

Emergency/Disaster Preparedness

Addendum to WCED Policy 806- Crisis Management Policy

Planning Guide for West Central Education District Building Melrose, MN

Prepared in Cooperation with:

Melrose Police Department: Chief Craig Maus 320-256-7211

Melrose Public School Administration

Emergency Phone Numbers

Fire, Ambulance, Police

- Emergency
 - 911
- Non Emergency
 - Local Police
 - 320-256-7211
 - Local Fire
 - 320-256-4278
 - Stearns County Sheriff
 - 320-251-4240
 - MN State Patrol
 - 320-223-6666

Referrals

- CentraCare Clinic
 - 320-256-4228
- Melrose Hospital
 - 320-256-4228
- Melrose Public Utilities
 - 320-256-4278
- Crime Victim Services
 - Call 866-385-2699 or text 612-399-9977
- Report any hazardous materials, leak, or spill to MN Duty Officer
 - 800-422-0798
- Poison Control Center
 - 800-222-1222
- Mental Health/Crisis Center
 - 320-253-5555 or 1-800-635-8008
 - Text MN to 741741
- MN Duty Officer (chemical or biological threats)
 - 800-422-0798

*phone numbers are reviewed annually

Staff Responsibilities- Any Disaster

Director of WCED Executive Director and/or Melrose Superintendent or Designee (See Chain of Command):

- Verify information
- Call 911 if necessary
- Seal off high risk area
- Convene crisis team and implement crisis response procedures
- Notify students and staff (depending on emergency; students may be notified by teachers)
- Evacuate students and staff or relocate to a safe area within the building if necessary
- Notify media as appropriate
- Notify community agencies if necessary
- Implement post crisis procedures
- Keep detailed notes of crisis event.
- Notification of parents/guardians will be handled in accordance with district policies by the building administrator or administrative designee.

Teachers/Staff:

- Verify information
- Lock classroom doors, unless evacuation orders are issued.
- Warn students if advised.
- Account for all students.
- Stay with students during an evacuation.
- Take class roster
- Refer media to WCED Executive Director and/or Melrose Superintendent (or designee)
- Keep detailed notes of crisis event
- Keep staff and students on site, if possible, for local investigators so interviews and accurate documentation of the events can be completed, if event warrants

General Information:

It is imperative that pupils, staff, and the public be protected in case of emergency, and that the educational process of the school be carried out with the least amount of disruption.

Common sense should dictate the reaction of school personnel to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

Emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school staff, and users of school facilities. Principal of individual buildings or facilities have the prime responsibility for dissemination of emergency procedures to their staff.

District administrators act as an administrative team having a clearly established chain of command. Every effort is made to have at least one administrator available at all times when our facilities are occupied.

Chain of Command (School Closings, Emergency Procedures)

Name	Position	Office Phone	Cell Phone
Greg Winter	Melrose Superintendent	320-256-4224	
Erin Hoffman	WCED Executive Director	320-256-6026	320-492-1496
Vanessa Hoffarth	ALC/Beacon Principal	320-256-6026	320-469-8217
Becky Hiltner	ALC Office Manager	320-256-6026	320-250-2683

For all of the following situations, only the WCED Executive Director and/or Melrose Superintendent or designee shall deal with/contact the media.

FIRE

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

- Pull fire alarm and notify the office via phone or in person
- Evacuate students and staff to the designated area. Each room should have a posted map of evacuation route.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked
- Teachers take class roster
- Teachers report missing students to building administrator immediately.
- The area in front of the school (East side of the building) shall serve as command center.
- After consulting with appropriate official, building administrator may move students to evacuation site (Melrose Public Works Building 21 East Main Street Melrose, MN) if weather is inclement or building is damaged.
- Sounding alarm automatically activates system and notifies authorities. In the event of system failure, call 911.
- WCED Executive Director and/or Melrose Superintendent or designee must report incident to authorities as required by law.
- No one may re-enter the building until the entire building is declared safe by fire or police personnel.
- Building administrator notifies students and staff of termination of emergency. Resume normal operations.
- Fire drills will be held in accordance with accepted MDE guidelines for the building. Records shall be kept on file by designated person.
- **A simple fire alarm activation is NOT sufficient to override a lock down but significant smoke or flames would be!**

EVACUATION

In the event the building needs to be evacuated, all individuals will walk together to the Melrose Public Works Building (21 East Main Street Melrose, MN contact person: Roger Avelsgard 218-731-5704).

- While students are crossing the street, an adult will remain on each side of Main Street and another staff will stop traffic to allow students to cross safely. An adult will be the last person to cross the street.
- Emergency contact information for each student/staff will be in possession. It is the responsibility of each entity within this building to maintain this information as well as bring it during evacuation.
- ALL individuals will follow directions from emergency personnel in regards to reporting to evacuation site, dismissal or return to the building as well as notification to families/public
- Students/Staff (from ALL building entities) WILL NOT be allowed to leave from this campus in personal vehicles until emergency personnel have given the directive.

