

# Crisis Plan

School Year 2021-2022

## CRISIS MANAGEMENT TEAM

<b>Responsibility</b>	<b>Description</b>	<b>Staff Person in Charge</b>	<b>Contact Number</b>
<b>Supervisor or designee</b>	<ul style="list-style-type: none"> <li>*Call 911</li> <li>*Seal off high risk areas</li> <li>*Notify executive director</li> <li>*Notify students and staff</li> <li>*Keep detailed notes of crisis event</li> <li>*Notify parents using district policies</li> <li>*Evacuate staff and students</li> <li>*Implement post-crisis procedures</li> </ul>	Coordinator	2044 - Ryan 2022 - Shari
		Executive Director	2031 - Sarah
<b>First Aid Response Team</b>	<ul style="list-style-type: none"> <li>*Be the first one on the scene for a first aid situation</li> <li>*Call or direct someone for 911</li> </ul>	Nurse	2005 - Laurie
<b>Police/Fire Coordinator</b>	<ul style="list-style-type: none"> <li>*Call fire or police if necessary</li> <li>*Call off fire or police if necessary</li> <li>*Give information to fire or police when they arrive</li> </ul>	Coordinator	2044 - Ryan 2022 - Shari
<b>Sweep Team</b>	*Sweep the halls, bathrooms, and extra spaces ensuring all students are taking cover	Coordinator	2044 - Ryan 2022 - Shari
		Staff not with students	
<b>Media coordinator</b>	<ul style="list-style-type: none"> <li>*Notify the media following district policy</li> <li>*Instant alert to community</li> </ul>	Executive director	2031 - Sarah
<b>Crisis Prevention Team</b>	<ul style="list-style-type: none"> <li>*Responds to hostile or potentially hostile situations involving students in the building</li> <li>*Trained in physical intervention, and can make a determination to restrain or seclude a student if deemed necessary</li> </ul>	Coordinator	2044 - Ryan 2022 - Shari
		Staff not with students	
		Executive Director	2031 - Sarah

## Hostage/Intruder Lock-Down Plan

**Lockdown:** A lockdown will be issued when there is a threat focused directly at the building, building staff members, or students. In these instances, there is an intruder either inside the building, or students and staff are in imminent danger.

During a lockdown, staff members will immediately keep students in the room or relocate all students and staff into a secured area and away from windows and doors.

Teaching will NOT continue and NO movement will take place throughout the building.

### Procedures during the emergency:

1. A building supervisor or his/her designee will make the determination to go into “lockdown” mode.
  - a. Coordinator
  - b. Coordinator
  - c. Executive Director
  - d. Designee: Administrative Assistant
2. “Lockdown” over intercom/walkie will be used alerting staff to go into “lockdown” mode.
3. The building supervisor and/or his/her designee will immediately contact the Police department.
4. After hearing the announcement, all doors should be locked, shades/blinds should be pulled/closed, lights turned off, students should be moved away from windows and doors and should locate themselves behind desks, tables, etc. **EVERYONE IN THE ROOM SHOULD REMAIN ABSOLUTELY SILENT! Do not open the door for anyone.**
5. Individuals in the hallways, restroom and other areas should immediately step into the nearest classroom.
6. In the event that a **LOCKDOWN** occurs during lunch or between classes, students should quickly proceed to the nearest classrooms and teachers should report immediately to their classroom if it is close. All rooms should then be secured.
  - a. If on the playground, move away from the building to any place away from the building, near Sherwin Williams Parking Lot.
  - b. If in the lunchroom, move to the nearest classroom or leave the building.
  - c. If outside, stay outside and move away from the building to a secure location, near Sherwin Williams Parking Lot.
  - d. If in the restroom and you can’t move right away, stay in the restroom and hide.
  - e. If in the gym, move to the equipment room, or out the back door safely away from the building.
7. Best judgment will have to occur in many instances, as all scenarios would be impossible to predict.
8. Law enforcement will take charge of the situation upon arrival inside the building.
9. The all clear signal will be shared with staff over the intercom/walkies; do not move position until you hear the all clear code. Any other information will be shared with staff confidentially.

10. If a fire alarm should go off, students should remain in their lockdown locations unless they determine they are in imminent danger of fire.

