



FOLEY PUBLIC SCHOOLS
EMERGENCY/DISASTER PLAN

AUGUST 2022

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Introduction

The purpose of this plan is to adequately prepare for emergency situations that may arise in the school district. This plan should allow us to protect life and property and continue to function following the disaster. While no plan can totally prepare us for unforeseen circumstances, it addresses the highest risks we face. It should be updated on an annual basis and coordinated with city and county disaster preparedness efforts.

HEALTH AND SAFETY COMMITTEE MEMBERS

Director of Finance	Terry Haider
Director of Building & Grounds	Darwin Fleck
Director of Child Nutrition	Cheryl Pick
Operations Secretary	Chelsey Novak
District Nurse	Michelle Kuhlmann
Teacher at FHS	Eric Inglis
Principal at FHS	Joel Foss
Educational Assistant	TBD
Special Education Teacher	Benton Stearns Supervisor
Community Education	Alyssa Stewart and Jill Nielsen
Director of Transportation	Bethany Schubert (Trobec's)
Child Nutrition Food Manager	Lori Landowski

DISTRICT/SCHOOL CRISIS TEAMS

Adam Kluver	968-8540 Ext. 1102
Barb McIntire	968-8422 Ext. 3222
Dave Dahlstrom	968-8421 Ext. 3221
Kazlin Thompson	968-8585 Ext. 2102
Julie Leistico	968-8479 Ext. 2104
Mona Bommersbach	968-8483 Ext. 2302
Eric Bjurman	968-8583 Ext. 2100
Eric Inglis	968-8415 Ext. 3215
Joel Foss	968-8420 Ext. 3220
Cheryl Pick	968- 8411
Alyssa Stewart	968-8619 Ext. 4400
Christine Friederichs	968-7972
Michelle Kuhlmann	968-8423 Ext. 3219

ADMINISTRATIVE CELL PHONE NUMBERS

Adam Kluver	FES Principal	507-276-7495
Bjurman, Eric	FIS Principal	763-350-0198
Foss, Joel	FHS Principal	320-224-4622
Neubauer, Paul	Superintendent	612-221-4666
Haider, Terry	Director of Finance	320-232-3950
Fleck, Darwin	Director of Buildings and Grounds	320-250-9303
Inglis, Eric	Director of Activities	320-583-1005

Pick, Cheryl	Director of Child Nutrition	320-290-1513
Schubert, Bethany	Director of Transportation	320-251-1202
Stewart, Alyssa	Director of Community Education	320-223-3169
Schieffert, Paul	Director of Technology	320-360-1739

EMERGENCY PHONE NUMBERS

Paul Neubauer Cell: 612-221-4666
 Darwin Fleck Home: 968-6821 Cell: 250-9303 Work: 968-8409

Trained in Medical Emergencies Personnel

	Extension	Building
Molly Pekarek	3219	High School
Jeannie Boyle	3225	High School
Cindy Wyatt	2115	Intermediate School
Eric Vickstrom	3319	SRO

Staff Responsibilities – Any Disaster

Building Administrator (Kliver, Bjurman, Foss) or Designee:

- Verify information
- Notify SRO-(320) 968-8469
- Call 911 (if necessary)
- Seal off high-risk areas.
- Convene the crisis team and implement crisis response procedures.
- Notify Superintendent Neubauer (612-221-4666).
- Notify the Director of Buildings and Grounds Darwin (320-250-9303).
- 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.
- Refer media to the district spokesperson (or designee). (Neubauer, Board Chair)
- Notify community agencies if necessary.
- Implement post-crisis procedures.
- Keep detailed notes of crisis events.
- Notification of parents/guardians will be handled, in accordance with district policies, by the building administrator or administrative designee.
- The Building Administrator consults with Administration (Neubauer) to convene a crisis plan.

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 a class roster.
- Refer media to the district spokesperson (Neubauer, Nathan Anderson (Board Chair).
- Keep detailed notes of crisis events.
- Keep staff and students on site, if possible, for local investigators so interviews and accurate documentation of the events can be completed, if the event warrants.

Routine Procedures

- General delivery messages are checked first daily by
 - Administrative Secretaries
 - All Call will be announced
- Emergency folder/numbers/cell phones/radios should be taken/kept in a safe area.
- Administrators to inform secretary of schedule
- Administrative designee is declared.
- Each office building has specific emergency procedures in place and readily available.
- Emergency Plans are to be posted in each classroom.
- Substitute Folders should include emergency information.
- All visitors must display a visitor pass.
- All employees must display an ID badge.
- Emergency numbers need to be posted by all telephones.
- Keep telephone lines open during emergencies – Do not allow the use of cell phones.

Fire

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

- Pull the fire alarm and notify building occupants by means of the building fire alarm system. (All school staff should be notified of the location of fire alarms and fire extinguishers. If no alarm is in close proximity, notify office personnel. See attached map.)
- Evacuate students and staff to the designated area. See attached map for individual building plan.
- Evacuees should not stand on roads, driveways, etc., and should not be in the way of emergency equipment and personnel
- Building administrators notify the fire department (call 911) and Superintendent. Building administrator (Kluver, Bjurman, Foss) or Superintendent (Neubauer) or Designee must report the incident to the Fire Marshal (as required by State Law).
- (Fleck 1st; Forschen 2nd; Braun 3rd) Notify utility companies of a break or suspected break in lines which might present an additional hazard. Maintenance staff (Fleck 1st; Forschen 2nd; Braun 3rd) will shut down all dangerous utilities, (i.e., gas and electric), if possible.
- Follow the normal fire drill route. Follow alternate routes if the normal route is too dangerous or blocked. See attached map for individual building plan.
- Teachers take class roster (seating chart).
- Close all doors but do not lock.
- Teachers take roll after being evacuated.
- Teachers report missing students to building administrators immediately.
- After consulting with appropriate officials, the building administrator may move students to the primary relocation center if weather is inclement or the building is damaged. See page 28 for the primary relocation center site.
- No one may re-enter building(s) until the entire building(s) is declared safe by fire or police personnel.
- Building administrators notify students and staff of termination of emergency. Resume normal operations.
- Fire drills will be conducted at least 5 times per year (may be without warning) with a record of drills maintained in the Buildings and Grounds Office (Fleck).

