

# Kenyon Wanamingo Schools Crisis Management Plan



Approved By the School Board:

**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. Staff members who are not responsible for students should fill 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
<b>Incident Commander</b> (person in charge)	Pat Heiderscheit 789-7000 or Matt Ryan 789-7006	Both/Pat Heiderscheit 789-7000
Safety	Paul Clauson 507-273-0331	Pat Heiderscheit 563-568-7454
Public Information	Pat Heiderscheit 789-7000	District Office 789-7001
Law Enforcement	911 – Kenyon Police Dept or Goodhue County Sheriff	Non-emergency 1-888-337-0002 651-385-3155
Medical	Sarah Christensen 789-7011	School Secretaries: High School: 789-7007 Elementary: 789-7004
Site Security/ Facility Check	Custodians	Paul Clauson 507-273-0331
Student Release Coordinator	Pat Heiderscheit 789-7000	Matt Ryan 789-7006 Carrie Anderson 789-7017
Communications	Pat Heiderscheit 789-7000	District Office 789-7001
Transportation	Pat Heiderscheit 789-7000	District Office 789-7001
Financial/ Recordkeeping	Dawn Sandbulte 789-7002	District Office 789-7001

Pat Heiderscheit, Superintendent	563-568-7454
Paul Clauson, B & G Coordinator	507-273-0331
Matt Ryan, 5-12 Principal	507-951-7846
Carrie Anderson, PreK-4 Principal	507-202-9046
District Office (Wanamingo)	507-789-7001

Wanamingo Fire Department  
Parker Erickson, Chief 507-202-5338

Earl Merchlewitz, Director      651-267-2640 or 651-267-2639

**EMERGENCY PHONE NUMBERS Page 2**

**Public Utilities in Kenyon**

Electricity: Company: Kenyon Municipal Utilities  
*24-hour emergency number(s) 507-789-6415*

Gas: Company: Minnesota Energy Resources  
*24-hour emergency number(s) 800-889-4970*

Water: Company: Kenyon Municipal Utilities  
*24-hour emergency number(s) 507-789-6415*

**Public Utilities in Wanamingo**

Electricity: Company: Excel Energy  
*24-hour emergency number(s) 1-800-895-1999*

Gas: Company: Minnesota Energy Resources  
*24-hour emergency number(s) 1-800-899-4970*

Water: Company: City of Wanamingo  
*24-hour emergency number(s) 507-824-2477*

**Referrals**

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer  
*24-hour numbers*      Statewide (800) 422-0798      Metro area (651) 649-5451

Poison Control Center: 1-800-222-1222

Post-Crisis Intervention/Mental Health Hotline: 651-385-6180 or 1-800-657-4941. During night-time hours or weekends, crisis calls will be received at 1-800-422-0670.

**EMERGENCY POLICIES AND PROCEDURES  
KENYON-WANAMINGO PUBLIC SCHOOL DISTRICT NO. 2172**

**INTRODUCTION**

The intent of this Crisis Management Plan is to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff or community members. This manual provides information about what the Kenyon-Wanamingo school personnel will do to prevent and manage crises and to minimize their impact on our school community.

Crisis situations may develop despite preventive measures: this Crisis Management Plan contains a systematic approach to managing and responding to crises and is to be the blueprint to be utilized by teachers, administrators, support staff, and community members to protect and care for students.

The key elements of this Crisis Management Plan involve the following:

- Keeping our students and staff safe and out of harm's way
- Dealing effectively and fairly with the news media
- Stopping the rumor mill (internally and externally)
- Informing district staff using information channels to communicate effectively
- Identifying the specific role of each member of the school staff during a crisis

The Crisis Management Plan provides for crisis communication strategies which include the following:

- Procedure to alert and communicate with key stakeholders immediately of the crisis, its management, and our response
- Establishing a centralized spokesperson and notification of the entire staff of who that individual is
- Process to determine and verify the facts
- Establish news area
- Follow-up information and actions to be taken by the district in a crisis

This manual will provide guidelines to be implemented in the event of a variety of different crises.