### **SITUATIONAL REMINDERS:**

1. Staff or students who are away from their typical learning areas will seek shelter in the nearest classroom or leave the building if deemed safe.
2. In the event of an actual lockdown, staff members should not be roaming around the building and should also be locked down.
3. Should a lockdown occur during the lunch hour, all staff assigned to supervise the lunchroom or playground areas will assist in moving students to secured areas.
4. Students who are not in class during a lockdown should report to the nearest secure location.
5. Remaining calm is crucial in all intruder situations. Best judgment will have to prevail, as all scenarios are impossible to predict.

### **ALL Lockdown Plans are subject to constant monitoring and revision.**

#### **Procedures for the staff member who sees an unauthorized intruder:**

1. If possible, have another staff member accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify himself or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany the intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on building property. Contact the coordinator, or executive director or designee. Law enforcement will be contacted immediately if there is an imminent threat. Make sure you have a complete description of the person.
7. Walk away from the intruder if the intruder indicates 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.
8. Call 911 and provide law enforcement agents with as much identifying information as possible (physical description, location in the 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 the hostage situation, to the extent possible.
4. Notify the office, coordinator, executive director or Designee may elect to evacuate the rest of the building.

**If taken hostage:**

1. Follow instructions of the hostage taker.
2. Try not to panic.
3. Calm students if they are present.
4. Treat the hostage taker as normal as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

## **SOFT LOCKDOWN**

**Soft Lockdown:** A soft lockdown will be issued when there is a threat which is not directed at the building. In these instances, the Cooperative may have received information that there is a problem taking place in the community, a student is needing medical attention or during a drug search within the building. A coordinator or his/her designee will make an announcement via the intercom/walkie system.

During a soft lockdown, all doors will be locked and all blinds will be pulled. Teachers CAN continue teaching but all movement outside the classroom will be through announcement only. DO NOT move when the class end times indicate movement.

### **Procedures during the SOFT Lockdown:**

1. Staff members should lock classroom doors immediately. Classes and instruction will continue in the current classroom as normally as possible. Students and staff will remain in the current classroom until a coordinator or his/her designee announces the all clear code. This all clear code will be the same code that is used to release from a LOCKDOWN.
2. The main office area will NOT be locked during the SOFT LOCKDOWN situation.
3. A coordinator and support team will work to de-escalate the situation. The support team's membership is dependent on the situation and on availability of staff during the crisis.
4. If necessary, a coordinator or his/her designee will notify the Police department.
5. If law enforcement is notified, they will take charge of the situation upon arrival into the building.
6. Best judgment will have to occur in many instances, as all scenarios would be impossible to predict.
7. If the situation escalates, the SOFT LOCKDOWN could be elevated to a full LOCKDOWN. That announcement would be made over the intercom/walkies. At that point, all LOCKDOWN procedures will go into place.

### **Drug Search**

We will go into a SOFT LOCKDOWN. When the search is complete, students and staff will be notified over the intercom using the same code as a SOFT LOCKDOWN.

## **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 cooperative. No bomb threat will be disregarded as being a prank.

Never attempt to touch, move, dismantle, or carry an object that is suspicious.

### **Procedures for a bomb threat during non-school hours:**

1. If you receive a **bomb threat by written message**, preserve the note for police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to step 3.
2. If you receive a **bomb threat by telephone:**
  - a. Record exactly what the caller says and the exact time of the call. Write down the phone number if available. Complete the "*Telephone Bomb Threat Reporting Form.*"
  - b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and noises in the background.
  - c. Do not hang up the phone. Call 911 to report a bomb threat and ask if they can trace the call.
  - d. Discuss matters only with law enforcement or administration.
3. Call the Executive Director or coordinator to report the incident and any action taken so far.

Executive Director

Coordinator

Coordinator

### **Procedures for a bomb threat during normal school hours:**

1. 1. If you receive a **bomb threat by written message**, preserve the note for police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to step 3.
2. If you receive a **bomb threat by telephone:**
  - a. Record exactly what the caller says and the exact time of the call. Write down the phone number if available. Complete the "*Telephone Bomb Threat Reporting Form.*"
  - b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and noises in the background.
  - c. Do not hang up the phone. Call 911 to report a bomb threat and they'll trace the call, if possible.
  - d. Discuss matters only with law enforcement or administration.
3. Notify the executive director or building coordinator/designee to report the incident and any action taken so far. Get the decisions and direction about how to proceed.

