

CRISIS MANUAL



Board Approved: 8-8-2022

TABLE OF CONTENTS

RESPONSE TEAM	3
ASSAULT/ FIGHTING	4
ENSURE SAFETY OF ALL STUDENTS AND STAFF	4
BOMB THREAT	4
UPON RECEIVING A PHONE CALL THAT A BOMB HAS BEEN PLANTED IN SCHOOL	4
IF THREAT IS RECEIVED BY WRITTEN NOTE	4
EVACUATION PROCEDURES	5
BOMB THREAT PHONE REPORT - Part 1	6
BOMB THREAT PHONE REPORT - Part 2	7
DEMONSTRATION / DISTURBANCE	8
ENSURE SAFETY OF ALL STUDENTS AND STAFF	8
EVACUATION - BUILDING	8
OFFICE PERSONNEL	8
TEACHERS	8
RELOCATION AREA	8
PARAPROFESSIONALS	9
MAINTENANCE	9
STAFF NOT SUPERVISING STUDENTS	9
EVACUATION - FLOOD	9
TEACHERS	9
OFFICE PERSONNEL	9
MAINTENANCE	9
STAFF NOT SUPERVISING STUDENTS	10
EVACUATION – RELOCATION AND TRANSPORTATION	10
COMMUNICATIONS	10
STUDENT TRANSPORT HOME	10
UPON ARRIVAL AT CROSSLAKE LUTHERAN CHURCH OR COMMUNITY CENTER	10
FIRE	11
IN THE EVENT OF A FIRE, SMOKE FROM A FIRE, OR A GAS ODOR HAS BEEN DETECTED	11
TEACHERS	11
MAINTENANCE	11
SEAT BASED DIRECTOR OR DESIGNEE	11
GRIEF COUNSELING	11
IMMEDIATELY FOLLOWING THE NEWS	11
HELPING A GRIEVING CHILD RETURN TO SCHOOL	12
HAZARDOUS WASTE	12
CHEMICAL SPILL	12
GAS LINE PROBLEM	12
INTRUDER / HOSTAGE	13
INTRUDER (ANY/ALL STAFF MEMBERS)	13
IF INTRUDER REFUSES TO LEAVE	13
WITNESS TO HOSTAGE SITUATION (ANY/ALL STAFF MEMBERS)	13
IF TAKEN HOSTAGE	13

SEAT BASED DIRECTOR	13
LINE OF COMMUNICATION	14
IN AN EVENT OTHER THAN FIRE, TORONADO OR LOCK DOWN	14
Office	14
Staff Responsibilities for Those in Charge of Areas	14
LOCK DOWN PROCEDURES - INSIDE THREAT	14
LOCK DOWN INSIDE THREAT	14
LOCK DOWN PROCEDURES - OUTSIDE THREAT	15
LOCK DOWN OUTSIDE THREAT	15
MEDICAL EMERGENCY - UNRESPONSIVE VICTIM / CODE BLUE-CPR	15
IF A PERSON BECOMES UNRESPONSIVE OR A MEDICAL EMERGENCY OCCURS AT SCHOOL	15
OFFICE PERSONNEL	15
CODE BLUE - CPR TEAM (Maintenance, Nurse or delegate, Director)	16
MENTAL HEALTH CONCERNS	16
IMMEDIATE RESPONSE	16
Counseling Resources	16
SERIOUS INJURY / DEATH	17
SHOOTING	17
STAFF AND STUDENTS	17
AFTER THE CRISIS HAS PASSED	18
SUICIDE	18
SUICIDE THREAT	18
SUICIDE ATTEMPT AT SCHOOL	18
SUICIDE COMPLETED	18
Counseling Resources	19
TERRORISM - CHEMICAL OR BIOLOGICAL THREAT	19
UPON RECEIVING A PHONE CALL THAT A CHEMICAL OR BIOLOGICAL HAZARD HAS BEEN PLANTED IN SCHOOL	19
UPON RECEIVING A CHEMICAL OR BIOLOGICAL THREAT LETTER	19
TORNADO / SEVERE THUNDERSTORM / INDOOR SHELTER	20
TORNADO / SEVERE THUNDERSTORM WATCH	20
TORNADO / SEVERE THUNDERSTORM WARNING	20
WEAPONS	20
ENSURE SAFETY OF ALL STUDENTS AND STAFF	20
WEATHER RELATED / EMERGENCY EARLY DISMISSALS AND LATE STARTS	21
EMERGENCY PHONE NUMBERS	21
EMERGENCY MANAGEMENT AGENCIES	22
REFERRALS	22
SEVERE WEATHER	22
STUDENT/STAFF EVACUATION PLAN	22