Each building in the district must have five school lockdown, five fire and one tornado drills each year as per the 121A.035 CRISIS MANAGEMENT POLICY.

# Index

- ❖ **SCHOOL EMERGENCY RESPONSE TEAM – Page 1**
- ❖ **EMERGENCY PHONE NUMBERS – Page 2-3**
- ❖ **INTRODUCTION – Page 4**
- ❖ **INDEX – 5**
- ❖ **FIRE – Page 6-7**
- ❖ **HAZARDOUS MATERIALS – Page 8**
- ❖ **SEVERE WEATHER – Page 9-10**
- ❖ **TORNADO/SEVERE THUNDERSTORM/FLOODING - Page 9-10**
- ❖ **MEDICAL EMERGENCY – Page 11**
- ❖ **FIGHT/DISTURBANCE – Page 12**
- ❖ **ASSAULT – Page 13**
- ❖ **INTRUDER – Page 14**
- ❖ **WEAPONS – Page 15**
- ❖ **SHOOTING – Page 16**
- ❖ **HOSTAGE – Page 17**
- ❖ **BOMB THREAT – Page 18-19**
- ❖ **CHEMICAL OR BIOLOGICAL THREAT – Page 20**
- ❖ **CHECKLIST FOR TELEPHONE THREATS – Page 21**
- ❖ **CALL WORK SHEET – Page 22**
- ❖ **DEMONSTRATION – Page 23**
- ❖ **SUICIDE: VERBAL/WRITTEN THREAT - Page 24-25**
- ❖ **LOCKDOWN PROCEDURES – Page 26**
- ❖ **SHELTER-IN-PLACE PROCEDURES – Page 27**
- ❖ **EVACUATION/RELOCATION – 28**
- ❖ **REUNIFICATION FORM - 29**
- ❖ **MEDIA PROCEDURES – Page 30**
- ❖ **CRISIS RESPONSE GUIDELINES – Page 31-34**
- ❖ **HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU – Page 35**
- ❖ **KENYON WANAMINGO ORGANIZATIONAL CHART – PAGE 36**

**FIRE**

**In the event of a fire, smoke from a fire or detection or a gas odor:**

➤ **Teachers/Paras:**

- Activate nearest fire alarm or call the school emergency number (3294) to the main office and ask them to activate the alarm.
- If safe, use fire extinguisher.
- Notify main office of location.
- Follow primary fire drill route whenever possible. See map, located by each door.
  - If primary route is blocked or dangerous, use closest, safe exit
- Consider students with disabilities
  - Assist them with evacuating
- Once outside, assemble a safe distance from building
  - Take student attendance
  - Report missing, extra or injured students to building administration
- Reoccupy building when given “All Clear, All Clear.”

➤ **Secretary:**

- Answer the emergency phone
- Pull alarm if needed.
- Call 911 and notify emergency responders
- Provide Address of School
- Provide Exact Location of Smoke or Fire
- Notify the Building Administrator of the Fire Alarm
- Leave the building and remain at a safe distance from building
- Reoccupy building when given “All Clear, All Clear.”

➤ **B&G staff:**

- Go to the alarm panel and find alarm location
- Report the location to the Secretaries and Building Administrator
- Verify if false alarm or real fire.
- Assist the Fire Department with access into and around the building

➤ **Building Administrator:**

- Building Administrator notifies Superintendent
- Meet with Fire Personnel
  - Identify location of Fire
  - Advise location of injured persons
  - Provide names of any missing persons
- Building Administrator may move students to primary relocation center at the St. Michaels Catholic Church (Kenyon) if weather is inclement or building is damaged.
- Do not reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building Administrator notifies staff and students of termination of emergency by using the PA.
  - Building Administrator gives the announcement of “All Clear, All Clear” when it

Kenyon – Wanamingo Public  
Schools Crisis Management Plan  
is safe to re-enter the building