- All personnel and visitors need to leave the building during a drill. The Athletic Director (Inglis), High School Principal (Foss), School Custodians, and Buildings and Grounds Supervisor (Fleck) will remain in the building to monitor the situation.

Procedures After An Emergency

1. Superintendent (Neubauer) or Board Chair is the designated spokesperson to handle media calls, questions, and contacts.
2. Prepare a news/information release, as appropriate.
3. Prepare a parent and guardian letter, as appropriate.
4. Hold an information meeting with all staff.
5. Initiate the grief-counseling plan, if appropriate.

Severe Weather

Blizzards/Winter Storms

- In the event of severe winter storms, the school superintendent (Neubauer 1st; Bjurman 2nd; Foss 3rd) will determine if and when the schools will close.
- If school is called off for the entire day, the primary radio/television stations in our area will be contacted by 6:00 a.m. School Board, Staff, Parent/Guardians will be notified as soon as the decision has been made (in this order).
- If school is delayed, the same radio/television stations will be notified.
- If school is closed early, students will be transported home and local radio/television stations will be notified. All extra-curricular activities, practice and play, will also be canceled.
- All students should be sent to school dressed appropriately for severe winter weather.
- During conditions of severe winter weather, parents who would like to take their children home may do so after notifying the school office.

Tornado/Severe Thunderstorm/Flooding

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

- Monitor Emergency Alert Stations (KCLD, WJON, WCCO, WVAL, KMST TV, KARE TV, KBEK, BOB 106, KSAX, KSTP TV, SC TIMES, CMN13) or National Weather Service Stations. (Where is the info learned?)
- Bring all persons inside building(s) to the designated safe area.
- Close windows and blinds.
- Review tornado drill procedures and location 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.*
- Review “drop and tuck” procedures with students.
- A record of all Tornado/Severe Thunderstorm Drills will be maintained in the Buildings and Grounds Office (Fleck).

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 the safe area until the warning expires or until emergency personnel have issued an all-clear signal.
- Dismissal from the safe area will occur only when warning expires or all-clear signal is received disregarding the time of day.

See attached maps for individual building designated safe areas.

Flood Watch has been issued in an area that includes your school:

- Monitor Emergency Alert Stations, NOAA Weather Radio, and stay in contact with local emergency management officials.
- Review evacuation procedures with staff and prepare students.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Line up transportation resources.

Flood Warning has been issued in an area that includes your school:

- If advised by emergency responders to evacuate, do so immediately.
- Teachers take class rosters.
- Move students to designated relocation centers quickly.
- Turn off utilities in school and lock doors.
- Teachers take roll upon arriving at the relocation center. Report missing students to the building administrator.
- Notify parents/guardians according to district policy.

Assault/Fight

- Ensure the safety of students and staff first.
- Notify building administrators (Kliver, Bjurman, Foss). Call 911, if necessary.
- Notify SRO (320) 968-8469.
- Defuse the situation, if possible by addressing combatants by name and use a distraction to defuse the situation.
- Control the scene and demand that the combatants stop. Clear onlookers.
- Notify CPR/first aid certified person (nurse/health EA (Kuhlmann, Pekarek, Boyle) in school building of medical emergencies.
- Building administrator (Kliver, Bjurman, Foss) or designee assembles Crisis Team Members.
- Seal off the area where the assault took place.
- Building administrator notifies police if the weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involves sexual contact in a sexual manner without consent. This includes touching those areas (covered by clothing).
- Building administrator notifies the Superintendent (Neubauer) and parents/guardians of students involved in the assault.
- Document all activities. Building administrator obtains statements from combatants and witnesses and deals with situations according to district discipline policy.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threat

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

- A person receiving a bomb threat should try to attract someone else's attention in an attempt to have the call traced.
- Complete the "Bomb Threat Phone Report" and the "Caller Identification Checklist" on the following page.
- 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. (*69)
- Notify building administrator (Kluver, Bjurman, Foss) or designee.
- Notify SRO or local law enforcement agencies. (911)
- Building administrator orders evacuation of all persons inside the school building(s), or other actions, per school policy.
- If evacuation occurs, teachers should take a class roster.

If threat is received by a written note:

- Convene Threat Assistance Team
- Immediately notify SRO or law enforcement. (911)
- Avoid any unnecessary handling of notes. It is considered evidence by law enforcement.
- Place notes in a plastic bag, if available.

Evacuation procedures:

- Superintendent notifies Parents/Guardians.
- Building administrator (Kluver, Bjurman, Foss) notifies students and staff.
- Report any unusual activities/objects immediately to the appropriate officials.
- Take a class roster.
- Students and staff may evacuate to a safe distance outside of school building(s), in keeping with school policy. After consulting with appropriate officials, the building administrator may move students to **New Life Church and the Transportation Building on school grounds**, if indicated Teachers take roll after being evacuated.
- No one may enter the building until fire or police personnel declare the entire building safe. (Note: Teachers and Staff know what has been disturbed or added to their work area and may be asked by fire or law enforcement personnel to help search.)
- Building administrator notifies students and staff of the termination of emergency.
- Resume normal operations.
- Notify parents/guardians, per district policies and/or guidance.

Bomb Threat Phone Report

1. Date and time call received:

2. Exact words of 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 a call is received on a digital phone, check to see the origin of the call.