RESPONSE TEAM

Name	Title	Work Phone	Cell Phone
Annette Klang	SB Director	218-692-9103	218-838-8662
Sgt. Jake Maier	Police Chief	218-692-2222	218-513-9261
Beth Duffy	Administrative Assistant	218-692-9102	218-821-1452
Paula Green	Executive Assistant	218-692-9104	
Bud Roberts John Oyaas	Maintenance Maintenance		612-414-0463
Kelly Bittner	Human Resources/ Business Manager	218-692-9105	218-537-6256
Jennifer Miller	Technology Coordinator	218-692-5437	218-537-3616
Kris Fjelstul	Social Worker	218-692-9217	218-537-3003
Kathy Faust	Food Service Coordinator	218-692-9105	320-224-6614
Rebekka Sievert	Behavior Intervention	218-692-9113	

ADDITIONAL:

TJ – Community Center	218-692-4271
Char Nelson – City Clerk	218-692-2688
Jake Maier – Police Chief	218-692-2222
Chip Lohmiller – Fire Chief	218-692-2688
Sheriff Eric Klang	218-829-4749

ASSAULT/ FIGHTING

(Physical Assaults, Fights, Verbal Assaults,
Verbal Threats, or Gang Activities)

FIRST & FOREMOST:

ENSURE SAFETY OF ALL STUDENTS AND STAFF

- 1) Evaluate and defuse the situation, if possible. Speak in a strong, clear voice.
- 2) If possible, separate participants from each other.
- 3) If a weapon is involved, isolate participants from others, if safe to do so. Move weapon to a safe area, if possible. Notify law enforcement immediately.
- 4) Call 911
- 5) Call the Seat Based Director
- 6) Crisis Prevention Team - as needed
- 7) If possible, isolate those involved from each other until police arrive to take statements.
- 8) Render first aid, if needed.
- 9) Seal off area, if warranted. Clear onlookers.
Follow Crosslake Community School's (CCS) Discipline Policy, taking appropriate action.
- 10) Office personnel notifies employees and initiates contact with parents.
- 11) Document all activities and give a copy to the office.

BOMB THREAT

UPON RECEIVING A PHONE CALL THAT A BOMB HAS BEEN PLANTED IN SCHOOL

- 1) Complete the "Bomb Threat Phone Report" and the "Caller Identification Checklist" on the following pages.
- 2) Listen closely to the caller's voice, speech patterns, and noises in the background.
- 3) After hanging up the phone, dial the call-back service to trace the call (*57). (This needs to be done prior to receiving or placing another call.)
- 4) Notify the office or designee.
- 5) Do not activate the fire alarm since the noise may detonate some bombs.
- 6) Office orders the evacuation of students and staff as per school policy.
- 7) If evacuation occurs, teachers should take a class roster. Administrative Assistant takes all rosters, teachers take individuals.

IF THREAT IS RECEIVED BY WRITTEN NOTE

- 1) Notify the office or designee.
- 2) Avoid any unnecessary handling of the note. It is considered evidence by law enforcement. Leave note in place if possible. Do not handle it or place it in a bag.

EVACUATION PROCEDURES

- 1) Office staff notifies the Director, students, and staff. Do not mention, "bomb threat." Rather, please state:
"Attention CCS students and staff; it has become necessary to evacuate our building. Please move to the designated safe zone off-campus. Again, it is necessary to evacuate our building. Please move with your class to the designated safe zone and await further instructions".
- 2) Report any unusual activities/objects immediately to the appropriate officials.
- 3) Take class roster. Administrative Assistant takes all student rosters, teachers take individual class roster
- 4) Students and staff may be evacuated to designated sites as per school policy.
- 5) Teachers take roll after being evacuated. Make notification of missing students on designated laminated paper. No one may re-enter the building until fire or police department personnel declare the entire building safe.
- 6) Staff know what has been disturbed or added to their work area and may be asked by law enforcement personnel to help search.
- 7) Office notifies students and staff of termination of emergency. Resume normal operations. Teachers discuss with students as appropriate.
- 8) Notify parents/guardians, per school procedures and/or guidance.

BOMB THREAT PHONE REPORT - Part 1

1. Date and time when call is received:
2. Exact words of the caller:
3. Remain calm and be firm. Keep the caller talking and 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. If the call is received on a digital phone, check to see the origin of the call (*57).

BOMB THREAT PHONE REPORT - Part 2

BACKGROUND NOISES

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> OFFICE MACHINES | <input type="checkbox"/> TRAINS |
| <input type="checkbox"/> FACTORY MACHINES | <input type="checkbox"/> VOICES |
| <input type="checkbox"/> ANIMALS | <input type="checkbox"/> MUSIC |
| <input type="checkbox"/> STREET SOUNDS | <input type="checkbox"/> MIXED |
| <input type="checkbox"/> QUIET | <input type="checkbox"/> AIRCRAFT |
| <input type="checkbox"/> OTHER _____ | |
-

PROFILE OF THE CALLER

CALLER'S VOICE

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> CALM | <input type="checkbox"/> ADULT/JUVENILE |
| <input type="checkbox"/> EXCITED | <input type="checkbox"/> CRYING |
| <input type="checkbox"/> ANGRY | <input type="checkbox"/> DISTINCT |
| <input type="checkbox"/> PLEASANT | <input type="checkbox"/> STUTTER |
| <input type="checkbox"/> SLOW | <input type="checkbox"/> NASAL |
| <input type="checkbox"/> RAPID | <input type="checkbox"/> DISGUISED |
| <input type="checkbox"/> SOFT | <input type="checkbox"/> SLURRED |
| <input type="checkbox"/> LOUD | <input type="checkbox"/> DEEP |
| <input type="checkbox"/> LAUGHTER | <input type="checkbox"/> DEEP BREATHING |
| <input type="checkbox"/> MALE/FEMALE | |