SEVERE WEATHER

TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/Severe Thunderstorm **Watch** has been issued in an area near school:

- Monitor Emergency Alert Stations
- Bring all people inside
- Close windows and blinds
- Review tornado drill procedures and location of safe areas. Each room should have a posted map of safe areas.
- Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings. Get under a desk if possible.

Tornado/Severe Thunderstorm **Warning** has been issued in an area near school, or tornado has been spotted near school:

- Move students and staff to safe areas
- Close classroom doors
- Remind teachers to take class rosters
- Ensure that students are in "tuck" positions
- Account for all students
- Remain in a safe area until the warning expires or until emergency personnel have issued an all-clear signal.
- The signal to initiate a "warning" shall be the intercom system or verbal announcement.
- Severe weather drills will be conducted at least once per year.
- Bus drivers will:
 - NOT leave on their routes in the AM or PM if a tornado warning is in effect
 - If a tornado is sighted en route to or from school, the driver at his/her discretion shall turn back, take road at a right angle to the tornado's path, or stop bus and escort students to nearby ditch/ravine and direct them to lie face down (avoid being under power lines or trees).

BLIZZARD/INCLEMENT WEATHER

Specific to the ALC:

1. When member districts determine a school closing based on weather, students riding school transportation will follow the same plan.
 - a. It is at the discretion of the administrative designee to release students that are driving their own vehicles based on the release of their home district.
2. Students are directed to go directly home or to designated guardian.
3. When the Melrose School District declares a school closing due to inclement weather, the ALC will follow their lead and close as well.

ASSAULT/FIGHT

- Ensure the safety of students and staff first
- Notify building administrator
- Call 911 if necessary
- Defuse students, if possible. Control the scene and demand that the combatants stop. Clear onlookers
- Notify CPR/First Aid Certified persons in school building of medical emergencies
- Seal off the area where the assault is taking place.
- Building administrator notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Building administrator notifies WCED Executive Director and/or Melrose Superintendent, parent/guardian, member district administration of students involved in assault.
- Other notifications will be made by the building administrator or WCED Executive Director and/or Melrose Superintendent as deemed appropriate.
- Document all activities. Building administrator obtains statements from combatants and witnesses and deals with situation according to district discipline policy.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis plan.

SOFT LOCKDOWN

A soft lockdown is initiated when administration has determined it is the best interest of the students/entities to remain in their classrooms/designated space with the doors shut/locked due to a potential safety concern.

A soft lockdown includes:

- Notification to all staff/entities in the building via announcement (intercom system and walkie talkie) noting **"SOFT LOCKDOWN ENTRANCES LOCKED", "SOFT LOCKDOWN ENTRANCES OPEN"**
- Locking all entrances to the building will occur when the safety threat is outside the building(a note will be placed on the doors of the building indicating we are currently in lockdown and will reopen the doors when safety has been resumed)
- Entrance doors will be open in situations when administration determines crowd control is essential to address a particular situation. (classroom/entity doors locked, shades pulled)
- All students will be in classrooms with doors locked.
- Shades in classrooms will be shut.
- Teaching/learning will continue
- End when announcement is made (intercom system and walkie talkie) and sign removed from door.

ALICE ALERT: Alert, Lockdown, Inform, Counter, Evacuate

An ALICE Alert is initiated when there is an intruder in the building or community. It is a plan for individuals to respond proactively in the event of an aggressive intruder or active shooter.

Alert means you will hear a very clear message over the announcement that there is an aggressive intruder or active shooter on or near our campus. The announcement will clearly state "Alice Alert, Alice Alert ..." then follow with a clear description of any details the person has...describing the person/persons who are posing a threat to harm; what they look like, what they have, where they are. Call 911 by anyone.

Lockdown means you might want to consider barricading the door (pushing anything and everything in front of the door, consider which direction the door opens, can you secure the door in any way???), spread out in the room and having things you can throw if the intruder gets into the room...be ready to create chaos! Look for alternative ways to get out of the room. In what situations would it be reasonable to break a window and go out windows? Call 911 by anyone.

Inform: reminder that ALL information shared needs to be "real-time information". We will not use code words. We will say exactly what we see and know to give you the best chance to take an active role in your survival.

Counter: It is NOT fighting. It IS taking back control of your survival. Throw things, scream, move/run...each of these responses interrupts the focus and accuracy of the intruder and it increases your chance of survival significantly.

Evacuate: In the event you evacuate the building, go to the public works building. Melrose emergency personnel know the public works building is our evacuation site. They will be able to focus their attention on the emergency if we gather together. It is critical that you DO NOT get in your car. The more cars on the road, the longer it will take emergency people to get to the site. It is critical that you DO NOT use your cell phones. It takes up too much bandwidth and emergency people cannot communicate.

BOMB THREAT

Upon receiving a phone call that a bomb has been planted in school:

- Complete the "Bomb Threat Phone Report" and the "Caller Identification Checklist" on the following pages.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- After hanging up the phone, immediately dial the call back service in your area to trace the call, if possible.
- Notify WCED Executive Director or designee immediately.
- WCED Executive Director and/or Melrose Superintendent or Designee notifies law enforcement.

