fire/Ambulance/Police

- Emergency – **911**
- Dispatch Center: (local police, fire, and emergency medical services) Dial 8 first to get out.

320-251-1200

Evacuation

1. Primary Site: St. Cloud Tech High School

- 1st contact: 320.370.8350
- 2nd contact: 320.370.8015
- Emergency contact: 320.420.8745 or 320.202.0540

(This evacuation will be done on foot, unless an emergency situation calls for a bus and a decision will be made by the Building Administrator/Child Care Coordinator.)

Bus Transportation

- **Voigts**

Contact Number: 320.253.0510

Public Utilities

- Electricity: Xcel Energy Company
24-hour emergency number (800) 895-1999
- Gas: Xcel Energy Company
24-hour emergency number (800) 895-1999
- Water: St. Cloud Public Utilities Department
24-hour emergency number (320)255-7225

Emergency Management Agencies

- Local/County Emergency Management
- Contact Number: 320.259.3940

Referrals

- **Hazardous Materials:** Report hazardous materials leaks or spills to Minnesota Duty Officer

24-hour number: Statewide (800) 422-0798

- Poison Control Center: (800) 222-1222
- Crime Victim Services: Stearns County Crime Victim Services

(320) 656-3880

- Post-Crisis Intervention/

Mental Health Hotline: Central Minnesota Mental Health Center - (320) 252-5010

Post-Crisis Intervention Procedures

School Preparation before the Emergency:

1. Post-Crisis team will meet to set protocol and procedures
2. Team will create the steps needed for each crisis and appropriate information will be gathered by each individual team member based on knowledge and experience
3. Team will collect available resources amongst themselves and using community services

Procedures for the Crisis-Intervention Team:

1. Assess the situation to determine the need for post-crisis interventions for staff, students and families
2. Provide post-crisis briefings for staff, students and families as appropriate
3. Re-establish school and classroom routine as quickly as possible
4. Consider interventions:

- Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency

Defusing are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals**

- Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency provided by local law enforcement.

CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for a student's developmental level. **CISD should only be conducted by trained professionals.**

- Counseling – provide counseling using school staff

5. Provide ongoing support as necessary for staff, students and families
 - Monitor and support staff
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes
 - Identify and monitor at-risk students

- Provide individual crisis or grief counseling, using school staff, if necessary
- Conduct outreach to homes
- Provide follow-up referral for assessment and treatment if necessary

School Emergency Response Structure

District Response/Threat Team

- 1) Executive Director
- 2) Director of Operations
- 3) Building Administrators
- 4) Child Care Coordinator
- 5) Health/Safety Director
- 6) School Nurse
- 7) Administrative Assistant

Medical Response Team

- 1) School Nurse
- 2) School Social Workers
- 3) School Psychologist
- 4) Building Administrators
- 5) Child Care Coordinator
- 6) Administrative Assistant
- 7) Staff Member (certified/trained in CPR, First aid, AED)

Post-Crisis Response Team

- 1) Executive Director
- 2) Director of Operations
- 3) School Social Worker
- 4) School Psychologist
- 5) School Behavior Interventionist
- 6) School Nurse
- 7) Building Administrator
- 8) Child Care Coordinator

District Recovery Team

- 1) Executive Director
- 2) Health/Safety Director
- 3) Building Administrators
- 4) Child Care Coordinator
- 5) Social Worker
- 6) School Nurse
- 7) Financial Representative (BKDA)

Parent/Guardian Letter

(Date)

Dear Parents/Guardians:

Should an emergency situation arise in our community and/or in our school while school is in session, we want you to be aware that STRIDE Academy made preparations to respond effectively and appropriately to such situations. STRIDE Academy has a detailed, all-hazards emergency plan that has been formulated to provide directions to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication.
2. **Please do not come to the school** unless requested to pick up your child.
3. ***In the event of an emergency that requires us to evacuate and relocate,*** students may be picked up at St. Cloud Tech High School by an identified, responsible adult who has been identified on the student's emergency contacts. Emergency contacts must be filled out by parents/guardians at the beginning of every school year and kept updated as needed.

When authorizing another person to pick up your child, please consider the following requirements:

- He/she is at least 18 years of age.
 - He/she is usually available during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
4. **You can expect STRIDE Academy** to respond in the following manner:
 - a. For weather-related incidents, turn your radio to the local radio stations for weather updates and emergency announcements.
 - b. Information regarding day-to-day school operations will be available on our district website and Facebook, and updates will be made as appropriate.
 - c. Information will also be made available via:
 - i. Email notification system
 - ii. Remind 101 (text)
 5. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

We sincerely appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child. If you have any questions or require additional information, please feel free to contact the school's administration.

Sincerely,

STRIDE Administration

Staff Skills Inventory

Name _____ School _____ Room _____

During an emergency situation, it is important to draw from all available resources. The special skills, training and capabilities of staff play a vital role in coping with the effects of an emergency. The purpose of this inventory is to pinpoint staff members with equipment and the special skills that might be needed.

Please indicate the areas that apply to you and return this sheet to your administrator.

Please check any of the following in which you have expertise and training. Check yes or no where appropriate.

_____ First Aid (current - yes / no)	_____ CPR (current - yes / no)	_____ AED
_____ Hazardous Materials	_____ Firefighting	_____ Triage
_____ Emergency Planning	_____ Emergency Management	_____ Search/Rescue
_____ Law Enforcement	_____ Conflict Resolution	
_____ Construction (electrical, plumbing, carpentry, etc.)		
_____ Bus/Truck Driver (class 1 or 2 license – yes / no)		
_____ Bi/Multilingual (if so, what language(s)? _____)		
_____ Other _____		

Do you keep a personal emergency kit: _____ In your room? _____ In your car?

Do you have materials in your room that would be of use during an emergency? (i.e. athletic bibs, traffic cones, carpet squares)

Do you have equipment or access to equipment or materials at your school site that could be used in an emergency? _____ yes _____ no

Please list equipment and materials:

Comments:

What would make you feel more prepared should an emergency occur while you are at school?

Outline for Purpose and Plan

I. General Information

A. Elements of the District Crisis Management Plan

1. General Crisis Procedures: securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering
 - a. Internal Physical Communication System (who will be contacted and order of whom)
 - b. Resource
 - c. Special Needs Procedures for Staff and Children – transportation, evacuation (wheelchair, vision, hearing, etc.) and medicine/equipment
 - d. Lock-down Procedures
 - e. Evacuation Procedures
 - f. Sheltering Procedures
2. Crisis-Specific Procedures
3. School Emergency Response Teams
 - a. Purpose
 - b. Composition
 - c. Leaders

I. Preparation before an Emergency

A. Communication of the Crisis Management Plan

1. District Employees
2. Students and Parents

B. Visitors

1. Entrance Procedures
2. Building Entrances

C. Facility Diagrams and Site Plans

1. Individual School Building Diagram and Site Plan
2. Districts with Single Sites

D. Emergency Telephone Numbers

1. External Communication
 - a. Emergency Response Contact Information
 - b. Staff Training on Making Emergency Calls
2. Internal Building Communication

E. Warning and Notification Systems

1. Maintenance of the District Warning System
2. Notification of the District Warning System

F. Early School Closure Procedures

1. Decision Making by Executive Director
2. External Communication Methods for Parents and Guardians

PLEASE NOTE: There are 3 maps

- 1. Tornado/Severe Weather**
- 2. Fire**
- 3. Building Window and Door Maps**

These maps will be put into a paper copy in the folder, and posted in each room.