➤ **Superintendent:**

- Notifies parents of the Reunification Process if students are relocated
- Handles any media releases
- Works alongside Unified Command at scene



## **HAZARDOUS MATERIALS**

### **Critical Information**

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY. In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

#### **➤ Incident occurs in school:**

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location. Teachers take attendance after evacuation.
- If evacuation of the entire building is needed, all personnel will exit per routes and go to their reunification site. Students will proceed to St. Michaels Catholic Church. (If instructed to do so, alternative holding areas such as buses and other locations may be needed.)
- Staff will be notified if students are to be sent home or there is an all clear to return to the building by school officials or law enforcement.
- If safe to do so, seal off area of leak/spill and close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

#### **➤ Incident occurs near school property:**

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

**SEVERE WEATHER  
TORNADO/SEVERE THUNDERSTORM/FLOODING**

**Critical Information**

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

**Watches:** Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

**Warnings:** Indicate a hazard is imminent or the probability of occurrence is extremely high.

➤ **Tornado/severe thunderstorm WATCH has been issued in an area near school:**

- Office staff will monitor phones and emails for Code Red alerts from Goodhue County and use the PA to communicate changes.
- Teaching staff stay alert for a PA announcement.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
  - Maps are posted at the doors
- Review “drop and tuck” procedures with students.
- Teaching staff stay alert for a PA announcement.

➤ **Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:**

- Move students and staff to safe areas shown on maps.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Continued on next page

➤ **Flooding in area:**

- Office staff will monitor phones and emails for Code Red alerts from Goodhue County and use the PA to communicate changes after talking to the incident commander. Teaching staff stay alert for a PA announcement.
- Incident Commander:
  - Review evacuation procedures with staff.
  - Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
  - Check transportation resources.
  - Determine whether students and staff, come in /shelter in place /evacuate / leave.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take attendance of student on site.
- Notify parents/guardians according to district policy.

## **MEDICAL EMERGENCY**

### ➤ **Life-threatening injury or illness, or death:**

- Notify office staff/building administrator to make emergency calls and page the Blue Team. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
  - An announcement can be made over the PA to hold classes to allow first responders unobstructed passage to victim.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Be sure to protect yourself from body fluids. Use gloves if available.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- Wait for the Blue Team and hand off to them when they arrive. The blue team will bring the A.E.D.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

### ➤ **Non-life-threatening injury or illness:**

- For all non-life-threatening illnesses and injuries, call or send the individual to the office/nurse.

### ➤ **Administrator:**

- In case of traumatic medical emergency or death at school:
  - Notify superintendent.
  - Notify victim's parents, guardians or family.
  - Activate post-crisis procedures if necessary.

\*\*\*In all other medical emergencies, assess individual's need for post-crisis intervention\*\*\*

### **FIGHT/DISTURBANCE**

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.
- When needed, Law Enforcement will intervene and follow the Goodhue County Juvenile Court School Fight Policy and Charging Procedure.

## ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes bodily harm.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- The Administrator will notify the parents/guardians and superintendent per district policy.
- The Administrator will document all activities witnessed by staff.
- The Administrator will assess counseling needs and implement post-crisis procedures as needed.
- When needed, Law Enforcement will intervene and follow the Goodhue County Juvenile Court School Fight Policy and Charging Procedure.

## INTRUDER

➤ **Intruder – an unauthorized person who enters school property:**

*Minnesota State statute 609.605 subd. 4 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.*

- Politely greet intruder and identify yourself.
  - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the Attendance Office.
  - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

➤ **If intruder refuses to leave:**

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
  - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
  - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.
- Consider calling for a Lockdown. Use ALICE model to inform the school.

*Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.*

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

*Intercept*

*Contact*

*Ask*

*Notify*

## WEAPONS

### ➤ **Staff or students who are aware of a weapon brought to school:**

- Immediately notify building administrator, teacher or law enforcement.
  - Give the following information:
    - ✓ Name of person suspected of bringing the weapon.
    - ✓ Location of the weapon.
    - ✓ Whether the suspect has threatened anyone.
    - ✓ Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
  - Do not call attention to the weapon.
  - Notify the building administrator or a neighboring teacher as soon as possible.
  - Teacher should not leave the classroom.

### ➤ **Building administrator:**

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
- Consider the best time and place to approach the person, taking into account these factors if possible:
  - ✓ Need for assistance from law enforcement.
  - ✓ Type of weapon.
  - ✓ Safety of persons in the area.
  - ✓ State of mind of the suspected person.
  - ✓ Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
  - The other staff and students may be asked by the building administrator and law enforcement to leave the classroom to isolate the weapon and suspect.
- If the suspect threatens you with the weapon, situation depending, consider the ALICE techniques.
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.



## SHOOTING

➤ **If a person displays a firearm or begins shooting:**

- Using the ALICE model, any staff member shall order and announce the threat using normal language. Repeat announcement several times.
- Using the ALICE model, staff and students shall determine their next course of action.
- Call **911**.

➤ **If you hear gunshots:**

- If possible, determine where shooting is taking place.
- Using the ALICE model, staff and students shall determine their next course of action.

➤ **Building administrator/law enforcement:**

- Using the ALICE model, the building administrator shall order and announce the threat using normal language. Repeat announcement several times.
  - Assess the situation as to:
    - The shooter's location.
    - Injuries.
    - Potential for additional shooting.
  - Call **911** and give detail about the location of and about shooter.
  - Law Enforcement will respond to the threat.
    - Situation Depending, law enforcement will try to apprehend the threat or stop the threat.
      - Law enforcement will coordinate with responding officers if the threat has not been located prior to additional officers responding.
    - Once the threat has been controlled, law enforcement will become the Incident Commander until a Supervisor arrives on scene.
    - Law enforcement will assign roles to the responding officers to assist with casualty evacuations.
    - Law enforcement will work with Unified Command to assist with casualty evacuations.
  - Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
  - Notify superintendent's office.
  - Refer media to district spokesperson per media procedures.
  - Initiate post-crisis procedures.
  - **Law Enforcement controls the scene (Crime Scene) if there is a shooting. Any movement of staff and students after the threat has been eliminated will be at the direction of Law Enforcement. Building Administrator will assist Law Enforcement with any resources that are needed from the school.**

## HOSTAGE

➤ **Witness to a hostage situation:**

- **If the hostage-taker is unaware of your presence, DO NOT INTERVENE!**
- Notify building administrator. Using the ALICE model, the Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

➤ **If taken hostage:**

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.
- Try to create distance from hostage-taker if you are not being physically held.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.

## BOMB THREAT

### ➤ Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

### ➤ Procedures upon receiving a bomb threat:

- By phone call:
  - Complete the *Checklist for Telephone Threats*.
- By written note
  - Preserve evidence.
  - Place note in plastic bag, if available.
  - Photograph words written on walls.
- Notify the building administrator.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

### ➤ Scanning process considerations:

- If scanning for a device is necessary, Law Enforcement will do the initial scanning and will determine if additional resources are needed.
- Rochester Police Department may assist with their Bomb Sniffing Dogs
- Any suspicious devices, packages, etc., should be pointed out to emergency responders.  
**Do not touch.**
- Once a device is located, emergency responders take responsibility for it.
- The St. Paul Bomb Squad is the primary responding agency that will be used to remove the bomb or bomb looking device.

Continued on next page

## **BOMB THREAT page 2**

### **➤ Evacuation considerations:**

- The decision to evacuate will be determined by the Superintendent and/or Principal in consultation with the law enforcement. Staff will be notified by all call with the phrase:  
“STAFF, PLEASE EVACUATE TO..... (area stated on announcement)
- All personnel will exit per routes and go to their designated sites. Students will proceed to St. Michaels Catholic Church. (If instructed to do so, alternative holding areas such as buses and other locations may be needed.)
- Staff will be notified if students are to be sent home or there is an all clear to return to the building by school officials or law enforcement.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is.

## CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

**This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.**

- **When sorting mail or receiving delivered packages:**
  - Look for characteristics that make you suspicious of the content.
    - excessive postage, excessive weight
    - misspellings of common words
    - oily stains, discolorations, odor
    - no return address or showing a city or state in the postmark that does not match the return address
    - package not anticipated by someone in the school or not sent by a known school vendor
- **If a letter/package is opened and contains a written threat with no suspicious substance:**
  - Notify building administrator and law enforcement.
  - Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
  - Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
  - Turn the letter/package over to law enforcement. Document all activities.
- **If a letter or package is opened and contains some type of suspicious substance:**
  - Notify building administrator and law enforcement.
  - Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
  - Limit access to the area in which the letter/package was opened.
  - Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
  - Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.
- **Building administrator:**
  - Building administrator and emergency officials determine whether evacuation is necessary.
  - Building administrator notifies superintendent. Notification is made to parents / guardians, according to district policies.
  - Implement post-crisis procedures as necessary.

### **CHECKLIST FOR TELEPHONE THREATS**

- If you receive a telephone threat (bomb/chemical/other):
  - Remain calm
  - Record the Caller I.D.
  - 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?
  - Use the call work sheet on the next page.

**Call work sheet**

Exact wording of the threat: \_\_\_\_\_  
If voice is familiar, who did it sound like? \_\_\_\_\_

**Caller ID information:**

male	female	adult	juvenile	age
------	--------	-------	----------	-----

--	--	--	--

**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	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

**Threat language: Check all that apply.**

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
---------------------------	------	-------	------------	------------	-----------------------------

Did 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.**

## DEMONSTRATION

➤ **If demonstrators are near but not on school property:**

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

➤ **If demonstrators are on school property:**

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
  - *If demonstrators leave*, continue to monitor the situation.
  - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate a Lockdown using the ALICE model.



### **SUICIDE: VERBAL/WRITTEN THREAT**

➤ **Instructor / Staff Procedures**

- Take all threats seriously and report.
- Assess seriousness of crisis level.
- The outline below is a guideline only. Procedures may vary depending on the circumstances.

➤ **Level A: Minimum threat (rumor or hearsay)**

- Immediate interview with student by building counselor/social worker/principal.
- Consult with a member of the crisis team for decision making support as needed.
- Contact parent/guardian to discuss impressions, recommendations, and referral source.
- Document incident for building administrator.

➤ **Level B: Moderate threat (a person's thoughts or actions cause heightened concern for the reporting staff member)**

- Immediate interview with student by building counselor/social worker/principal.
- Contact parent/guardian to discuss impressions, recommendations, and referral source.
- Encourage parent/guardian to sign a release of information from the treatment provider to the school.
- Consult with a crisis team member for decision making support as needed.
- If parent/guardian signs a release, contact the treatment provider to dialogue about the student.
- Document incident for building administrator.

Continued on next page

➤ **Level C: Immediate threat (person in immediate danger of injuring self)**

- Do not leave person unattended. Call the office to contact a member of the crisis team and notify building administrator ASAP.
- Immediate interview by building counselor/social worker/principal.
- Contact parent/guardian and/or police to request immediate conference.
- Support parent/guardian in decision making and/or documentation of referral plan.
- Encourage parent/guardian to sign a release of information from the treatment provider to the school.
- Document incident for building administrator.

➤ **Level D: Suicide attempt on school grounds**

- Isolate the suicidal person or the area, if possible.
- Stay with the suicidal person.
- Notify the office of the emergency. The office staff will do the following:
  - *call for the Blue Team*
  - help determine if 911 needs to be called (person needs medical attention, has a weapon, needs to be restrained)
  - call 911 if needed
  - call for the counselor/social worker/principal
- Try to calm the suicidal person.
- The Blue Team will initiate first aid when needed.
- Contact parent/guardian.
- Encourage parent/guardian to sign a release of information from the treatment provider to the school.
- Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.
- Document incident for building administrator.

