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## **803 - WARNING SYSTEMS AND EMERGENCY PLANS**

### **INTRODUCTION:**

It is imperative that pupils, staff, and the public be protected in case of emergency, and that the educational process of the school be carried out with the least amount of disruption.

Common sense should dictate the reaction of school authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations, should be the area of greatest concern.

Emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school staff, and users of school facilities.

Principals and directors of individual buildings or facilities have the prime responsibility for dissemination of emergency procedures to their staff. In addition, they must set up a clearly defined chain of command so the safety procedures are carried out in case of their absence from the building.

### **BOMB THREAT PROCEDURES: DON'T HANG UP THE PHONE**

- A. Person receiving the call should:
1. If possible, transfer the call to another party. Attempt to have the call traced via the use of another telephone.
  2. Try to engage the party in a long conversation.
  3. Notify the appropriate principal:
    - a) High School Principal - 847-4491
    - b) Middle School Principal - 847-9228
    - c) Rossman Principal - 847-9268
    - d) Lincoln Administration - 847-4418
    - e) Callaway Principal - 375-2501
    - f) Roosevelt Principal - 847-1106

4. Notify the Superintendent of Schools - 847-9271.
5. Notify the custodian and nurse in building.
6. Immediately call  
Becker County Sheriff's Office - 847-2661  
Local Police - 847-4222  
Local Police (Callaway) - 375-3131

B. Person taking the call should try to get the following information:

1. Location of the bomb, if possible, the specific area within the exact building.
2. When it is set to go off?
3. Has it been placed in the open? -- It is disguised? -- Is it concealed?
4. What kind and size of bomb?
5. How did the bomb get into the school (mailed or carried)?
6. Why was it put there?
7. Identification of caller.

C. If building is evacuated:

1. Announcement will be made by the office.
2. Evacuate area to at least 500 feet or holding area. Instructors will make visual check of classroom and report anything unusual to police. **DON'T TOUCH ANYTHING.** Instructors will be responsible for students in their room at time of evacuation.
3. Instructors and students will report to holding area and roll will be taken of all students in responsibility at the time of alert.

D. Don't Hang Up the Phone!

**CHEMICAL EMERGENCY:**

A. Teachers of Laboratory Type Classrooms and School Food Service Personnel:

1. Determine the chemical agent involved if you can.

2. Render first aid as is appropriate.
3. Escort the student to the principal's office if there is any question concerning medical aid.

#### **CIVIL DEFENSE DISASTER PLAN:**

##### **A. Disaster Plan**

1. Each school board shall have a plan that will detail the action to be taken in the event the district is threatened by or affected by disaster.
2. The plan shall be organized in accordance with the "Minnesota School Disaster Planning Guide," published and distributed by the State Department of Education.
3. The Superintendent shall appoint an administrator to be designated as the School District Disaster Planning Coordinator, and it shall be his/her responsibility to develop and implement the Civil Defense Disaster Plan for the district.
4. A current copy of the plan shall be available for review and evaluation by a representative of the State Department of Education.
5. The plan shall be regularly tested and evaluated.

##### **D. Civil Defense Education**

Civil Defense Education shall be provided by the school board in all public school districts in the lower elementary grades, K-3, the upper elementary grades, 4-5, middle grades, 6-8, the high school grades, 9-12, and the program shall be based on "Guidelines for Civil Defense Education in Minnesota Public Schools," or other resources approved by the State Department of Education.

##### **C. Civil Defense Alert**

1. Students will be sent home when Official Civil Defense Communications indicate that there is sufficient time to arrive home before dangerous conditions develop.
  - a) Information will be released by the proper authorities to all communications media.

2. In case conditions will not allow for students to be dismissed, students will be assembled to pre-designated areas in each building or pre-designated shelters in community buildings.
3. Faculty and staff will remain on duty until Civil Defense has indicated that dismissal is safe.

#### **DISTURBANCES OR DEMONSTRATIONS:**

Prevention of possible disturbances, through sound and relevant educational programs, and open lines of communication with students, staff, parents, and community, is essential and should be the prime concern of the entire community.