Demonstration or Disturbance

Building Administrator (Kluver, Bjurman, Foss):

- Ask demonstrators to disperse.
- Notify Superintendent (Neubauer).
- Notify SRO (320) 968-8469
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Warn staff. Building administrators may initiate lockdown procedures. Keep the faculty fully informed of the situation.
- Shut off bells, if applicable.
- Keep students informed of the situation through normal channels of communication. Conferences with student representatives of all groups would be helpful to dispel rumors, calm fears, etc.
- Move people involved in disturbance to an isolated area.
- Document incidents with recording devices or take detailed notes.

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of the classroom until you receive an all-clear signal from the building administrator.
- Make a list of students absent from the classroom.
- Document all incidents.

Other:

- Normal classroom operations are to be maintained as much as possible and all students should be encouraged to stay in the building.
- The custodial staff is responsible for building security.
- All clerical staff are responsible for the security of files, records, etc.
- All auxiliary staff will remain at assigned duties unless specifically reassigned by administrative staff.
- Parents, community organizations, and leaders must be kept informed of the situation in schools by all possible means of communication.
- The news media should be informed of all decisions. The district contact person to work with various media is the superintendent. Insist that cameras be kept out of the building or that they be brought to a predetermined "press room."
- If a decision to close schools is made by the administration, all neighboring schools, parents, students, staff and the police department should be informed.

Hazardous Materials

Incident occurred in school:

- Notify the building administrator.
- Call 911. If the identity and/or location of hazardous materials is known, report information to 911.
- Evacuate to an upwind location, taking a class roster.
- Building administrator notifies Chemical Safety Officer (Eric Inglis)
- Seal off the area of leak/spill. Close doors.
- Secure/Contain area until fire personnel arrive.
- Fire officer in charge may recommend additional shelter or evacuation actions.
- Consider shutting off heating, cooling and ventilation systems in contaminated areas to reduce the spread of contamination.
- Follow procedures for sheltering or evacuation.
- Building administrator notifies the superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

Incident occurred near school property:

- Fire or Police will notify school officials.
- Consider the need for closing outside air intake, evacuation of students to a safe area or sheltering students in the building until transportation arrives.
- Fire officer in charge of the scene will recommend sheltering or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If evacuating, take a class roster.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

Hazardous materials located in the Foley School District:

Material	Location/Room No.	Emergency Action
● Chlorine	High School Pool	Evacuate building
● Compressed Gasses	Shop Areas-Metal/Ag/Wood/Bus Garage	Evacuate building
● Stargon	Rooms 205/203 High School	
● Argon	Rooms 205/203 High School	
● Acetylene	Rooms 205/203 High School, Bus Garage	
● Natural Gas	Rooms 203, Boiler Rooms, Kitchens, Pool Room, Bus Garage	
● Oxygen	Rooms 205/204/203, Bus Garage	
● Compressed Air	Rooms 313/315/320, Boiler Rooms, Bus Garage	
● Sodium Bisulphate	High School Pool	
● Lab Chemicals	High School Science Labs	Evacuate building
● Odorless Acid	High School Pool	Evacuate building
● Cleaning Agents	Custodial Areas	Evacuate building

Intruder/Hostage

Intruder – an unauthorized person who enters school property:

- Notify SRP on staff (320) 968-8469.
- Ask the intruder the purpose of his/her visit. Notify the intruder that all visitors are instructed to register in the office.
- Notify the building administrator.

If intruder refuses to leave:

- Notify the **office building administrator (Kluver, Bjurman, Foss)** and police if the intruder still refuses to leave. (Call the Office first and inform them you will be hanging up and calling 911. Emergency personnel will need a full description of the intruder and details only you can provide. You will need to stay on the line with emergency personnel. The office will alert other buildings.)
- Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)
- Building administrators may issue lock-down procedures. (See lock-down procedure page 22.)

Witness to hostage situation:

- **CALLING 911.** Give the dispatcher details of the situation; ask for assistance from the hostage negotiation team.
- If the hostage taker is unaware of your presence, do not intervene.
- Building administrator may wish to evacuate the rest of the building, if possible.
- Clear area of students and staff.
- Give control of the scene to the police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of the hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

General Information

- Intruder alert information will be provided to staff.
- Staff will review with students procedures to follow, similar to explaining the tornado drill procedure.
- Fire alarms that occur during an Intruder Alert should be disregarded, unless there is evidence of smoke or fire.

Active Shooter

One means of securing the school is to implement ALICE Procedures. Lock-down procedures may be issued in situations involving dangerous intruders to other incidents that may result in harm to persons inside the school building.

- Building administrator will issue lock-down procedures by announcing a warning over the PA system. Inform Building & Grounds Director and Director of Transportation of the situation.
- PA announcement will state: “**Assume ALICE Procedure – Take appropriate measures.**”

Policy: It will be the policy of the Benton County Sheriff’s Office to make notification of an escape from the Benton County Jail. The notification will be coordinated with the local Law Enforcement. Notification shall be done in person by law enforcement officers, directly to the school principals or person in charge. Deputies may assist in contacting schools. Dispatchers will not make telephone notifications.

FHS, FIS and FES BUILDING SPECIFIC LOCKDOWN PROCEDURE

Office Safe Place Extension 3223

To prevent intruders’ easy access to the Schools, the following schedule will be followed in regards to locking doors:

All exterior doors will always be locked with the exceptions to Doors 1 in each building (main entrance exterior doors).

If a potentially dangerous intruder is identified, the following actions will take place:

A PA message will signal teachers to lock their individual rooms and move their students away from door windows.

Physical Education classes will be moved into available locker rooms if feasible. If students are attending a lyceum, they will remain in that area assuming the area can be secured.

Signs will be posted at all doors reminding visitors to report to the office prior to visiting other areas of the building.

- Building administrators (Kluver, Bjurman, Foss) or designee will issue lock-down procedures by announcing a warning over the PA system.
- PA announcement will state: **ALICE Procedure – Take appropriate measures.**
- Direct all students, staff, and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms, if safe to do so.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given or until the All Clear announcement has been made.
- Dismissal from a lock-down status will occur only when the all-clear signal is received disregarding the time of day.