LANGUAGE/ACCENT

- ☐ GOOD
- ☐ FAIR
- ☐ POOR
- ☐ CURSING

GEOGRAPHIC REGION

- ☐ NORTHERN
- ☐ SOUTHERN
- ☐ EASTERN
- ☐ WESTERN

- ☐ OTHER _____

Did the person have an accent? _____

Is the voice identifiable to you? _____

THREAT LANGUAGE

- | | |
|---|------------------------------------|
| <input type="checkbox"/> IRRATIONAL | <input type="checkbox"/> RECORDING |
| <input type="checkbox"/> INCOHERENT | <input type="checkbox"/> VULGAR |
| <input type="checkbox"/> READ BY CALLER | |

- ☐ REMARKS _____
-
-

DEMONSTRATION / DISTURBANCE

(Demonstrations involving individual students, student groups, outside individuals not associated with the building)

FIRST & FOREMOST:

ENSURE SAFETY OF ALL STUDENTS AND STAFF

- 1) Notify office of the nature of the problem.
- 2) Contain the disturbance – seal off areas, if possible.
- 3) Keep students in classroom until situation is cleared by office.
- 4) Take roll – note any missing students.
- 5) Refer all media to the Seat Based Director
- 6) Follow school discipline policy, taking appropriate action.
- 7) The Seat Based Director oversees the contacting of the parents/guardians of student involved.
- 8) Document all activities and give copy to the office.
- 9) Outside protesters can be given a Trespass Order in front of police that they will be arrested if they return.

EVACUATION - BUILDING

OFFICE PERSONNEL

- If emergency is fire, sound fire alarm to signal evacuation.
- Call the Seat Based Director and advise of situation if off-site
- Determine evacuation of building or campus.
- If emergency allows staff/students to remain on campus, walk from building to designated safe areas.
- If emergency requires staff/students to leave campus, follow relocation and transportation plan. Notify Crosby Ironton Transportation to bring buses.
- Administrative Assistant leaves and brings class lists and contact information to relocation area.
- Check restroom, and staff areas; give all clear and head to relocation area.

TEACHERS

- Evacuate with class if you hear fire alarm or call on PA system. Be aware of pre-designated primary and alternate evacuation routes; safe zone is 300 feet from building.
- Close classroom doors and turn out lights.
- **Have class list or roster names with you.** Administrative Assistant takes all classroom rosters, teachers take individual classroom roster
- When outside at designated safety zone, account for all students, make indications of missing students; inform office of any missing students.

RELOCATION AREA

- Follow emergency relocation and transportation plan
- Crisis Team bus drivers – when bus is full, proceed to relocation area. Account for all students; inform office of any missing students and GO.

PARAPROFESSIONALS

- Those assigned in grade level; stay with grade level.
- Those assigned to a specific student; make sure student is evacuated appropriately.

MAINTENANCE

- Search boiler rooms, custodial work areas, restrooms, and non-classrooms for any personnel or students.
- Check/shut down utilities and electrical devices to avert any explosion/outages.
- Leave building per general evacuation procedures

STAFF NOT SUPERVISING STUDENTS

- Check areas for students; leave building per general building evacuation procedures.
- Return to students; confirm to office that you have checked in.

Students should only be released to the parent/guardian who is listed on the emergency release form.

EVACUATION - FLOOD

TEACHERS

- If advised by emergency responders/office to evacuate, do so calmly and quickly.
- **Take roster sheet and grade book with you.** Administrative Assistant takes all classroom rosters, teachers take individual classroom roster.
- Lock doors and turn off lights as you leave.
- Be aware of pre-designated primary and alternate evacuation routes.
- Do not go to lockers. Check areas near your room (lavatory, work rooms, offices, etc.) as you leave the building.
- Reassemble students and complete roll call to account for all students and report any missing students immediately to the office or designated person.
- Assist with “check out” of students if directed by the office personnel.
- Note on roster any student released to parent/guardian.
- Return to building only when instructed to do so by authorized school personnel.

OFFICE PERSONNEL

- Secure doors and other necessary items, if possible.
- Take teacher/student sign-in/sign-out lists, absence lists, class lists, Administrative Assistant’s laptop..
- Leave building per general building evacuation procedures.

MAINTENANCE

- Search boiler rooms, custodial work areas for any personnel or students.
- Turn off all utilities.
- Protect contents of building by moving, books, files, etc., from floors or bottom shelves, if time permits.
- Leave building per general building evacuation procedure.

STAFF NOT SUPERVISING STUDENTS

- Check for locked doors and straggling students.
- Shut off all power equipment (cafeteria staff).
- Leave the building per general building evacuation procedure.
- Confirm with the office that the area you checked is vacated.