The following procedures should be considered only in case of full-blown emergencies. The administration staff should assess the situation to determine its seriousness and its effect on the safety of students and staff before taking any action.

- A. Procedure (after determination that a situation is a threat to the safety of students and staff.)
  1. Principal is in complete charge of his building and facility.
    - a) A pre-designated chain of command should be established in case of absence of the principal from the building.
  2. Put into effect the pre-arranged individual building emergency plan.
  3. Notify the Superintendent of Schools and all schools in area of possible disturbance.
  4. Student Relations.
    - a) Keep students informed of situation through normal channels of communications.
    - b) Conference with student representation of groups representing different points of view in order to dispel rumors, calm fears, and provide as near normal operations as possible.
    - c) Normal classroom operations should be maintained as much as possible and all students encouraged to stay in classroom.
      - 1) No student should be physically restrained from leaving classroom.

- 2) If disturbance is outside of building, students should be kept away from windows.
- 3) Students should be advised of the threat to their welfare that may be occasioned by leaving the building.

No student, or student group should be utilized in calming any disturbance that might place them in a situation where physical harm might occur, or what would jeopardize their normal relationship with their fellow students.

5. Staff Relations.

a) Faculty

- 1) Keep faculty informed of the situation, using all available means of communication.
- 2) Pre-arrange duties and responsibilities should be assigned.
- 3) All faculty can have a calming effect by their actions and reactions to the situation. Good judgment and sound action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.
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b) Administrative Staff

- 1) Responsible to the building principal for performance of assigned duties.

c) Custodial Staff

- 1) Responsible to the building principal for assigned duties.
- 2) Responsible for physical plant; i.e., utilities, fire alarm center, etc.
- 3) Security of all entrances.

d) Clerical Staff

- 1) Safety of essential records without jeopardy to their own physical well being.
    - 2) Keep switchboard clear for emergency calls.
  - e) Auxiliary Staff
    - 1) All aids continue with assigned duties unless specifically assigned other duties by the administrative staff.
6. Police Relations
  - a) The principal of the building should alert the police for possible action.
  - b) The use of uniformed police in any crisis situation must be handled with extreme care. Principal should designate an entrance and room where uniformed police may enter and remain until called for duty.
7. Community Relations
  - a) Parents
    - 1) Keep parents fully informed of situation in schools by all possible means of communication.
    - 2) Organize a parental group that would voluntarily participate in attempt to calm disturbances in schools.
    - 3) A telephone call list should be established for speedy notification of parents to be used.
  - b) Community Organization and Leaders
    - 1) Establish relations with organizations in the community and recognize community leaders so that they might be a source for assistance in calming potentially dangerous situations.
8. News Media Relations
  - a) Assign on staff person the specific responsibility for dealing with all news media.

- b) Assure data privacy laws and district policy is followed.
- c) Provide a room for press conferences.
- d) Keep news media informed.
- e) Insist that news media keep cameras out of the building or that they be brought to the press room.

9. Closing of Schools

- a) Only the Superintendent or his designee can legally authorize the closing of schools.
- b) If the decision to close schools is made:
  - 1) Neighboring schools should be informed.
  - 2) Parents will be informed as quickly as possible through radio and television.
  - 3) Inform all students and staff:
    - 1. Staff shall supervise dismissal.
    - 2. Bus transportation shall be arranged and coordinated with the Business Manager and the Transportation Contractors.

**EMERGENCY NUMBERS:**

<b>Ambulance</b> .....	<b>847-5422</b>
<b>Hospital</b> .....	<b>847-5611</b>
<b>Multi-County Nurse</b> .....	<b>847-9224</b>
<b>Police - Detroit Lakes</b> .....	<b>847-4222</b>
<b>Police - Callaway</b> .....	<b>375-3131</b>
<b>Becker County Sheriff's Office</b> .....	<b>847-2661</b>
<b>Assistant Fire Marshal, State of Minnesota</b> .....	<b>847-9495</b>

<b>Fire Department - Detroit Lakes .....</b>	<b>847-4555</b>
<b>Fire Department - Callaway.....</b>	<b>375-3333</b>
<b>County Civil Defense .....</b>	<b>847-5886</b>
<b>Detroit Lakes Public Utilities Department .....</b>	<b>847-7609</b>
<b>Telephone Emergency -- Dial "O" for Assistance</b>	
<b>School District Central Office.....</b>	<b>847-9271</b>

Fire Drills - Each school shall have nine fire drills during the school year.