Serious Injury Situation

If incident occurred in school: (defibs)

- Call 911 if you feel this is an emergency situation. Do not leave the victim unattended.
- Notify School Nurse/ Health Aide in the building.
- If possible, isolate affected students/staff members.
- Initiate first aid if trained.
- See map for location of defibrillators.
- Do not move victims except if evacuation is absolutely necessary.
- Notify the building administrator.
- Building administrator notifies Superintendent.
- Activate school crisis team. Designate a staff person to accompany injured/ill people to hospital.
- Building administrator notifies the parent(s)/guardian(s) of the affected student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to a psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to the Superintendent.
- Complete an incident report.
- Refer for blood borne pathogen information.

Automated External Defibrillators

Locations per building:

- Foley High School-located near door #1 in the lobby of FHS by the fire extinguisher.
It is a Philips Heart Start Machine.
- Foley Intermediate School-located near door#1 in the lobby by the FIS office.
It is a Philips Heart Start Machine.
- Foley FIS Fieldhouse-located in the north end lobby.
It is a Medtronic LifePak Machine.
- Foley Elementary School-located in the hallway of gym by door E4
It is a Philips Heart Start Machine

The Philips HeartStart Onsite AED digitally records patient data, including ECG rhythm and delivered shocks. Recorded data may be transferred by direct connection to a printer or computer or by modem to a remote computer.

Following an incident of application, the data will be downloaded from the AED by EMS personnel and reviewed by Shana Nelson or Mark Halstrom. In addition, a report detailing the emergency scene and treatment should be documented in writing and submitted to Shana Nelson or Mark Halstrom. Contact number: 320-968-7234

Personnel overseeing use of the AED must complete a training session each year, to include instruction in:

- The proper use, maintenance, and periodic inspection of the AED
- Defibrillator safety precautions to enable the user to administer a shock without jeopardizing the safety of the patient, the user, or other persons.
- Assessment of an unconscious person to determine if cardiac arrest has occurred and appropriateness of applying an AED.

- Recognizing that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid accurate assessment of the patient's post-shock status to determine if further activation is no longer charged.
- The operation of the local EMS system, including methods of access to the emergency response system and interaction with EMS personnel.
- The role of the user and coordination with other EMS in the provision of CPR, defibrillation, basic life support, and advanced life support.
- The responsibility of the user to continue care until the arrival of medically qualified personnel.

If incident occurred outside of school:

- Activate the school Threat Assessment team, as needed.
- Notify staff if before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to the superintendent.

Post-crisis intervention:

- Meet with school counseling staff/medical staff.
- Determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected student's siblings and close friends and other "highly stressed" individuals to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Follow-up with students and staff who received counseling.
- Designated staff person(s) to attend the funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

Weapons

- Immediately notify the building administrator and SRO.

Staff or student who is aware of a weapon brought to school:

- Person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If the teacher suspects that a weapon is in the classroom, he/she should (in confidence) notify a neighboring teacher to assist in notifying the administration. Teachers should not leave the classroom.

Building administrator:

- Call the police (911) if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator to join you in questioning suspected students or staff members.
- Isolate students from weapon, if possible. If the suspect threatens you with the weapon, do not try to disarm him/her. Back away with your arms up. Stay calm.
- Accompany suspect to private office to wait for police.
- Inform suspect of his/her rights and why you are conducting a search.
- Keep detailed notes of all events and why the search was conducted.
- Notify parent(s)/guardian(s) if the suspect is a student. Explain why the search was conducted and the results of the search.
- Document the incident, per reporting requirements established in Minnesota Statutes.
- Follow established school discipline plans (zero tolerance).

Suicide

Suicide Attempt in School

- Intervene prior to attempted suicide, as appropriate.
- Verify information.
- Try to isolate suicidal person from other students. Prevent others from witnessing a traumatic event if possible.
- Call 911, if the person requires medical attention, has a weapon or needs to be restrained.
- Notify school psychologist/counselor, building administrator and appropriate crisis intervention/mental health hotline number (See Emergency Numbers). Building administrator activates Crisis Response Team members.
- Continue a conversation with person making suicide threats.
- Stay with person until counselor/suicide intervention arrives. Do not leave a suicidal person alone.
- Building administrator call Superintendent and parent(s)/guardian(s) if the suicidal person is a student.
- Building administrator may schedule a meeting with parents and school psychologist/counselor to determine the course of action.
- Determine method of notifying staff and students.
- Initiate crisis plan as appropriate.

If attempt results in death/serious injury:

- **Call 911.** Do not leave the victim unattended.
- Notify CPR/first aid certified person in school building of medical emergency (names listed in Crisis Team section).
- Isolate the victim if possible.
- Notify the building administrator.
- Building administrator notifies the superintendent.
- Activate school crisis team. Designate a staff person to accompany the victim to hospital.
- Building administrator notifies the parent(s)/guardian(s) if the victim is a student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to a psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to the superintendent.
- Implement a grief counseling plan as appropriate.

Terrorism Chemical or Biological Threat

Upon receiving a phone call that a chemical or biological hazard has been planted in school:

- Complete the “Chemical/Biological Threat Phone Report” and “Caller Identification Checklist” on the following pages.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Notify the building administrator or designee.
- Notify local law enforcement agencies.
- Building administrators order evacuation of all persons inside school building(s) or other actions, per school policy.
- If evacuation occurs, teachers should take a class roster.

Upon receiving a chemical or biological threat letter:

- Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
- Ask the person who discovered/opened the letter to place it into another container, such as a plastic zip-lock bag or another envelope.
- Notify 911 and the Minnesota Duty Officer (800) 422-0798.
Back up Number: 651-649-5451.
- Separate “involved” people from the rest of the staff and students for investigation purposes.
- Move all “uninvolved” people out of the immediate area to a holding area.
- As “involved” people to remain calm until local public safety officials arrive.
- As “involved” people minimize their contact with the letter or surroundings, because the area is now a crime scene.
- Limited decontamination and change of clothing for a person who opened or handled a letter without any gloves may be appropriate. Get advice from public safety officials.