➤ **School Administrative Procedures**

- Contact building counselor
- Participate in parent/guardian conference and follow-up if necessary.
- File incident report; send copy to District Office

## **LOCKDOWN PROCEDURES**

**These procedures may be called for in the following instances:**

➤ **Lockdown with external threat:**

- Using the ALICE model, the Building administrator will order and announce using normal language. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside or relocate to the reunification site depending on the situation.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Lock classroom doors.
- Do not close blinds or shut off the lights. Be vigilant of what's happening outside if threat is near the school. Consider moving the students away from the windows or into the hallway if situation requires it.
- Control all movement, but continue classes. Move on announcement only.
- Building administrator will announce using normal language when there is no longer a threat.

➤ **Lockdown with intruder procedures (these actions happen rapidly):**

- Using the ALICE model, any staff member shall order and announce the threat using normal language. Repeat announcement several times. Be direct. Code words lead to confusion.
- Staff and Students should consider the ALICE model when determining their next course of action.
- Classrooms should already be locked, but if they are not, consider the ALICE model when determining if locking the doors is safe to do so.
- Move people away from windows and doors. Keep out of sight. Relocate staff and students to the hard corners in the classroom and prepare for the next course of action using the ALICE model.
- DO NOT respond to anyone at the door until the building administrator has announced it is safe to do so.

## **SHELTER-IN-PLACE PROCEDURES**

**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.**

**Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).**

➤ **Shelter areas may change depending on the emergency:**

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Close all exterior doors and windows, if appropriate.
- Building and Grounds will turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

➤ **If all evacuation routes are blocked:**

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

## **EVACUATION/RELOCATION**

### **➤ Evacuation:**

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
  - Fire: Follow primary routes unless blocked by smoke or fire. If blocked, use the alternate route.
  - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
  - Active Threat: Evacuation route is determined by the current situation. Use ALICE model when evacuation is necessary.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

### **➤ Relocation:**

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class in route to the relocation center and take attendance upon arriving at the center.
- Students are directed to follow Teachers/Staff and class to relocation center.
- Use Reunification forms for students who are picked up from the reunification site.

### **➤ Relocation centers:**

- Students will proceed to St. Michaels Catholic Church. (If instructed to do so, alternative holding areas such as buses and other locations may be needed.)
- The relocation center has a Lock Box on site that contains keys to make entry into the building. Building Administrators will provide the combination if needed.
  - The St. Michaels Catholic Church's box is located on the shed in back of the church.

## Reunification Process

This is the reunification form that will be filled out during the reunification process.



### Reunification Information (Please Print Clearly)

Have Photo Identification out and ready to show School District Personnel. Thank you.

Student Name \_\_\_\_\_  
Student Grade \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
Name of person picking up student \_\_\_\_\_  
Signature \_\_\_\_\_  
Phone number of person picking up the student \_\_\_\_\_  
Relationship to student being picked up \_\_\_\_\_  
Photo Identification matches name of person picking up the child? Y or N \_\_\_\_\_

-----  
Parent Completes:

Print Student Name Again \_\_\_\_\_  
Student Grade \_\_\_\_\_ School Personnel Completes upon release of Student  
Student Birthday \_\_\_\_\_ Time: Initials: Other:



### Reunification Information (Please Print Clearly)

Have Photo Identification out and ready to show School District Personnel. Thank you.

