

Fall 2025 Safety Updates

Duluth Public Schools
Committee of the Whole

Danette Seboe, Principal on Special Assignment





Core Planning Team

Team Lead (Principal), Communications, Mental Health, Safety

District EOC

All sites, all staff groups represented, meets at least monthly

Site EOCs

Led by principals, all staff groups represented, meets at least monthly

Mental Health Recovery

Co-chairs from core team, includes reps from social workers, counselors, school psychologists. Ready to respond always.

District Crisis Communication

Always kept in the loop. One contact for principals to manage. Always includes **Superintendents, Directors, Core Team** (see above), and as needed: SPED Directors, HR, Facilities, Food Service, Transportation, etc.

NEW in 25-26: PREPaRE Crisis Prevention and Intervention Training

- PREPaRE is an evidence based training curriculum from the National Association of School Psychologists
- Aligns well with our current work and with community response protocols (US Dep't of Ed REMS guidance, Homeland Security, FEMA Incident Command structures)
- Adds a focus on PREVENTION
- Training for building and EOC team leaders on full model
- Training for Mental Health team on risk, resilience, coping capacity, immediate supports
- Recognizes unique role of schools in supporting not just students but also staff, families, and often the local community
- Schools provide a safe haven, disseminate information, identifying individuals at risk, provide mental health services, tracking and supporting displaced families, supporting long term recovery, and generally serving as a focus of normalcy in the face of trauma.*

Standard Response Protocol

- This is year 2 of using the I Love You Guys Standard Response Protocol

- We will be ready for any scenario and ready to change our response if necessary.

- Any announcements are clear and won't use any codes.

- We will give as much information as we can to keep in announcements, including DRILL or NOT A DRILL.

- Using announcements and any other information (sounds, smells, sights, etc.) staff and students will follow instructions and make decisions.

- Remember to use what is seen and heard to make decisions about how to respond.

- New training continues for the Standard Reunification Method

- Brief reminder of the SRP follows:

SHELTER



In a shelter:

- Follow any announcements. (“Shelter for (Tornado). Go to (LOCATION). Shelter for (Tornado). Go to (LOCATION).”)
- Follow directions and try to stay together.
- Leave your belongings behind.
- Lead students to you where you need to shelter in the building.

If a shelter is called and you are in the hall or other common space, join another class and shelter with them on your own. Assist any stragglers.

HOLD



A hold happens when there is something happening in the halls and we need to keep them clear for safety and privacy.

In a hold:

- Follow directions from announcements. (“Hold in your room or area. Clear the halls. Hold in your room or area. Clear the halls.”)
- Stay in your room.
- Lock doors.
- Classes operate as normal, EXCEPT:
- If the bell rings, stay where you are until the hold is lifted.

If a hold is called and you are in the hall, go to the nearest classroom and stay in that space until the hold is lifted.

SECURE



A secure happens when there is something happening in the community outside the school building.

In a secure:

- Follow directions from announcement. (“Secure! Get inside. Lock outside doors. Secure! Get inside. Lock outside doors.”)
- Stay inside the building—no one in, no one out. Classes outside should get in ASAP.
- We will run business as usual in the school, EXCEPT no open lunches for anyone.
- If you need to leave, go to the front office.
- If you are outside the building and need to get in, call the school office and wait away from the school in a safe area.

LOCKDOWN



A lockdown happens if something unsafe is happening in the building.

In a lockdown:

- Follow directions from announcement (“Lockdown! Locks, Lights, Out of sight. Lockdown! Locks, Lights, Out of sight.”)
- Remain behind a closed and locked door
- The class may decide to barricade the door
- Turn off lights and stay quiet
- Be ready to evacuate if that is a safe choice for you

If a lockdown is called and you are in the hall or other public space, go to the nearest classroom or exit the building and go to the evacuation site or your other school/office and stay there until the lockdown is lifted.

EVACUATION



We will evacuate if it is safest to be outside the building.

In an evacuation:

- Follow directions and try to stay together with your students/team.
- Leave your belongings behind.
- Lead students to your evacuation location(s).
- If you get separated, meet at your evacuation site location. Students should be reminded to go with any other class.
- Walk calmly and watch for traffic. Do not block roads for emergency vehicles.
- If an evacuation is called and you are in the hall or other common space, join another class and evacuate with them. Help any stragglers.