Evacuation procedures:

- Building administrator notifies students and staff if evacuation is deemed necessary. Do not mention “terrorism” or “chemical or biological agent.”
- Report any unusual activities immediately to the appropriate officials.
- “Uninvolved” students and staff will be evacuated to a safe distance outside of school building(s), in keeping with school policy. After consulting with appropriate officials, building administrators may move students to the primary relocation area, if indicated.
- Teachers take roll after being evacuated noting any absences immediately to the building administrator or designee.
- Students and staff “involved” in a letter opening or receiving a phone call will be evacuated as a group if necessary per consultation of the building administrator and public safety officials.
- Building administrator notifies students and staff of the termination of emergency. Resume normal operations.
- Notify parents/guardians, according to district policies.

Sheltering Procedures

Sheltering provides refuge for students, staff and public within the school building during an emergency. Shelters or safe areas are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each building. (Building Administrator or Custodial Staff)
- Building administrator warns students and staff to assemble in safe areas. Bring all persons inside the building.
- Teachers take class roster.
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- If advised, cover the mouth and nose with a handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in a safe area.
- All persons must remain in safe areas until notified by the building administrator or emergency responders.

Evacuation/Relocation Centers

Evacuation:

- Call 911, if necessary.
- Notify the building administrator.
- Building administrator issues evacuation procedures.
- Building administrator determines if students and staff should be evacuated outside of the building or to relocation centers. The Transportation Director coordinates transportation if students are evacuated to the relocation center. Crisis team members will assist in evacuation procedures.
- Building administrator notifies the reunification center.
- Direct students and staff to follow fire drill procedures to evacuate the building, and to follow an alternate route if the normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating systems.
- Close doors.
- Notify parents/guardians per district policy and/or guidance.

Reunification Centers:

1. High School Contact Person is Joel Foss
2. Intermediate School Contact Person is Eric Bjurman.
3. Elementary School Contact Person is Adam Kluver.

Elementary School Grades Preschool through 3 will be moved to:

The Transportation Building on Campus

Intermediate School Grades 4 through 8 will be moved to:

Gustavus Adolphus Church at 640 Broadway Contact Person is Pastor Wittwer at 968-7107

High School Grades 9 through 12 will be moved to:

New Life Church at 931 Norman Ave N. Contact Person is Jim VonWald at 320-968-7796

Sudden Damage to Facility

Sudden damage to the facility might be caused by vandalism, a boiler explosion, roof cave-in, classroom science lab explosion, or a structural building failure.

- If there is a danger to persons, evacuate the affected building according to evacuation procedures.
- Call 911 and designate someone to meet emergency responders at the door to explain the situation and direct them to the damaged area.
- Notify custodial supervisor and building custodian.
- Notify the superintendent.
- Staff members with classes should remain with their students. Take a roll call at the relocation center. Those staff members without students should assist in any way possible.

Break-In At the School

- Do not enter the building, go to the nearest telephone and call 911.
- If you have entered the building and you discover a break-in, do not touch anything, and call 911. Wait for the police to advise you when clean up can begin.
- Call building administrator and custodial supervisor.

Media Procedures

All staff must refer media to the district spokesperson.

The School District assumes responsibility for issuing public statements during an emergency.

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

District Spokesperson: Paul Neubauer 968-8601 Cell 612-221-4666

Alternate Spokesperson: Board Chairperson- Nathan Anderson

During an emergency, adhere to the following procedures:

- Building administrator relays all factual information to the Superintendent (Neubauer).
- Establish a media information center away from affected schools.
- Update media regularly. Do not say "No comment."
- Do not argue with the media.
- Maintain a log of all telephone inquiries. Use scripted responses to inquiries.

Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe the school's plan for responding to emergencies.
- Issue a brief statement consisting only of the facts.
- Respect the privacy of victim(s) and family of victim(s). Do not release names to the media.

Refrain from exaggerating or sensationalizing crises.

FOLEY PUBLIC SCHOOLS PANDEMIC FLU EMERGENCY PLAN

MISSION OF FOLEY PUBLIC SCHOOLS IN A PANDEMIC FLU:

The mission of the Foley Public Schools is to bring together students, parents, staff and community to provide educational continuation for students and to support the safety and well being of the community.

PREPARATION AND MITIGATION PHASE:

Pandemic Flu Definitions

1. When the President, Governor, or County Commissioners declare a Pandemic Flu emergency for the geographic area encompassing the City of Foley, the Foley Public Schools will be considered to be in a Pandemic Flu Emergency.
2. In the absence of a decision by a higher authority, the Foley School Board may declare a Pandemic Flu Emergency.
3. During a Pandemic Flu Emergency, the School District decision making will be guided by this Pandemic Emergency Plan and supporting documents.
4. When the governmental body that declared the emergency which encompasses the Foley Public Schools declares the emergency to be over, the emergency is over for Foley Public Schools, unless the School Board declares a continuation of the emergency.
5. When the emergency is over, the recovery portion of the Educational Continuation Plan will be put into effect.
6. Pandemic Influenza – A worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before.
7. Yellow Level – No known cases of human-to-human transmission of the flu anywhere in the United States.
8. Orange Level – No known cases of human-to-human transmission of the flu anywhere in the State of Minnesota.
9. Red Level – There are known cases of the flu within the State of Minnesota.

Guidelines for Staff in the Preparation, Prevention and Mitigation Phases

1. All staff are expected to maintain a family emergency plan for their own family.
2. All staff are expected to participate in Pandemic Emergency trainings and be knowledgeable about the Pandemic Flu Emergency Plan in general and of their specific role(s) in that plan.
3. All staff are to instruct students in prevention techniques as outlined by the Health and PE Curriculum Team or by their Building Principal.
4. All staff are expected to communicate with parents specifically in accordance with the communications plan for pandemic flu, and in general with parents and the community in ways that are informative, responsive, and promote preparation, rather than panic.
5. All staff will be invited to provide suggestions and ideas for improvement in this plan similarly to what has been done with other portions of this emergency plan.