Fire Procedures - Coordination and provision for same shall be the responsibility of the building administrator. A written log of all drills shall be maintained by the building administrator.

- A. On discovery of fire, proceed according to the following plan:
1. Should the fire alarm (i.e., using pull switches in hall).
  2. Evacuate building to at least 500 feet.
  3. Call Detroit Lakes Fire Department. Phone Number 847-4555. Call Callaway Fire Department. Phone Number 375-3333.
  4. Call Sheriff's Department. Phone Number 847-2661.
  5. Call Building Principal:

High School	-	847-4491
Middle School	-	847-9228
Rossman School	-	847-9268
Lincoln Ed. Ctr.	-	847-4418
Callaway School	-	375-2501
Roosevelt School	-	847-1106
  6. Call Superintendent of Schools.
  7. Call Building Custodian.



8. Superintendent or Safety Coordinator will establish communications in the immediate area by using local police radio or KDLM 847-5624.
9. Coordinate with Fire Chief.

### **MOOD-ALTERING CHEMICAL USE:**

#### Emergency/Medical

- A. In those instances where the student demonstrates behavior which may indicate immediate danger of jeopardizing his/her health, safety, or welfare or that of other students or staff, the following plan of action may be taken:
  1. Any member of the staff involved at the time of the threat of danger will secure whatever help is needed to provide the necessary first aid and to insure the well being of others present. The building principal and the school chemical counselor shall be contacted as soon as possible.
  2. In the event that the student's behavior indicates a potential overdose or withdrawal, the staff involved should attempt to determine the type of chemical taken by:
    - making an inspection of the student's clothing or locker.
    - asking friends and associates of the student for information.
    - making careful observations of any odors or types of behavior displayed by the student.
  3. An attempt shall be made to contact the parents immediately, advising them of the crisis situation and involving them in action for the transfer of the student to a medical facility, if deemed necessary. In the event that parents cannot be contacted, the school staff involved will make this decision.
- B. If a student has indicated to you their involvement with chemical use, encourage them to confer with the principal, counselor, or nurse.
- C. Notify the principal's office of any suspected drugs in the building, or any information you might have concerning the bringing of drugs into the school or community, immediately.
- D. Bring any and all pills or suspected drugs that you find to the principal's office for identification. Offer any information you might have, such as where you found it, when, and suspicions you might have.

E. Keep in mind, alcohol is also a dangerous drug.

**NATURAL DISASTER PROCEDURES:**

A. Tornadoes

1. Each school building shall have a minimum of one Tornado Emergency Drill during the school year prior to the tornado season. Coordination and provisions for same shall be the responsibility of the building administrator.
2. Public warning signal -- five minute steady blast on Civil Defense Siren.
  - a) Tune in radio to local commercial broadcast station.
  - b) Tornado warning alert will be disseminated to \_\_\_\_\_ school by \_\_\_\_\_.
  - c) District #22 School Administration will disseminate warning to remaining schools in the district.
3. School warning signal (established by each school).
  - a) \_\_\_\_\_ School Warning System is as follows:  
\_\_\_\_\_  
\_\_\_\_\_
4. Staff should proceed with all students to predesignated tornado shelter areas, preferably the southwest corner of basement. If no underground shelter, proceed to interior hallway on lowest floor. Keep away from large unsupported roof areas (such as gymnasium).

B. Severe Thunderstorm

Public warning signal - radio or TV - no siren sounded unless danger of tornado.

1. School warning system (established by each school).
  - a) \_\_\_\_\_ School warning system is as follows:  
\_\_\_\_\_  
\_\_\_\_\_
2. Orient students before the spring tornado season regarding:

- a) Low areas where flooding might occur.
  - b) Dangers associated with loose or downed electrical wires.
  - c) Danger from lightning.
3. If storm occurs at dismissal time, consider holding students until danger has passed.