Students should only be released to the parent/guardian who is listed on the emergency release form.

EVACUATION – RELOCATION AND TRANSPORTATION

Should the need arise to evacuate the building, the initial relocation will be to **Crosslake Lutheran Church** near the school and transportation home will be coordinated from that location. If moving students to a safe location further from school is advised, Crosby Ironton Transportation will be dispatched to relocate all students to the Community Center.

Students who drive to school will need to stay with the rest of the students and staff in attendance. Vehicles will need to remain at the school site until an all clear is given to allow them to return to retrieve their vehicle. No student should be allowed to leave campus during an evacuation process.

COMMUNICATIONS

Through the use of the JMC software system, parents/guardians, and community members will be notified of the need to evacuate the building and the nature of the concern. Parents/guardians will be informed of transportation plans and where student pick-up will take place and when. As soon as possible, all calls coming into the school will be forwarded directly to a phone number either at **Crosslake Lutheran Church or the Community Center**

CROSBY-IRONTON TRANSPORTATION

All CCS bus drivers will be contacted by Crosby Ironton Transportation. Those drivers who keep their buses at home and who live near the school will go directly there for duty. The rest will report to the bus garage ASAP.

STUDENT TRANSPORT HOME

Students will be transported home via school bus on their regular route unless parents/guardians request to pick their student up either at the Crosslake Lutheran Church or the Community Center. **High School students will not be allowed to drive home until parents/guardians have been contacted.**

UPON ARRIVAL AT CROSSLAKE LUTHERAN CHURCH OR COMMUNITY CENTER

- 1) Students will immediately gather with their classroom teacher and attendance will be taken.
- 2) Staff will report any attendance concerns to the office..
- 3) Teachers will remain with their class until further instructions are given.
- 4) Once adequate transportation is made available, students will be transported to the **Crosslake Community Center**.
- 5) Decisions about whether to return to school safely or student transport home will be determined by school administration and law enforcement.
- 6) Parent/guardian pick-up will be monitored at the designated location. Staff will remain until the last student has been picked up.

- 7) Administration will follow up with local law enforcement and media for further communication needs.

FIRE

IN THE EVENT OF A FIRE, SMOKE FROM A FIRE, OR A GAS ODOR HAS BEEN DETECTED

- Evacuate students and staff to designated area; maps are located at doorway of each classroom and in each office as according to law.
- Close classroom doors when leaving rooms.

TEACHERS

- Follow normal fire drill routes and routines.
- Close doors when everyone is out.
- **Take class roster; take roll call after being evacuated.** Administrative Assistant takes all classroom rosters, teachers take individual class roster.
- Report missing students to office immediately by using green and red cards.
- No student is allowed to go to their locker for any reason.
- Teachers and students return to their classroom or designated area at the discretion of the office.
- *All Clear* report is announced

MAINTENANCE

- Determine fire location and direct fire personnel to the problem area
- Keep access roads open for emergency vehicles
- Direct shutdown of heating, ventilation and HVAC systems.
- Exit building after checking all assigned areas for students
- Meet and assist fire department personnel

SEAT BASED DIRECTOR OR DESIGNEE

Note: Crosslake Community School will conduct a minimum of FIVE drills annually and will record the dates and times of those drills.

GRIEF COUNSELING

IMMEDIATELY FOLLOWING THE NEWS

- 1) Allow students to process the announcement after it is made or students have been made aware.
- 2) Be prepared to deal with emotions.
- 3) Identify students who are high-risk or traumatized. These students may be quiet or seem to be in a daze.
- 4) Send grieving students to locations that have been designated by the Crisis Team and have adult support people available.
- 5) What to say or not to say:
 - a. Stick to the facts regarding the incident. Discourage speculation and/or gossip.

- b. Just listening to students express their feelings and responding to the “hurt” is helpful.
 - “I can see that you are really hurting.”
 - “It is a very difficult time.”
 - “I know it seems unbelievable.”
 - c. The following types of responses usually are not helpful:
 - “You will feel better tomorrow.”
 - “I know how you feel.”
 - “You will get over it.”
- 6) Postpone testing if appropriate.
 - 7) Eliminate, shorten, and/or structure assignments for a few days if appropriate.
 - 8) If students insist on leaving the building, they must have permission from a parent/guardian, check out through the office and have a pass to leave the building.

HELPING A GRIEVING CHILD RETURN TO SCHOOL

- 1) Discuss a plan with the student so they may leave the room if they is upset or needs time alone. Consult with the parents/guardians.
- 2) Identify a safe person whom the student may go to during the day if he/she is upset, i.e., crisis team member, or approved community volunteer.
- 3) Encourage the student to answer questions only when they feel like it. If the student does not want to answer, suggest that they say, “I’d rather not talk about that right now.” Or, “Please skip me.”
- 4) Negotiate, on an ongoing basis, homework and classroom assignment expectations. Grief takes tremendous physical and emotional energy. It will take time for the student to return to previous standards of performance.
- 5) Offer yourself as a listener if you feel comfortable to do so.
- 6) Work with the Crisis Team and Social Worker to support the student.