EVACUATION



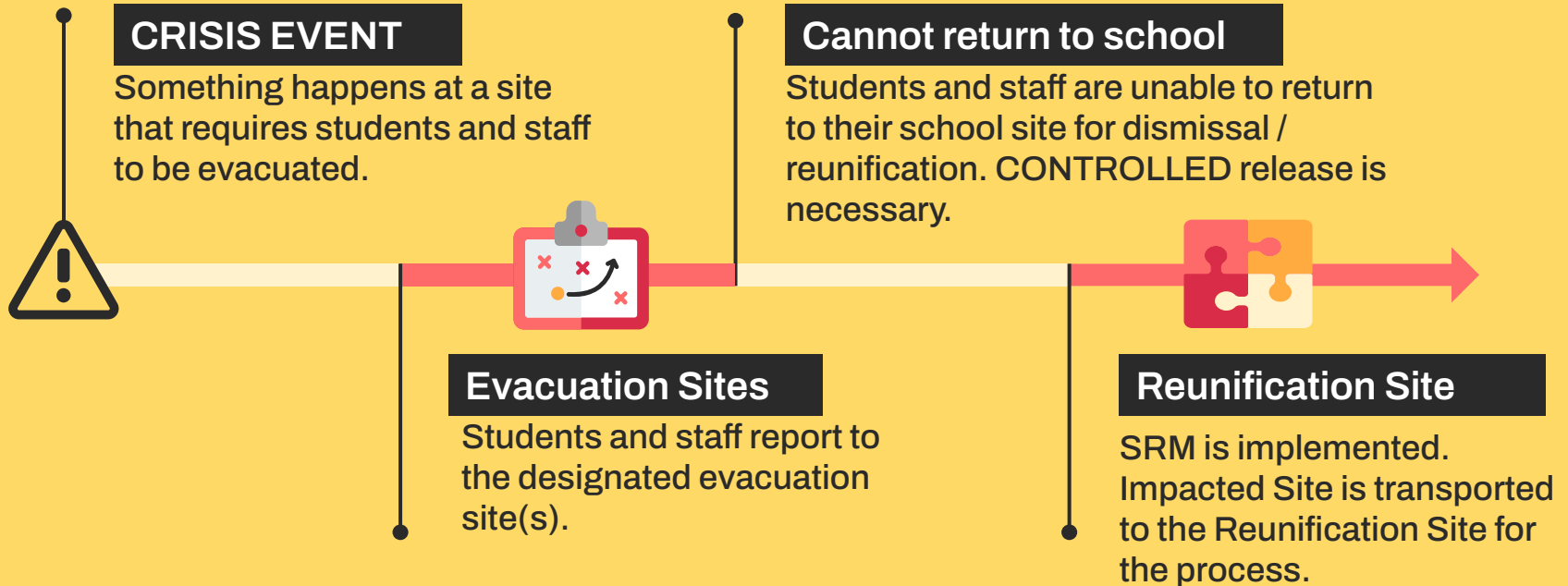
- Do NOT walk home. Remind students to NOT WALK HOME.
- Do NOT try to get to your car- you will not be allowed to leave the parking lot and you would be in the way of emergency response.
 - If you have a car in the parking lot, there is a chance you may not be able to retrieve it for a day or two.
- It is important that we stick together as much as possible to keep everyone safe and account for your location.
- At an evacuation site, keep students calm and seated, if possible. Be ready to help with attendance and care. Stay calm, reassure that safety is important and we will get everyone home as quickly and safely as possible.


When Evacuation Leads to Reunification





When would we use the Standard Reunification Method (SRM)?





We must be as organized and prepared as we can be!

Students First

Goal to connect all students with their families within 4 hours of reunification start

Communication

Pre-teach, set expectations, clear and frequent updates

Family Experience

New video, support to add contacts, support at reunification site

Team Members


This will require A LOT of people power!

Mental Health

Minutes, hours, days, weeks for ALL

Community Support

We continue to work with city, county, medical, mental health, etc.





Family Reunification Video

EMERGENCY CONTACTS

- EVERY YEAR, encourage parents to provide info on several adults who are authorized to pick up the student in an emergency.
- This list should be 5 or 6 deep. IC now allows that.
- Plan will be developed to address if someone other than the legal parent/guardian comes. Includes how we will ensure the parent/guardian knows of this pick up and consents.