- Building administrator orders evacuation of all persons inside school building.
- If evacuation occurs, teachers will take class roster.

If threat is received by a written note:

- Notify WCED Executive Director and/or Melrose Superintendent or Designee immediately.
- WCED Executive Director and/or Melrose Superintendent or Designee will notify law enforcement.
- Avoid any unnecessary handling of note. It is considered evidence by law enforcement.
- Place note in a plastic bag, if available.

Evacuation Procedures:

- Building administrator notifies students and staff. DO NOT MENTION "BOMB THREAT".
- Report any unusual activities/objects immediately to the appropriate officials.
- Take class roster.
- Students and staff may be evacuated to a safe distance outside of school building, in keeping with school policy. After consulting with appropriate officials, building administrator may move students to evacuation site if indicated.
- Teachers take roll after being evacuated.
- No one may re-enter building until fire or police personnel declare entire building safe.
- (note: Teachers and staff know what has been disturbed or added to their work area may be asked by fire or law enforcement personnel to help search).
- Building administrator notifies students and staff of termination of emergency. Resume normal operations.
- Administrative team will determine parent/guardian notification as appropriate.
- WCED Executive Director and/or Melrose Superintendent addresses media.
- NEVER use any radio, 2 way radio, FM audio system, cell phone, in a bomb threat area (they may be used to activate the bomb) OFFICE STAFF/CUSTODIANS/TRANSPORTATION take special note.
- Students should not be sent home early, but held in a holding area or busses as appropriate, pending a specific decision to the contrary from the administrative team.

BOMB THREAT PHONE REPORT

Date and time call received:

Exact words of caller:

Remain calm and be firm. Keep the caller talking and ask these questions:

Where is the bomb?

What does the bomb look like?

When will it explode?

What will cause it to explode?

How do you deactivate it?

Why was it put there?

Did you place the bomb?

If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.

If a call is received on a Caller ID equipped telephone, check for the origin of the call and record the number.

CALLER IDENTIFICATION CHECKLIST

Caller's identity:

Sex/Age Group:

- ☐ Male
- ☐ Female
- ☐ Adult
- ☐ Juvenile

Approximate age: ____ yrs old

Origin of call:

- ☐ Local
- ☐ Long distance
- ☐ Internal

Caller's voice:

- | | | | |
|------------|---------------|--------------|---------------|
| ___Loud | ___Soft | ___Fast | ___Slow |
| ___Deep | ___Squeaky | ___Distant | ___Distorted |
| ___Sincere | ___Raspy | ___Stressed | ___Stutter |
| ___Nasal | ___Drunken | ___Slurred | ___Lisp |
| ___Crying | ___Broken | ___Calm | ___Disguised |
| ___Angry | ___Irrational | ___Rational | ___Incoherent |
| ___Excited | ___Laughing | ___Righteous | ___Accent |

Background noises:

- | | | | |
|------------|--------------|---------------------|-----------|
| ___Voices | ___Airplanes | ___Street Traffic | ___Trains |
| ___Animals | ___Party | ___Factory/Machines | ___Quiet |
| ___Music | ___Horns | ___Office Machines | ___Bells |

Familiarity:

Did the caller sound familiar?

Did the caller appear familiar with the building or area by his/her description of the device location?

Name of person receiving the call:

Telephone number call received at:

Immediately after the caller hangs up, report the threat to the school building authority!

DEMONSTRATION OR DISTURBANCE

Building Administrator

- The WCED Executive Director and/or Melrose Superintendent or Designee will respond to all media.
- Only the WCED Executive Director and/or Melrose Superintendent or Designee is authorized to close a school.
- Ask demonstrators to disperse.
- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Building administrator notifies WCED Executive Director and/or Melrose Superintendent.
- Warn staff. Building administrator may initiate lockdown procedures.
- Shut off bells, if applicable.
- Move people involved in disturbance to an isolated area.
- Document incidents with recording or take detailed notes.
- Conference with student representation of groups representing different points of view in order to dispel rumors, calm fears, and provide as near normal operations as possible.
- Initiate disciplinary action as appropriate.

Teachers

- Keep students calm
- Lock classroom doors.
- Do not allow students outside of the classroom until you receive an all-clear signal from building administrator.
- Make a list of students absent from classroom.
- Document all incidents.
- If disturbance is outside of building, students should be kept away from windows.
- No students should be physically restrained from leaving the classroom.
- No student, or group of students should be utilized in calming any disturbance that might place them in a situation where physical harm might occur, or that would jeopardize their normal relationship with their fellow peers.

Custodial Staff

- Responsible to the building principal for assigned duties.
- Responsible for physical plant; i.e. utilities, fire alarm center, etc.
- Responsible for the security of all entrances.

Clerical Staff

- Responsible for the safety of essential records without jeopardy to their own physical well being.
- Keep telephones clear for emergency calls.

Support Staff

- All support staff will continue with assigned duties unless specifically assigned other duties by the administrative staff.