

Warren/Alvarado/Oslo Schools

**District No. 2176
224 E. Bridge Ave.
Warren, MN 56762**



Emergency Action Plan Flip Chart

2019-2021

1. Hard lockdown: (Issued by Admin or Office Personnel) Lock doors, move students away from doors, shut off your lights, cover door windows, and be quiet. When locking the room, check the halls to see if any students are in the hallways and get them into a room ASAP. **Do not come out for anything. Administration and/or Sheriff Personnel will come and get you and/or release your class.**

2. Hard lockdown DRILL: (Issued by Admin or Officer Personnel) When we have a drill on this ... we will announce it as a drill and will announce that in this case it can end with an announcement. **Only in a drill will it end with an announcement from Office Personnel or Administration.**

3. Soft lockdown: (Issued by Admin or Officer Personnel) Lock doors and proceed to teach as normal. No one leaves the room. If someone knocks, you may open the door. When locking the room, check the halls to see if any students are in the hallways and get them into a room ASAP. **A soft Lockdown or a soft Lockdown Drill will end with an announcement from Office Personnel or Admin.**

All personnel both emergency or other are to use **(HS West #10)** for the high school and **(Elementary East #1)** for entrance into the buildings unless an emergency dictates use of another door.

HARD and SOFT LOCKDOWN PROCEDURES

Always ensure the safety of students and staff first

- Notify administrator, police liaison or 911, if necessary
- Defuse situation, if possible
- Control the scene and demand that the combatants stop. Clear onlookers.
- Contact CPR/first aid persons in the facility for medical emergency.
- Escort the combatants to the office, keeping them away from each other and other students.
- Seal off area where assault took place.

ASSAULT/FIGHT

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

Listen closely to caller's voice, speech patterns and noises in the background.

- Complete the Bomb Threat Checklist found in Red Crisis Manual.
- Do not hang up the phone after the caller hangs up. Leave the phone off the hook.
- Notify administrator or designee.
- Call 911.

If threat is received by a written order:

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

Evacuation procedures:

- If the threat is deemed credible, administrator orders an evacuation.
- DO NOT activate the fire alarm.

Bomb discovery:

- If you discover a bomb or suspicious object, DO NOT touch, move or jar the object.
- Report the bomb or suspicious object immediately to the appropriate officials.

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

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

Staff:

- During an evacuation, take the class roster. Make sure all students and adults have left the room. Close the classroom door, DO NOT lock the door.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked.
- Lead all students in an orderly manner to the safe area. DO NOT allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
- The first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, quickly find an alternate route.

At the Safe Area: (BUS GARAGE)

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

FIRE

- **In case of emergency, call 911**
- Notify office of medical emergency
- ABC's
 - A- Ensure the victim has an open airway
 - B- Mouth to mouth or mouth to nose resuscitation as necessary
 - C- Control bleeding
- DO NOT move the victim
- DO NOT leave the victim
- Poisoning- Call Minnesota Poison Control Center 1-800-222-1222

FIRST AID

Incident Occurs in School

DO NOT attempt to clean up or remove the spill, leave that for trained personnel.

- Notify the building administrator.
- Call 911
- Evacuate to an upwind location, taking roster/list of students. Take roll immediately and report any missing students to the building administrator.
- Close doors and seal off area.
- Do not attempt to clean up or remove spill. Contact trained personnel.
- Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.

Incident Occurs Off-Site

- If necessary, students and staff will be directed to evacuate to a specific relocation area by local emergency management officials.
- Refer to Crisis (RED) Manual for Air Handlers and Exhaust Fan Shut-offs.

HAZARDOUS MATERIALS

Unauthorized Intruder (Non Custodial Parent/Protection Order)

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

Witness to Hostage Situation

- If hostage taker is unaware of your presence, do not intervene.
- Notify the building administrator
- Call 911

- Seal off area near hostage situation.
- Release control of situation to law enforcement upon their arrival.

If Taken Hostage

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

INTRUDER - HOSTAGE

One means of securing the school is to implement lock down procedures. These procedures may be called for in the following instances:

- 1) **Soft Lock Down** - The threat is outside of the school building.
The school may have been notified of a potential threat outside of the building.
- 2) **Hard Lock Down** - The threat/intruder is inside the building.

All personnel both emergency or other are to use **(HS West #10)** for the high school and **(Elementary East #1)** for entrance into the buildings unless an emergency dictates use of another door.