Communication

Employees, students and parents may receive communications through the school handbook, district website, meetings, in-services, and handouts on the expectations and guidelines during a pandemic outbreak. The school will work in cooperation with local and state governmental agencies to monitor, educate, and support the well being of students, staff, and community. Communication on a pandemic outbreak may include information to identify symptoms, suggestions for assistance, status of the school, and/or other information provided by local and state governmental organizations. The district

will rely essentially on electronic communications. The district will request email addresses from staff, parents, and students.

Education and Training

District Employees – All staff will be made aware of the school district’s emergency procedures plan addressing a pandemic outbreak and receive a copy of the plan. Staff will be made aware of the different phases of an outbreak and the appropriate response to each phase. Staff in-service will address safety procedures and training. Additional communication information will be available on the district’s website.

Students and Parents – Students and parents shall be made aware of the different phases of an outbreak and the specific procedures to follow during a pandemic outbreak. Safety procedures and training will be provided at appropriate phases of an outbreak through meetings, written communication and posted to the district’s website.

PREPARATION PHASE:

Data Collection

The Foley School District will assist State and local governmental agencies in the collection of data to monitor the different stages of the pandemic outbreak. This information will include, but may not be limited to educational progress, number of cases of illness, availability of food, medicine, heat, etc. Employees will respect confidentiality guidelines as much as possible.

Employees will maintain accurate records of work related activities.

Physical Plan

ISOLATION AREAS – The north entrance of the field house will be used to isolate persons showing symptoms of the Avian or other pandemic illness.

Safety Procedures

Students and staff with known or suspected pandemic influenza should not remain at school and only return after their symptoms resolve and they are physically able to return. If symptoms on a student or staff member begin while at school, the person should be masked, isolated in the north end of the field house, and arrangements made for immediate transportation home.

Sufficient and accessible infection prevention supplies, such as masks, soap, alcohol-based waterless hand hygiene products, tissues, and receptacles for their disposal will be made available to prevent the spread of the disease.

Persons are contagious one-two days before symptoms arise. If a person has been exposed to pandemic influenza, exclusion from school for two days is required, to avoid the spread of the disease before symptoms occur. Persons with pandemic influenza should be isolated for 14 days.

Influenza like illnesses are defined by the following symptoms:

1. Fever of 101.5
2. AND ONE OF THE FOLLOWING:
 - Cough
 - Sore throat
 - Headache
 - Muscle ache

Staff and students returning to school will be screened.

Travel Guidelines During a Pandemic Flu

Travel will be monitored by the use of the travel report form and completed as determined by the color coded levels of a pandemic influenza outbreak.

1. Types of travel:

- a. **Planned travel:** Complete travel report form and return to school office along with note pre-excusing student from school.
- b. **Unplanned travel:** Complete travel report form and return to school office along with note excusing students from school the first day upon returning from travel.

2. Color coded levels

- a. **Yellow:** (Standard Surveillance – Human to human transmission in countries other than the U.S.) Parents will notify school if a student is missing school and traveling out of the United States.
- b. **Orange:** (Human to human transmission within the U.S.) Parents will notify the school of any travel outside the State of Minnesota. If traveling to an area with reported cases, students should remain out of school for two days to ensure that the student is not developing symptoms and are unaware.
- c. **Red:** (Human to human transmission within the State of MN, Benton County, or Foley) No travel is advised. If symptoms are present, students should be isolated for 14 days from the onset of symptoms.

Custodial Guidelines During a Pandemic Outbreak

Custodial staff will be trained in cleaning and housekeeping procedures and use of products that will address the spread of a pandemic illness.

Yellow: Standard cleaning procedures, including sanitation and disinfecting high usage areas, are in place. Buildings will be maintained on a regularly scheduled cleaning basis. Employees will receive training on cleaning, disinfecting, and disposal of materials to ensure that proper safety precautions are followed.

Orange: Areas that are frequently touched by hands, such as door handles (inside and out of the building) and light switches, are cleaned with a disinfectant solution specifically designed to kill the bacteria from the avian flu. All standard cleaning procedures will also be maintained.

Red: Total and complete cleaning of any hard surfaces in the infected area will be done with a disinfectant solution specially designed to kill the bacteria from the avian flu. The double bucket cleaning procedure will be to clean all hard floors. Carpets and upholstered furniture will be thoroughly vacuumed, and shampooed as indicated. Other areas in the building will be thoroughly cleaned using the standard cleaning procedures under the Orange criteria.

RESPONSE:

General Guidelines for Staff in the Response Phase

1. All staff are public servants and as such have a responsibility to provide educational continuation for students and to support the safety and well being of the community in a time of emergency as stated in the District's Pandemic Emergency Mission Statement.
2. Teachers from the Code of Ethics for Minnesota Teachers MS 8700.7500 have the following specific responsibilities and the district expects this of all staff:
 - a. To provide professional education services in a nondiscriminatory manner.
 - b. To make reasonable efforts to protect the student from conditions harmful to health and safety.

- c. To take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
 - d. Shall not use professional relationships with students, parents, and colleagues for private advantage.
3. All Staff, in the absence of their personal illness or the illness of a family member for whom they provide the dependent care as outlined in their family emergency plan, are expected to carry out their responsibilities in the District's plan, or to be available for assignment as directed by the District Incident Command Center.
 4. Staff members who are ill or are providing dependent care are expected to report such conditions via the District's absence reporting system and communicate how that will affect their availability for work, i.e. full time to part-time, from home, etc.
 5. Terms and conditions of employment contained within Master Agreements will be maintained as much as possible, specifically regarding sick leave and other leaves.
 6. The District reserves the right to deviate from those terms and conditions in ways that balance the District's mission with principles of staff safety, fairness, transparency and compassion.
 7. The District shall establish a Staff Communications Council and ask each union to appoint at least one representative with multiple back ups.
 - a. The district shall inform the staff communications council whenever it deviates from any of the contracts with regard to a staff member.
 - b. The district shall solicit advice from the council.
 - c. The council shall endeavor to facilitate the staff's carrying out the district's mission in ways that are fair and safe for all staff.
 - d. Nothing in this plan shall prevent any union from pursuing actions, after the emergency is over, as provided by contract and law on behalf of their membership for decisions made during the emergency.