HAZARDOUS WASTE

CHEMICAL SPILL

- 1) Move students in the affected area to a designated area.
- 2) Notify office Seat-Based Director
- 3) Seal off and secure the area.
- 4) Administer first aid, if needed.
- 5) Make a determination if 911 has to be called, after consulting the Material Safety Data Sheets (MSDS) guidance. Located in the maintenance office.
- 6) If evacuation is necessary, follow the school's evacuation procedures. Students and staff should not return to the affected area until it has been declared safe.

GAS LINE PROBLEM

- 1) Move students in the affected area to a designated area.
- 2) Contact 911.
- 3) Seal off and secure the area.
- 4) Consider shutting off heating, cooling, and ventilation systems.
- 5) If evacuation is necessary, follow school's evacuation procedures. Students and staff should not return to affected area until it has been declared safe.

INTRUDER / HOSTAGE

INTRUDER (ANY/ALL STAFF MEMBERS)

- 1) Ask another staff member if you do not recognize the person at the door. Always look, do not assume all people are welcome into our secure school. Follow this procedure while person is still behind the locked door.
- 2) Politely greet the intruder and identify yourself.
- 3) Ask the intruder to identify themselves and the purpose of their 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. Accompany intruder to exit.
- 6) Notify office and police of the situation.

IF INTRUDER REFUSES TO LEAVE

- 1) Warn intruder of the consequences of staying on school property. Our school is private property.
- 2) Walk away from or stop talking to the intruder if they indicate a potential for violence and are still behind the locked door. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Be aware of the intruder's actions at this time (where they are located in the building, were they carrying a weapon, etc.).
- 3) Notify police if intruder still refuses to leave. Give police a complete description of the intruder, as possible.
- 4) Issue lock-down procedures and assemble Crisis Intervention Team if necessary.

WITNESS TO HOSTAGE SITUATION (ANY/ALL STAFF MEMBERS)

- 1) If hostage taker is unaware of your presence, do not intervene.
- 2) Call 911 immediately. Give dispatcher details of the situation; ask for assistance from hostage negotiation team.
- 3) Seal off area near hostage scene, if possible or all wings of the school building
- 4) Give control of scene to police and hostage negotiation team.
- 5) Keep detailed record of events.

IF TAKEN HOSTAGE

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

SEAT BASED DIRECTOR

- 1) Call 911 and report situation.
- 2) Make the decision to evacuate the building should need/safety allow.
- 3) Assist police as needed.
- 4) Assemble Crisis Intervention Team.
- 5) Direct media calls.
- 6) Prepare a news/information release, as appropriate.
- 7) Prepare a parent/guardian letter, text or phone message as appropriate.
- 8) Hold an informational meeting with all staff members.

LINE OF COMMUNICATION

IN AN EVENT OTHER THAN FIRE, TORONADO OR LOCK DOWN

In emergency situations other than fire, tornado or lockdown, all staff and students should remain in their designated areas until directed personally by the office or staff member in charge of that area. Communication is important in an emergency in relaying necessary information to all staff and students.

Office

Once a decision or information is known, the office will notify those staff in charge.

Staff Responsibilities for Those in Charge of Areas

- 1) Make sure all staff and students remain in their rooms or designated areas.
- 2) Stay in designated areas and supervise those areas – if a problem or question arises, contact the office and wait for direction.
- 3) Pass on information that the office provides to all staff and students in areas for which you are responsible.

LOCK DOWN PROCEDURES - INSIDE THREAT

LOCK DOWN INSIDE THREAT

- Call over the phone intercom system. “Lock Down Inside Threat”, “Lock Down Inside Threat”.
- **If in the opinion of the staff member that they can get their students safely out of the building, they should do so by exiting the building at the nearest exit. REPEAT: ONLY IF THERE IS SAFE PASSAGE OUT OF THE SCHOOL.**
- **Students upstairs have 3 options for silently exiting the building. First choice is back office stairwell. Leave expediently and silently. Pause to confirm that area is safe to exit. Second choice is main stairwell. This will be only if advised to do use. Exit silently and out the south door between the bathroom and the solarium. Third choice is the window ladders. Use as best as possible. THIS IS TO BE USED ONLY AS A LAST RESORT. It may be safest for upstairs students to stay silent behind 2 locked doors.**
- Once outside, staff should move students as far away from the threat as possible. Students and staff should immediately move to the rally point, which is the Crosslake Lutheran Church and Pine Peaks Hotel.
- **Teachers and staff inside the building, if unable to evacuate the building safely, will go to the closest classroom. Staff and students should barricade the door of the classroom to the hallway with available furniture and arm themselves with whatever is available. Prepare to fight back.**
- Staff will make sure that they have visibility from the outside into their classroom in order to let the officer outside know they are all right.
- **Teachers and staff who are outside the building should NOT enter the building. If they are on the school grounds they should proceed to the safety of the Crosslake Lutheran Church and Pine Peaks Hotel.**
- Teachers and staff who are not on the school grounds should remain where they are until they receive an all clear notice from the school. For instance, Crosby Ironton Transportation will be radioed for a lock down and they should stay at their current location or another safe location.