Reunification Information

(PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

School personnel completes:

Photo identification matches name
of person picking up student?
Yes or No

Parent/Guardian completes:

Print Student Name Again..... Student Grade

Teacher

Student Birthday

School personnel completes upon release of student

TIME

INITIALS

OTHER

Reunification

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

Instructions

1. Please complete the information on the other side of this card.
2. Prepare identification (If you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

Translated for our
specific ESL
households.

Parent/Guardian Sign Off

I have read and understand these instructions.

Print Your NameDate

Signature

AT IMPACTED SITE

Step 1: ***Establish Onsite School Incident Command***

(District Incident Command and Reunification Team will be activated)

Step 2: ***Classroom Evacuation***

May be police led. Follow additional instructions.

Step 3: ***Secure Assembly Area*** - stay with students.

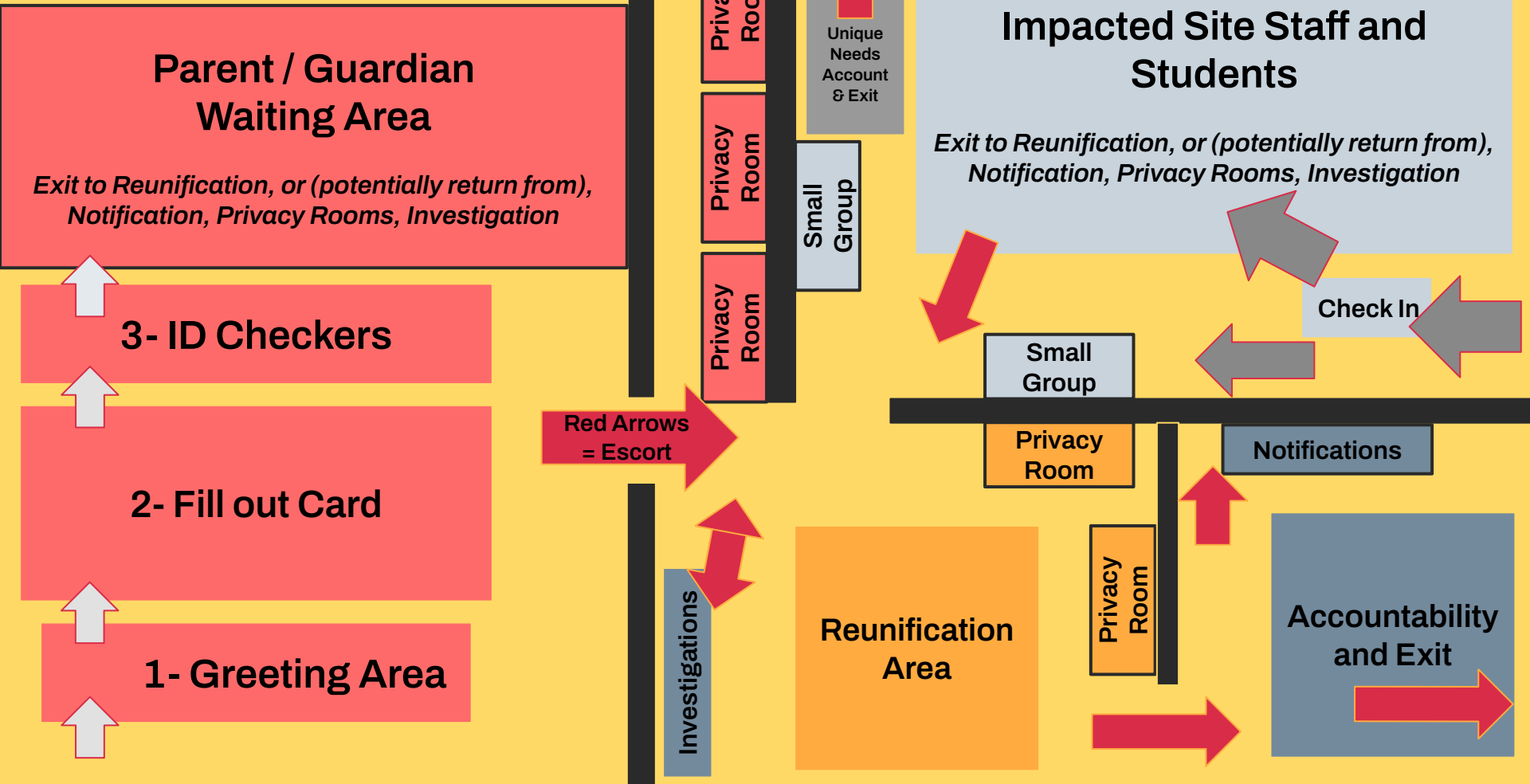
Verify Attendance, begin master roster verification

Law enforcement may be present and may search

Step 4: ***Impacted Site Transport***

ALL students and staff board buses to Reunification Site

Steps and Example of Spaces





Who is involved?