Most of the councils' communications shall be via email, but face to face meetings may be called as needed.

Why it is likely that schools will close in an Influenza Pandemic? (From MDE)

Children are very efficient transmitters of the influenza virus. Having children stay home reduces their likelihood of getting influenza from each other in schools and protects adults at school and at home from catching the virus, in turn. School closing needs to be coupled with other *social distancing* measures such as closing child care settings, curfews to restrict children and youth from congregating outside their homes/ neighborhoods and cancellation of large gatherings (sports events, arts/music events, potentially worship services).

It is not clear, and may not be clear until a pandemic is underway, whether or not the virus is transmitted slowly, causing a less severe illness and fewer deaths (low pathogenic) or quick, virulent and deadly (highly pathogenic). Category 1 Pandemic Influenza may not require school closure at all but will require careful disease surveillance; Category 3, regional closures for four weeks; and Categories 4-5, closure statewide for up to twelve weeks per pandemic wave.

Incident Command, Education, and Business Office Area –

The academic wing of the high school will be used as a safe zone during a declared RED phrase of a pandemic emergency. No person displaying symptoms or having been exposed (within the previous two days) to a person having a pandemic illness. Gloves and masks will be required to enter the Education Area.

Educational Continuation Plan to use when school is closed: *Educators may be the only contact that some families have with others in the community. INITIAL GOAL: Don't lose ground.*

1. Staff who live in the district will be formed into contact teams (3 deep) for a cluster of families:
 - a. Follow up on learning packets, deliver hard copies to those w/o internet

- b. Gather health and status information
 - c. Be the personal contact for families,
 - d. Be the organizational center for a neighborhood
2. Staff who do not live in the district will be organized into logistical teams for curriculum, data collection, and support for the cluster staff teams (3 deep)
 - a. Create learning packets
 - b. Grade and keep track of student progress
 - c. Enter health and status information and forward to county
 - d. Be available to be assigned to roles needed that they are comfortable doing
 - e. Be the initial teachers who reopen buildings

Guidelines for cluster staff:

1. Contact cluster families at least every 2-3 days face-to-face with social distancing, by telephone or email, or text messaging.
2. With each contact, monitor:
 - a. Stress, coping of child/family; need for support -> Student Support
 - b. Well or ill: child and household - > report cases to SN
 - c. Family resources: access to phone, radio, cable TV, internet; books/reading material, writing materials
 - d. Basic needs: food, water, heat, supervision, exercise
 - e. Child supervision (Are young children babysitting younger siblings?)
3. Report data on the above conditions as requested by the school. Report emergency or extreme situations to the county immediately.
4. Distribute learning packets, collect work, assist students by phone or face-to-face with social distancing, have students call logistics teachers for more in depth help. Encourage students to do school work in learning packets. Have them help one another on the telephone to provide social interaction.
5. The safe *social distance* between two individuals in a public place (ex., adults in school or at the grocery store) was established as 3 feet (arm's length) – most droplets from a sneeze fall within 3 feet of the sneezer. The new OSHA Guidelines issued in February 2007 increased safe social distance from 3 feet to 6 feet.
6. In general, provide support to family, friends, neighbors, educators

Guidelines for logistics staff:

1. Logistics teachers will be organized by grade level K-6 and by departments 7-12.
2. Learning and maintenance of knowledge and skills is to be delivered primarily through learning packets covering the essential knowledge and skills found in a month's curriculum map. These will be created and corrected by logistics teachers, run off and organized by logistics teachers and staff, and will be delivered to students with work collected weekly by cluster staff.
3. These learning packets will be developed in Reading/Language Arts, Math, Science, Social Studies, Health, PE, music, visual arts 7-12, and vocational 9-12. High school electives should focus on the introductory course in a department.
4. K-6 units can be subject specific or integrated.
5. The learning packets are to be based on a month's curriculum calendar and should include:
 - a. A focus on CORE CONTENT
 - b. Include Soc-emotional strategies
 - c. Primarily these should be "off the shelf" activities currently used in the curriculum with adjustments for the fact that students can communicate by phone and email, but not face to face, and with adjustments the current influenza as can be done.
 - d. Internet resources or activities, but alternate activities should be included for those not having internet connectivity.
 - e. Sustain current knowledge and skills

- f. Search home environment for application of knowledge
 - g. Reflect on the stress/adventure of new teaching/learning methods.
 - h. Assign students to check in with each other; assign group /cooperative learning projects to support long-distance social interaction among classmates.
 - i. Regularly challenge students 1) to learn to do (or make) something new and 2) do something for someone else.
6. Logistics teachers can work from home correcting work, recording grades, and developing materials, and they can work from the safe facility in FHS.
 7. Logistics teachers and staff will have to work from the safe facility in printing the packets and organizing them by cluster for distribution.
 8. Logistics staff may be asked to report for a variety of tasks including assembling learning packets, data collection and entry, food distribution, or other tasks as needed by the school and community.
 9. ECFE and School Readiness teachers should prepare general parenting information, activities for young children, and health and hygiene information.
 10. In 2007-08 logistics teacher teams will create one initial packet which can be sent home with students when school closes. Guidelines for this initial packet include the following:
 - a. Assume a mid year skill level and this packet should be based on the January curriculum map.
 - b. Build in review of all essential skills all students at your level should have learned in the first half of the year.
 - c. Add pandemic flu information sheets and web sites (This will come from district)
 - d. Provide lessons on social-emotional needs/skills.