Note: more specific classroom directions are posted and in force.

LOCK DOWN PROCEDURES - OUTSIDE THREAT

LOCK DOWN OUTSIDE THREAT

- Call over the phone intercom system "Lock Down Outside Threat", "Lock Down Outside Threat"
- Staff and students in second floor classrooms should be placed on alert, but remain in their assigned areas and await further instruction.
- Students and staff on the first floor should listen carefully to instructions and be on alert, Close window shades. Work extremely quietly.
- Stay out of the hallway, lunchroom, fishbowl or solarium. Stay out of sight.
- Teachers and staff who are outside the building but on the school grounds should IMMEDIATELY COME inside the building and follow the process listed for teachers and staff inside of a building. If there is no safe passage into the building, **move immediately to the rally point at Crosslake Lutheran Church.**
- Teachers and staff who are not on the school grounds should remain where they are until they receive an all clear notice from the school.

****Remember to follow instructions from law enforcement once on the scene**

Note: A total of FIVE lockdown drills will be conducted annually and recorded. Drills will occur under the cooperation of the Crosslake Community Police Department School Liaison officer

MEDICAL EMERGENCY - UNRESPONSIVE VICTIM / CODE BLUE-CPR

IF A PERSON BECOMES UNRESPONSIVE OR A MEDICAL EMERGENCY OCCURS AT SCHOOL

- 1) **Check the scene** for safety
- 2) **Check the victim** for responsiveness:
- 3) **If unresponsive - Call 911**
- 4) **Notify** the office.
- 5) **Anyone** at the scene may call 911; initiate EMS
- 6) **Access** the AED located in the front entryway..
- 7) **Bring** First Aid Kit to scene.

Office staff or director will respond and direct the scene until EMS arrive

OFFICE PERSONNEL

- 1) Announce "**Code Blue, (location)**" on the intercom, **repeat three times.**
- 2) **Call 911** unless already done.
- 3) Initiate Crisis Intervention Team
- 4) Crowd control - move people away from the unconscious person.
- 5) **Meet** the first responders, police, paramedics at the door.

CODE BLUE - CPR TEAM (Maintenance, Nurse or delegate, Director)

- 1) Respond to the scene
- 2) Check Scene
- 3) Check the victim, witnesses
- 4) Call 911 unless already done.
- 5) Care for the victim ABC's (Airway. Breathing. Circulation. Bleeding)
- 6) Locate AED (front entry of the building) and follow directions for use.

If not providing direct care, team members should:

- 1) Get First Aid kit (located in front entry, office, each classroom)
- 2) Assist with CPR
- 3) Call 911 a second time to give more info.
- 4) Communicate with office.
- 5) Direct students away from the area
- 6) Clear area, arrange for room for paramedics, carts, etc.
- 7) Assist office personnel to escort police/paramedics
- 8) Evaluate process after event, de-brief.

Code Blue Team Members are encouraged to prearrange classroom backup for times they may be called to respond to an unconscious victim.

MENTAL HEALTH CONCERNS

IMMEDIATE RESPONSE

- 1) If possible, notify office personnel, school social worker, Seat Based Director
- 2) Notify Police or Sheriff's Department for potential assistance needed
- 3) Try to remove the individual in crisis to a private location. If unable to remove individual, remove bystanders to another location.
- 4) Stay with the individual in crisis and attempt to calm the person.
School Social Worker to assess the level of need to determine whether student should:
 - return to class
 - leave with parent/guardian
 - be transported by law enforcement to hospital for an evaluation
- 5) Follow up with appropriate school personnel.

Counseling Resources

Outside Agencies

Student Assistance Program

MN Psychological Resources	218-568-4500
Northern Pines Mental Health	218-829-3235
CORE Psychological Services	218-829-7140
Lutheran Social Services - The Counseling Center	218-828-7379
Bridges of HOPE	888-750-7682 or 218-825-7682

SERIOUS INJURY / DEATH

- 1) Gather the Crisis Team together: notify office personnel.
 - 2) Check the facts
 - 3) Adapt the plan to fit the crisis
 - 4) Announce the incident
 - Determine how announcement will be made
 - Compile information to be given to staff members and students
 - Develop a written statement
 - Determine if the school has legal responsibilities
 - Determine how much staff support is needed before they are expected to deal with students
 - Determine which staff members need to be notified first
 - Notify all staff members
 - Notify students
 - 5) Delineate staff roles and responsibilities
- STAFF:**
- Follow directive from the crisis team and office personnel regarding notification of students.
 - Identify students in need of counseling.
 - Refer distraught students to the office (send with an escort) or area designated by the Crisis Team.
 - Postpone testing if appropriate.
 - Eliminate, shorten, and/or structure assignments for a few days if appropriate.
 - Discourage speculation and/or gossip.
- OFFICE PERSONNEL:**
- Make a home visit/contact.
 - Develop a list of responsibilities
 - Take charge of notifying students, staff, and community of the incident.
 - Identify staff in need of assistance (may require hiring substitutes for staff).
 - Keep staff updated.
 - Emphasize facts and squelch rumors.
 - Remain highly visible.
 - Make arrangements to reschedule or cancel activities if necessary.
 - Arrange for excused absences for people attending a funeral.
- 6) Assist parents/guardians and school community.
 - 7) Follow-up and evaluation.