Soft Lock Down

Building **administrator or office personnel** will order and announce **“Soft Lockdown”** procedures. Repeat announcement several times.

Stay calm. Be direct. Code words lead to confusion.

Bring people inside.

Lock exterior doors. Clear hallways, restrooms and other rooms that cannot be secured.

Pull shades. Keep students away from windows.

Control all movement, but continue classes. Disable bells. Move on announcement only.

Building administrator or office personnel will announce “all clear.”

Hard Lock Down (these actions happen rapidly)

Building **administrator or office personnel** will order and announce, **“Hard Lock Down”**

Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to primary evacuation site.

Lock classroom doors.

DO NOT lock exterior doors.

DO NOT allow anyone to leave the room.

Move people away from windows and doors. **TURN OFF ALL LIGHTS.**

DO NOT respond to anyone at the door. **Administration and/or Sherriff Personnel will come and get you and/or release your class.**

LOCK DOWN

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

- Monitor Emergency Alert Stations.
- Bring all persons in the building. Keep students, staff and visitors in the building.
- Close windows and blinds.
- Review tornado drill procedures and location of the closest Safe Areas.
- Review drop and tuck procedures with students.

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

- Move students and staff to safe areas.
- Teachers take class rosters.
- Close the classroom door
- DO NOT lock the door.
- Move along the inside walls to the safest areas of the building.
- Ensure the students are in the tuck position.
- Teachers take attendance of students
- Remain in the Safe Area in the tuck position until the warning expires or the all clear has been issued.

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

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

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

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

SEVERE WEATHER

If a person threatens with a firearm or begins shooting:

- Move to or seek shelter. Go to lockdown procedures.
- Notify building administrator
- Call 911

If you hear gun shoots:

- If possible, determine where the shooting is taking place.
- Seek safe shelter.
- If outside. Stay as low to the ground as possible, and find any cover.
- If inside, go to lockdown procedures. Turn off lights, lock doors, and windows. Close blinds or curtains, if safe to do so.
- Teachers take attendance and notify building administrators of missing students or staff as soon as it is safe to do so.

SHOOTING

Serious Injury/ Death:

- Notify the office of medical emergency
- Call 911, but DO NOT leave the victim unattended
- Clear onlookers and isolate the victim.
- Perform preliminary first aid, if trained.
- Do not move the victim unless emergency situation dictates evacuation.
- Poisoning Call Minnesota Poison Control Center 1-800-222-1222

Suicide:

- Notify the school staff, building administrator, school nurse, or

- appropriate crisis intervention staff.
- Call 911 if the person needs medical attention, has a weapon, or needs to be restrained.
 - Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
 - Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE**
 - Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
 - Designate a responsible adult to meet with emergency personnel upon arrival.
 - Do not talk to media – Refer to administration or media officer.

SERIOUS INJURY/DEATH/SUICIDE

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

- Listen closely to caller's voice, speech patterns and noises in the background.
- Complete the Bomb Threat Checklist
- Do not hand up the phone after the caller hangs up. Leave the phone off the hook.
- Notify administrator or designee.
- Call 911.
- Administrator orders evacuation of all persons inside facility, or other actions, per law enforcement advice or policy.
- If evacuation occurs, follow Evacuation Procedures of plan.

Upon receiving a chemical or biological threat letter:

- Notify building administrator – Call 911
- Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter was discovered.
- Ask the person who discovered/opened the letter to place it in another container, such as a plastic zip-lock bag or another envelope.
- Isolate involved people from the rest of the staff and students.
- Emergency personnel will determine decontamination procedures.

Evacuation procedures:

- Administrator orders to evacuate.
- DO NOT mention terrorism or chemical biological agent.
- Report any unusual activities immediately to the appropriate officials.
- Uninvolved students and staff may be evacuated to a safe distance outside of the building(s), in keeping with facility policy. After consulting with appropriate officials, administrators may move students and staff to designated relocation site.
- Students and staff involved in a letter opening or receiving a telephone call will be evacuated as a group if necessary per consultation of the

can will be evaluated as a group if necessary per consultation of the administrator and public safety officials.

CHEMICAL OR BIOLOGICAL THREAT

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

- Immediately notify the building administrator, staff or police liaison officer.
- Obtain the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting himself or herself.
- If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the building administrator. DO NOT leave the classroom.

WEAPONS