Executive Director

Coordinator

Coordinator

If students ask if there is a bomb threat, they should be told, *“Currently, there is a situation that is being assessed. You will be notified when adequate information has been received and action has been taken.”* Coordinator or designee will do an announcement/all call to ask staff to check email immediately for more directions.

4. Account for all students and inform supervisor or designee of unaccounted students by calling the office immediately.
5. DO NOT activate the fire alarm since the noise may detonate some bombs.

**DECISION: The administration may choose to use information it has obtained to determine a course of action that is more appropriate than evacuation to a remote site.**

1. Bomb threats do not require a full evacuation of the building each time. A decision will be made based on the totality of circumstances involved. A partial evacuation or relocation of students may be the best option to avoid further students and staff disruption.
  - a. If the decision is made by the administration to evacuate the building and to send students home, we will follow emergency closing procedures.
  - b. If the decision is made by administration to evacuate the building and send students to a different location (Faribault District Office), follow RELOCATION PROCEDURES. Students will remain on the bus for no longer than one half hour.
  - c. Teachers need to take students rosters with emergency contact numbers with them, and then do a roll call again, alerting the supervisor immediately of missing students.
  - d. Once at our different location, a message will be sent/called informing staff and parents of next steps. Students will not be released to parents until cleared by police or administration.



## RELOCATION PROCEDURES

1. If we need to relocate to a different location, this will be announced over the intercom/walkie system.
2. Make a visual check of the classroom and report anything unusual to the coordinator or his/her designee. Attendance should be taken and any missing students should be reported to the office immediately.
3. Take classroom roster which includes student name, guardians or parents contact information, and any other health information needed about each student.
4. Students will walk with teachers to the north side parking lot for door number 1, 2, and 3. Attendance will be taken and any missing students should be reported to the supervisor.
5. Students and staff are not to go to their cars.
6. All staff not assigned to students in the building at the time of the emergency should continue to work their normal hours, even if this is only to help classroom teachers supervise students.
7. If the supervisor determines that students and staff will be moved from Cannon Valley Special Education Cooperative site, students and staff will be bussed to Faribault District Office.

When students and teachers arrive at Faribault District Office, space will be made available to house the students indoors. Each class must remain with their teachers, until instructed to do otherwise by administration. Attendance will be taken, and discrepancies will be reported to the coordinators upon their arrival.

8. When school is dismissed at the end of the day or determined by the supervisor, a teacher should escort their students to the bus so they can line up in the parking lot outside the bus or hold students inside until a parent picks up the student.
9. If it is deemed safe, students may walk to the parking lot and get into their car. If parents of students arrive to transport student's home, the student should **ONLY** be released to their parents, or an Emergency Contact listed. A Valid I.D. must be presented to staff members by the Emergency Contact before students can be dismissed to them. For the safety of the students Phone call/Email/Text permission to release a student will **NOT** be allowed. Parents or the Emergency Contacts must come to the Evacuation Site to pick up their student. Dismissal will only be determined by law enforcement and administration.

## **CHEMICAL or BIOLOGICAL THREAT**

### **Upon receiving a phone call that a chemical or biological hazard has been planted in the building:**

1. Complete the “Chemical/Biological Threat Phone Report Caller Identification Checklist” on the following pages.
2. Listen closely to the caller's voice and speech patterns and to noises in the background.
3. Notify the building supervisor.
4. The building coordinator or designee will call local law enforcement.
5. Discuss this matter with administration or law enforcement ONLY!
6. Building supervisor orders evacuation of all persons inside buildings or other actions, per District policy. Please follow the RELOCATION PROCEDURES.

### **Upon receiving a chemical or biological threat letter:**

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.
2. Ask the person who discovered or opened the letter to place it into another container, such as a plastic zip lock bag or another envelope.
3. Notify the building coordinator, and they will contact law enforcement by calling 911.
4. Separate “involved” people out of the immediate area to a holding area either in the office to be moved to a separate bus if RELOCATION is determined.
5. Move all “uninvolved” people out of the immediate area back to their classroom.
6. Ask “involved” people to remain calm until local authorities arrive. Make sure “involved” people minimize contact with the letter or surroundings because the area is now a crime scene.
7. Limiting decontamination and change of clothing for people who opened or handled letters without any gloves may be appropriate. Seek advice from authorities when calling 911.
8. If evacuation is deemed necessary by the Coordinator, follow the RELOCATION PROCEDURES. BLOCK OFF the IMMEDIATE AREA or possible crime scene when relocating students to the busses outside.