SHOOTING

If a person threatens with a firearm or begins shooting, initiate lockdown procedures and call 911 immediately.

STAFF AND STUDENTS

- **If you are outside** – get to a safe area or go inside the closest building, unless the shooter is inside, as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
- **If you are inside** - implement lock down procedures; turn off lights, lock all doors, move students so they are not visible through a window, if shooter is inside, stay quiet - no student talking, and remain there until further notice.

- **New recommendation:** If in the opinion of the staff member students can exit the building or area safely, they should move students to the nearest exit and leave the building. If it is not safe to exit the building or classroom, staff and students should move to the nearest classroom, barricade the door, arm themselves and prepare to fight back.
- Notify office personnel as soon as it is possible to do so safely
- Teachers take roll and immediately notify office personnel of any missing students or staff when it is safe to do so.

AFTER THE CRISIS HAS PASSED

- Assemble Crisis Intervention Team.
- Office personnel prepare information to release to the media and parents/guardians.
- Notify parents/guardians according to district procedures.
- Hold informational meeting with all staff.
- Initiate a grief-counseling plan. Discuss initial feelings with student immediately.

SUICIDE

SUICIDE THREAT

- 1) Notify office personnel and School Social Worker.
- 2) Call local area support services including 911.
- 3) Try to remove the individual in crisis to a private location. If unable to remove individual, remove bystanders to another area.
- 4) Stay with the individual in crisis and attempt to calm the person.
- 5) Office personnel will assess the level of need to determine whether student should:
 - Return to class
 - Leave with parent/guardian
 - Be transported to hospital for an evaluation
- 6) Follow up with appropriate school personnel.

SUICIDE ATTEMPT AT SCHOOL

- 1) Call 911 if the person needs medical attention, has a weapon or needs to be restrained. Initiate first aid if necessary.
- 2) If possible, notify office personnel, Social worker, and parents/guardians ASAP.
- 3) Send for or notify police liaison officer as quickly as possible.
- 4) Try to remove the individual in crisis to a private location. If unable to remove individual, remove bystanders to another area.
- 5) Stay with the individual in crisis and attempt to calm the person.
- 6) Office personnel will assess the level of need to determine whether student should leave school with parent/guardian or police liaison officer.
- 7) Follow up with appropriate school personnel.

SUICIDE COMPLETED

- 1) Office personnel calls parent(s)/guardian(s), 911.
- 2) Notify police liaison officer.
- 3) Crisis Team meets to implement post-crisis procedures.

Counseling Resources

Student Assistance Program

MN Psychological Resources

Northern Pines Mental Health

CORE Psychological Services

Bridges of HOPE

Crisis Line

218-568-4500

218-829-3235

218-829-7140

888-750-7682 or 218-825-7682

800-462-5525 or 218-828-HELP (4357)

TERRORISM - CHEMICAL OR BIOLOGICAL THREAT

UPON RECEIVING A PHONE CALL THAT A CHEMICAL OR BIOLOGICAL HAZARD HAS BEEN PLANTED IN SCHOOL

- 1) Listen closely to caller's voice and speech patterns and to noises in background.
- 2) Notify office personnel who will notify local law enforcement agency.
- 3) If evacuation is necessary, follow school's evacuation 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 immediate area in which the letter was discovered.
- 2) Ask the person who discovered/opened the letter to place it into another container, such as plastic zip-lock bag or another envelope.
- 3) Notify the office personnel who will call 911.
- 4) Move and isolate "involved" people to an isolated designated area.
- 5) Seal and secure affected area.
- 6) If evacuation is necessary, follow school's evacuation procedures.
- 7) Administer first aid, if necessary.

TORNADO / SEVERE THUNDERSTORM / INDOOR SHELTER

Purpose:

To provide refuge for students, staff and public within the school building during an emergency; safe areas are located to maximize the safety of inhabitants.

TORNADO / SEVERE THUNDERSTORM WATCH

Possibility that a tornado exists.

TORNADO / SEVERE THUNDERSTORM WARNING

Tornado is spotted or indicated on radar.

OFFICE PERSONNEL

TORNADO WATCH: Inform teachers of watch.

TORNADO WARNING: Inform teachers to take students to pre-designated safe areas in building and remain in safe areas until notified by building administrator or emergency responders.

TEACHERS:

TORNADO WATCH: Inform class of watch and remind students of what response is to warning.

TORNADO WARNING: Proceed to designated safe areas; have class roster and account for all students in safe area. Close all exterior windows when all students are accounted for.

Note: The Crosslake Community School will conduct a minimum of ONE tornado drill annually.