Student Name \_\_\_\_\_  
Student Grade \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
Name of person picking up student \_\_\_\_\_  
Signature \_\_\_\_\_  
Phone number of person picking up the student \_\_\_\_\_  
Relationship to student being picked up \_\_\_\_\_  
Photo Identification matches name of person picking up the child? Y or N \_\_\_\_\_

-----  
Parent Completes:

Print Student Name Again \_\_\_\_\_  
Student Grade \_\_\_\_\_ School Personnel Completes upon release of Student  
Student Birthday \_\_\_\_\_ Time: Initials: Other:

## **MEDIA PROCEDURES**

**All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.**

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: Superintendent 507-789-7000

Alternate spokesperson: 5-12 Principal 507-789-7006 or PreK-4 Principal 507-789-7017

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: Superintendent 507-789-7000

Alternate PI: District Office 507-789-7001

- **Media checklist:**

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
  - Determine the message you want to convey. Create key messages for target audiences: parents, students and the community.
  - Emphasize the safety of students and staff.
  - Engage media to help distribute important public information. Explain how the emergency is being handled.
  - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.

\*\*\*\*\* Maintain log of all telephone inquiries for future use. \*\*\*\*\*

## **CRISIS RESPONSE GUIDELINES**

The following outline lists the procedures to be followed in response to a crisis situation which will/may impact the school community.

- When a Crisis Response Team Member becomes aware of a crisis situation, he/she will contact the building principal.
- Principal or delegate activates Crisis Team and teacher contact list, if necessary with meeting time and place. Depending on the nature of the crisis situation, decide on crisis team meeting time and place.
- **Assumptions**
  - The possibilities for specific actions are infinite and plans can only be general. Details will have to be firmed up after the event and will vary depending on the circumstances.
  - The principal and each of the Crisis Response Team will have a teacher and student directory at home for reference.

### ➤ **Action One**

- The principal, counselors, and/or social worker will determine the membership of the Crisis Team according to the logistical dictates of the particular incident. Membership may include, but not necessarily be limited to: building administrator(s), counselor(s), social worker(s), school psychologist, nurse, law enforcement representative, Building and Grounds, and teacher(s).

### ➤ **Action Two**

- Principal or designee will contact the appropriate law enforcement agency or family member/designee for the particular facts and details in the case.

### ➤ **Action Three**

- The building Crisis Response Team will convene prior to staff meeting. The team's agenda will include, but not limited to the following:
  - Share facts and clarify information regarding the incident.
  - Review building crisis response resources.
  - Determine message to be given to staff and students.
  - Identify staff and/or students needing special or immediate attention (personal contact may be made prior to activation of alert system).
  - Plan staff meeting.
  - Establish notification responsibilities using the same alert system as is used for inclement weather.
  - Assign particular tasks as may be appropriate (reference staff roles during crisis).



➤ **Action Four**

- Arrangements will be made to contact the family.
  - Expression of concern and/or sympathy
  - Plans and arrangements pertinent to situation
  - Identify the student's family/friends
- Sensitivity to the family wishes and needs
- School representative(s) may visit the family, depending on the situation

➤ **Action Five**

- Convene a staff meeting prior to school starting or immediately following the school day.
  - Information to be shared by team with staff.
  - Emphasize that no information will be provided to the media- only principal or designated spokesperson will speak for the school.
  - Staff will be reminded of their role(s) during crisis situations.
  - Support rooms will be announced.
  - Announce follow-up staff meeting and location.
  - Identify potential staff needs.
  - Staff will identify potential students needing special support.

➤ **Action Six**

- The counseling department will be responsible for contacting outside agencies or other district counselors if special assistance is needed.

➤ **Action Seven**

- All team members will meet with the staff during the follow-up meeting to briefly review status and developments.
  - Share experiences and report issues
  - Identify any high risk individuals
  - Determine further actions

➤ **Action Eight**

- Convene crisis team to assess how the situation was handled.