C. Blizzards

1. Public warning - issued by Weather Bureau through Civil Defense, radio, and T.V. when blizzard is anticipated.
- a) School will be closed early to permit buses to deliver children to homes if necessary.
  - b) Buses will be kept in radio contact at all times, if radio equipped.
  - c) Radio stations KDLM and KRCQ will be kept informed of the schedule or delay of buses.
2. Warn students re:
- a) Go directly home after school day.
    - 1) School personnel should be aware if individual students are authorized to go to residences other than their homes. A questionnaire will be distributed to students at the beginning of the fall term requesting this information from parents.
  - b) Proper dress.
  - c) Low visibility in crossing streets, etc.
3. Closing of Schools
- a) Determine by the Superintendent of Schools.
  - b) Notice given to local radio and T.V. when school is not in session.

D. Sudden Blizzard, No School Closing

If a storm develops during the school day, so rapidly as to make travel of the buses dangerous, town students and this with designated winter homes within walking distance will be sent home as soon as possible. All other students will be kept in the school under the direction of the building principal.

E. Epidemics

1. At the first sign of contagion in epidemic proportions, notify the school nurse. She will then:
  - a) Call the Detroit Lakes Medical Professionals.
  - b) Notify the superintendent and building principals.

**UTILITY EMERGENCY - ELECTRIC POWER FAILURE - GAS LINE BREAK - WATER MAIN BREAK:**

A. Electric Power Failure

1. During school hours
  - a) Call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway - Ottetail Power Company - Phone Number 736-6947.

B. Gas Line Break - **TOP PRIORITY**

1. During school hours
  - a) Clear the immediate area (evacuate building, if deemed necessary)
  - b) Call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway - Ottetail Power Company - 736-6947.
  - c) Call Fire Department (if deemed necessary) - Phone Number 847-4555; Callaway Fire Department - 375-3333.
  - d) Call Superintendent of Schools - Phone Number 847-9271.
  - e) Call custodial staff or principal via school office intercom system.
  - f) Call Gas Company - 847-9242

2. After school hours
  - a) Clear immediate area (evacuate building, if deemed necessary).
  - b) Call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway - Ottetail - 736-6947.
  - c) Call Fire Department (if deemed necessary) - Phone Number 847-4555; Callaway Fire Department 375-3333.
  - d) Call Superintendent of Schools - Phone Number 847-9271
  - e) Call Gas Company - 847-9242
- C. Gas in Sewer Line
  - a) Call Detroit Lakes Public Utilities Department - Phone Number - 847-7609.
- D. Farm Chemicals - Chlorine Gas - Near School or on Railroad Tracks in Town.
  - a) Do you evacuate?
  - b) Call Civil Defense Director, John Jacoby - Phone Number 847-7609.
- E. Water Main Break
  1. During School Hours
    - a) Call Detroit Lakes Public Utilities Department - Phone Number - 847-7609
    - b) Notify custodian as soon as possible, Callaway City Hall - 375-4691.
    - c) If flooding occurs and pump is needed, call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway City Hall - Phone Number 375-4691.
    - d) Civil Defense Department - Phone Number 847-5886.
  2. After school hours
    - a) Call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway Police - Phone Number 375-3333.

- b) Call Head Building Custodian.
- c) If flooding occurs and pumps are needed, call Detroit Lakes Public Utilities Department - Phone Number 847-7609; Callaway Police - Phone Number - 375-3333.
- d) Civil Defense Director - Phone Number 847-5886.

**Legal References:** 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)  
Minn. Stat. Ch. 12 (Emergency Services)  
Minn. Stat. § 299F.011 (Uniform Fire Code; Adoption)  
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)  
Minn. Rules Parts 3530.4400-3530.4700 (Civil Defense: School Districts)  
Minn. Rules Part 7510 (Fire Safety)

**Cross References:** MSBA/MASA Model Policy 804 (Bomb Threats)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)