WEAPONS

FIRST & FOREMOST:

ENSURE SAFETY OF ALL STUDENTS AND STAFF

STAFF OR STUDENT who is aware of a weapon brought to school:

- 1) If a bus driver notices a weapon on the bus, do not bring students to building(s). Inform CI transportation of situation.
- 2) Immediately notify administrator, teacher, or police liaison. If you feel there is no time to notify these individuals, call 911 directly.
- 3) Relay to office personnel, teacher or liaison any available information:
 - Name of person suspected of entering with a weapon.
 - Where the person is located.
 - Has the person threatened anyone?
- 4) If teacher suspects that a weapon is in the classroom, confidentially notify a neighboring teacher. Teacher should not leave the classroom.
- 5) Approach the situation in a calm and controlled manner.
- 6) If a weapon is visible or the person is threatening, ask permission to evacuate your classroom.
- 7) Keep talking with the person until law enforcement has arrived.

Seat Based Director:

- 1) Call police if a weapon is suspected, as viewed by a reasonable person.
- 2) Inform local police.
- 3) Police question suspect.

- 4) Isolate student from weapon, if possible. If the suspect threatens you with the weapon, do not try to disarm. Back away, stay calm.
- 5) Accompany suspect with backpack, purse or other possessions to private office to wait for police.
- 6) If necessary, search the suspect's locker and gym locker.
- 7) Call student's parent/guardian.
- 8) Take appropriate disciplinary action.
- 9) Address the media as needed.

WEATHER RELATED / EMERGENCY EARLY DISMISSALS AND LATE STARTS

- Decisions regarding school dismissal or other actions will be made by the Seat Based Director or designee.
- Messages will be relayed through our school's automated messaging system as a phone call and a text message
- Listen to local radio & TV related announcements:

When school is canceled or postponed, or released early due to weather conditions, or an emergency has occurred, the announcement will be made via the following:

<i>FM radio stations:</i>	93.3	KBLB	Brainerd
	102.7	KTIG	Pequot Lakes
	103.5	KOOL	Brainerd
	104.3	The Pulse	Breezy Point
	106.7	WJJY	Brainerd
	107.5	KLIZ	Brainerd

Television stations:

WCCO
KSTP
KARE-11
FOX

Weather cancellations will be broadcast as early as possible before the school day.

Also, should the school building need to be evacuated for any reason during the school day, parents/guardians will be given instructions over the above radio and television stations as well as JMC software as to where and when students may be picked up. If parents/guardians are unable to pick up their student(s), students will be bused to their normal drop off point.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency	911
Dispatch	218-829-4749

(local police, fire and emergency medical services)

Public Utilities

Electricity	Crow Wing Power
-------------	-----------------

24-hour emergency number: 1-800-648-9401

Gas Xcel- Energy
24 hour emergency number: 1-800-895-2999

EMERGENCY MANAGEMENT AGENCIES

Local emergency management director:

Name: **Jake Maeier**, Police Chief
Telephone: 218-692-2222

County emergency management director:

Name: **Eric Klang**, Sheriff
Telephone: 218-829-4749

REFERRALS

Hazardous Materials:

Report all hazardous material leaks or spills to Minnesota Duty Officer – Statewide
Telephone: 1-800-422-0798

Poison Control Center: 1-800-222-1222

Crime Victim Services: 218-828-9518

Post Crisis Mental Health: 218-828-4357

SEVERE WEATHER

- Teacher escort students to designated area. ***(Students outside for gym/recess report to music room.***
- Bring class list for attendance.
- Students and staff are to sit on their knees, facing the wall, head down, hands covering head.
- Remain in the designated area until an “all clear” announcement is given.
- Students in the Commons area during severe weather will move to music room.

STUDENT/STAFF EVACUATION PLAN

Tornado Drill

Listen for the announcement of ‘severe weather has been spotted in your area’ Move to designated safe zone. After moving to the safe zone, have the students assume the position —> Crouched down, head between knees, hands over head covering it. Safe Zones are as follows:

MS Social Studies	Staff Lounge, Nurse, Office Restroom area
MS language Arts	Staff Lounge, Nurse, Office Restroom area
MS Math	Staff Lounge, Nurse, Office Restroom area
MS Science	Staff Lounge, Nurse, Office Restroom area
Social Worker	Women’s Restroom - downstairs
IT/Computer	Women’s Restroom - downstairs
All upstairs SPED	SPED Intervention/Reading Corps office
RC/MC	SPED Intervention/Reading Corps office

Title One	Title Room
PREK	PreK/K Restroom
Kindergarten	Staff Bathroom - downstairs
1/2 East - Joe	SPED Intervention/Reading Corps office
1/2 West - Mindy	SPED Room
3/4 East - Mara	Girl's Restroom - downstairs
3/4 West - Rachael	Boy's Restroom - downstairs
Music	Music Room
Phy Ed	Music Room
Office Staff	Records Office
Custodial	Closest safe zone
Kitchen	Gym bathrooms
Eating lunch or Recess	Meet teacher at assigned safe zone

DRAFT