➤ **Staff Roles during a Crisis**

- **Superintendent**
  - Remain highly visible and attend all scheduled meetings
  - Address media or designate appropriate spokesperson
  - Contact the school board
  - Consider alert system notification to all district families
- **Principal**
  - Remain highly visible and attend all scheduled meetings
  - Set tone and direction
  - Convene team if needed
  - Seek additional substitutes/secretarial support
  - Contact local schools as needed (ITV classes, athletics, social media, church, etc.)
  - Provide information to parents
  - Designate family liaison as needed
  - Make decision on number and which staff members will attend visitation/funeral services.
  - Possibly set up special accommodations for students to attend visitation/funeral when school is in session
  - Consult Activities Director to review extracurricular activities that may be affected by situation
  - Assign roamers (custodians, aides, police liaison, etc.)
  - Direct custodian to empty student locker if necessary
- **Counselor/social worker**
  - Provide counseling for students
  - Plan logistics of counseling (Designate support rooms, Kleenex, and water)
  - Coordinate all counseling activities
  - Communicate and provide information to staff
  - Cancel counselor/social worker activities
  - Attend all scheduled meetings
  - Contact outside counseling support if needed
  - Take attendance at staff meetings (Notify absent staff members of information)
  - Support substitute teachers in disseminating information

Continued on next page

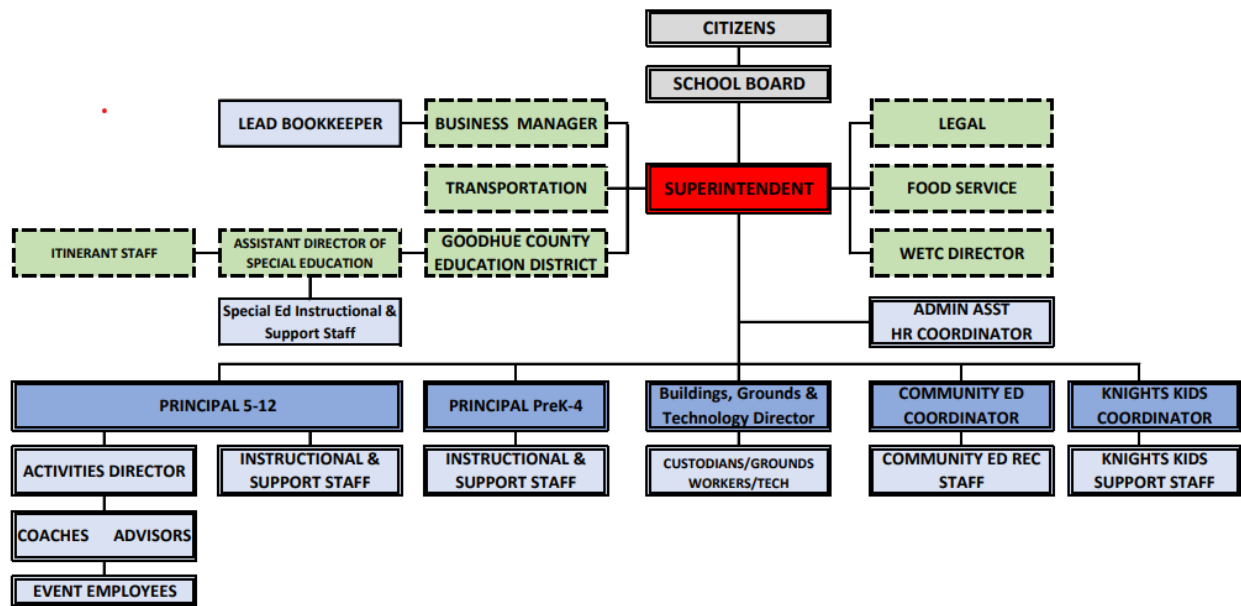
- **Staff**
  - Read statement provided by Crisis Response Team to students
  - Identify students in need of counseling
  - May excuse or send student to support room
  - Use professional discretion in homework and testing
  - Attend scheduled meetings
  - In the case of a staff or student death, dialogue with principal regarding desire to attend visitation/funeral

### **HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU**

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See ***Emergency Phone Numbers*** and ***Media Procedures***.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

# Kenyon – Wanamingo Public Schools Crisis Management Plan

**KENYON-WANAMINGO SCHOOLS ORGANIZATIONAL CHART**



7.1.2025