## **FIRE**

In the event of a fire, smoke from a fire or gas odor has been detected. Consider doing a partial evacuation of a building instead of a complete evacuation, depending on the circumstances.

1. Contact the office, and the building coordinator or designee will pull the fire alarm.
2. Evacuate the building to at least 300 feet away from the building. Check facility diagrams for the nearest evacuation route and safe area.
3. Building coordinator or his/her designee will call 911, and the executive director.
4. If deemed by the building principal that students must relocate, please follow the RELOCATION PROCEDURES.
5. Caution: Do not attempt to extinguish the fire unless you have been properly trained in fire extinguisher use.

### **Procedures for Teachers/Staff:**

1. Take your roster, student's parent or guardian contact information, and any health information about your students.
2. Make sure all students and adults have left the room. If you are not assigned students, please sweep the bathrooms and other areas on your way out. Please help supervise students outside.
3. Close the classroom doors. Turn off the lights and close windows.
4. Lead all students in an orderly manner to the safe area outside the building. Do not allow students to stop at lockers to get books, sweaters, jackets or other personal belongings.
5. 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, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.

### **At the Safe Area:**

1. Account for all students and inform the supervisor or designee of unaccounted students.
2. Do not block any door or gate that may be used by emergency response personnel.
3. Supervise the group closely.
4. Do not re-enter the building until fire department officials declare them safe. If a drill, the building supervisor will wave you back into the building when the building is safe.
5. If determined by the building supervisor that students must relocate, this will be directed to you outside, please follow the RELOCATION PROCEDURES.
6. Building coordinator or designee will notify students and staff of termination of emergency. Resume normal operations.

**Chemical/Biological Threat Phone Report**  
**Caller Identification Checklist**

1. Date: \_\_\_\_\_ and time \_\_\_\_\_ of call.
2. Record the exact language of the call (best that you can recall).
  
3. Remain calm and be firm. Keep the caller talking, if possible ask these questions:
  - a) Where is the chemical?
  
  - b) What is the chemical?
  
  - c) When or how will it be released?
  
  - d) What does it look like? What container is it in?
  
  - e) Why was it put there?
  
4. If the building is occupied, inform the caller the release of chemicals could cause injury or death to innocent people.
5. Check to see the origin of the call (note which incoming phone line was used).
6. Do not hang up the phone! Call 911 and they may be able to trace the call.
7. Discuss the matter only with administration or law enforcement.
8. Indicate your impressions of the caller. Were they?
  - a. Male                  Female                  Adult                  Child
  - b. Estimated age:
  - c. Speech:  
Disguised      Broken                  Accent: \_\_\_\_\_  
Slow              Rapid                  Normal              Excited              Loud
  - d. Did the caller sound familiar? Was the caller familiar with the building or area?
  - e. Background noises:
  
  - f. Name of person receiving the call: \_\_\_\_\_



## Telephone Bomb Threat Reporting Form

1. Date: \_\_\_\_\_ and time \_\_\_\_\_ of call.
2. Record the exact language of the call (best that you can recall).
  
3. Remain calm and be firm. Keep the caller talking, if possible ask these questions.
  - a) Where is the bomb?
  - b) What does the bomb look like?
  - c) When will it explode?
  - d) What will cause it to explode?
  - e) How do you deactivate it?
  - f) Why was it put there?
  - g) Did you place the bomb?
  
4. If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.
5. Check to see the origin of the call (note which incoming phone line was used).
6. Do not hang up the phone! Call 911 and they may be able to trace the call.
7. Discuss the matter only with administration or law enforcement.
8. Indicate your impressions of the caller. Were they:
  - a. Male                      Female                      Adult                      Child
  - b. Estimated age:
  - c. Speech:  
Disguised    Broken                      Accent: \_\_\_\_\_  
Slow            Rapid                      Normal            Excited            Loud
  - d. Did the caller sound familiar? Was the caller familiar with the building or area?
  - e. Background noises:
  - f. Name of person receiving the call: \_\_\_\_\_