SCHOOL

- Principals
- District Administrators
- Counselor/Social Worker
- Special Education Administrator
- Transportation Administrator
- Food Service Administrator
- Maintenance Administrator



FIRST RESPONDERS

- Dispatch
- Police
- Fire
- EMS
- County Sheriff
- Highway Patrol



COMMUNICATIONS

- School Communications Officer
- City Public Information Officer
- Law Enforcement/First Responders Public Information Officer
- 2 additional PIOs



COMMUNITY

- Mental Health
- Community based emergency response (Red Cross, etc.)



CITY/COUNTY

- Emergency Management
- GIS Personnel
- Coroner/ME



Impacted Site

- All students from that site
- ALL STAFF from that site
- You will assist as much as possible with keeping students organized and orderly.
- You can assist with keeping them calm and distracted.
- You will be supported as a staff member who was also in any potentially traumatic situations.
- ASK for help if you need it.
ADVOCATE for yourself.

Reunification Team

- Leadership Roles will be pre-designated.
- Staff from other sites will be recruited to assist.
- **COMMUNITY SUPPORT** will be present
 - Mental Health
 - First Aid
 - Law Enforcement
 - Others

Reunification Team Unites!

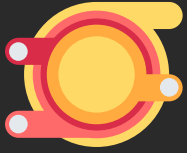


We will need A LOT of staff. Though other sites will likely be in some chaos and stress, too, or experiencing lots of early pickups, we will **NEED** sites to send as many staff as possible. The priority has to be reunification.



STAFF HAVE BEEN INSTRUCTED TO ADVOCATE FOR THEMSELVES:

- If asked to report to help, and you are uncomfortable with your assignment, **SPEAK UP**.
- If you KNOW you won't be able to successfully participate, **SPEAK UP**. You may be asked to cover for another staff member so they can come support.
- If you have a family member at the impacted site, **SPEAK UP**. Do not volunteer to help.
- This will be HARD for anyone who helps. It's okay to advocate for yourself. We understand that we are all bringing different history with us. Yours matters. We don't want to cause additional trauma!



ROLES OVERVIEWS

You may be asked to be:

- Parent/Guardian Greeters
- Parent/Guardian Checkers
- Student Request Runners
- Reunifiers
- **Mental Health Support**
- Child Supervision Personnel
- Entertainment/Distracton Coordinator
- Administrative Scribe
- Logistical Support
 - Snacks, water, supplies, etc.
- Parking Directors
- Accountant (no \$ just people)
- Parent/Guardian Staging Area Announcer



Team Tags Front



Team Tags Back



1

CHECK IN

Bring your school ID.
Report to volunteer
check in table.

2

GEAR UP

Read about your role.
Put on a vest. Gather
materials you need.



3

CHECK INS

Keep an eye on other
volunteers. If you need
a break, TAKE ONE.

4

AFTER CARE

This will impact everyone.
Taking care of self and
others will be critical to
recovery.



Thinking about Special Needs

- These are the students who get evacuated to reunification site last.
 - Need more support, more staff, more time to move
 - Their teachers and staff should be the ones to move them, and when appropriate, the SRO who may know them.
- Any unique equipment needs must be addressed by special services team and delivered to these students immediately!
- Keep them separated at reunification site to protect them from noise, etc.
- They must be the FIRST to be reunited!
- This staging area near handicapped accessible parking/loading areas.
- Assign special parent liaison who will be familiar with their unique concerns and needs.



When it's all done...

- How do you care for the staff who cared for the people?
 - After action debrief
 - Expect secondary trauma (reunification team)
 - Primary trauma needs for those at impacted site
 - Mental health supports ready to go in the immediate, and in the days/weeks/months/years to follow
- District must keep staff in the loop.
 - Expect frequent updates, whatever that may be.
- Consider finding a partner who was in a similar role at the reunification or impacted site AND a partner who was not impacted. We can help find those connections if needed. It's important to be able to talk it out.
- Plan for the recovery team to intentionally check in on impacted staff.