Food

The Child Nutrition Programs are designed to support institutional feeding operations. The authorizing statutes assume that programs will operate in a congregate setting, whether in schools or child care facilities. During the outbreak of pandemic disease, public health officials anticipate the need for "social distancing" as a means of minimizing the spread of illness by limiting person-to-person contact. Thus, when social distancing measures are in effect, schools and other facilities may be closed, and operation of the Child Nutrition Programs will probably not be possible.

School facilities and equipment normally used in the operation of the National School Lunch Program (NSLP) or the School Breakfast Program (SBP) may be used for other activities during a pandemic outbreak. In addition, in a Presidential-declared disaster, program commodities and other foods would be available for distribution to community groups or public agencies. However, although school facilities or commodities could be used, their use would not be related to the NSLP or SBP.

Finally, depending on the nature and scope of the outbreak, the Agency may waive some Program requirements in areas adjacent to, but not directly affected by, a pandemic outbreak. Provisions relating to operational procedures, review requirements, or meal patterns have been waived, either on a short-term or a long-term basis, in previous disasters. The usefulness and applicability of such waivers during a pandemic would, of course, be dependent on the scope of the outbreak and the limitations on person-to-person contact in any given area.

RECOVERY

Guidelines for Staff During Recovery Phase:

1. Until school is fully reopened, the School District's decision making will be guided by the Pandemic Emergency plan recovery portion.
2. All staff are expected to communicate with parents specifically in accordance with the communications plan for pandemic flu, and in general with parents and the community in ways that are informative, responsive, and promote preparation, rather than panic.

3. The staff guidelines outlined in the Response Phase will be in effect during the Recovery Phase until the District has all three buildings and the ALC open again, there are no students educated through neighborhood clusters, and District has sufficient licensed personnel to have all teachers teaching within their licensure area.
4. The School Board shall certify the end of the recovery phase and the resumption of normal operations at which time all Master Agreements will be in full force and the timelines will commence for unions to pursue actions as provided by contract and law on behalf of their membership for decisions made during the emergency.

What is the minimum staffing requirement to open schools?

- Schools can be opened ½ days through lunch or for full days
- not all schools have to re open at the same time
- The bussing will need to be adjusted almost daily. Neighborhood clusters need to continue as not all schools will open at the same time.
- trying to run two systems at the same time will probably cause the most strain

BUILDING/GRADE LEVELS	ONE-HALF DAYS	FULL DAYS
E-3	25:1 Stud/Tchr PLUS EAs	25:1 PLUS EAs
	1 OFFICE	2 OFFICE
	1 CUSTODIAN	1 CUSTODIAN
	1 SPECIAL ED	2 SPECIAL ED
	1 HEALTH AIDE	1 HEALTH AIDE
	FOOD SERVICE	FOOD SERVICE

BUILDING/GRADE LEVELS	ONE-HALF DAYS	FULL DAYS
4-8	30:1 Stud/Tchr PLUS EAs	30:1 PLUS EAs
	1 OFFICE	2 OFFICE
	1 CUSTODIAN	1 CUSTODIAN
	1 SPECIAL ED	2 SPECIAL ED
	1 HEALTH AIDE	1 HEALTH AIDE
	FOOD SERVICE	FOOD SERVICE
	3 SUBJECTS 7-8 GR.	5 SUBJECTS 7-8

BUILDING/GRADE LEVELS	ONE-HALF DAYS	FULL DAYS
9-12	35:1 Stud/Tchr PLUS EAs	35:1 PLUS EAs
	1 OFFICE	2 OFFICE
	1 CUSTODIAN	1 CUSTODIAN
	1 SPECIAL ED	2 SPECIAL ED
	1 HEALTH AIDE	1 HEALTH AIDE
	FOOD SERVICE	FOOD SERVICE
	3 SUBJECTS 9-12 GR.	5 SUBJECTS 9-12

FIRE, AMBULANCE, POLICE

Local Police (Non-emergency)
 Local Fire (Non-emergency)
 Crisis Intervention

911

968-7201
 968-7123
 253-5555

REFERRALS

Crime Victim Services
 Poison Control Center
 Hazardous Materials
 American Red Cross

Statewide

 Statewide
 Statewide

(800) 247-0390
 (800) 222-1222
 (800) 422-0798
 (888) 404-2236

EMERGENCY MANAGEMENT AGENCIES

DEM (Division of Emergency Mgmt.) Statewide (800) 422-0798

PUBLIC UTILITIES

Electricity	Xcel Energy	(800) 895-1999
Gas	Xcel Energy	(800) 895-2999
Water	City of Foley	(320) 968-7260

TELEPHONE

Qwest	(800) 954-1211
TDS, St. Cloud	(320) 251-8787

Utility Emergency

Electric Power Failure

- Notify X-cel Energy at (800) 895-1999 to report outage.
- Notify Foley Fire Department (911).
- All areas of the school should be equipped with automatic battery powered emergency lights.
- Flashlights with spare batteries should be kept in the administrative offices and custodial areas.

Gas Line Break

- Notify X-cel Energy at (800) 895-2999 to report damage.
- Don't use any electrical switches or equipment where gas fumes may be present to prevent an explosion.
- Notify Foley Fire Department (911).

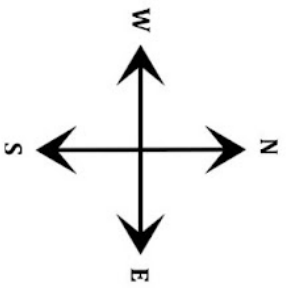
Water Main Break

- Notify the building maintenance staff.
- Shut off water to the building.
- Contact City Water Department at 968-4082.
- If flooding occurs inside the building and pumping is needed, notify the Public Works Director, (968-4082)

Certified in CPR Personnel

	Extension	Building
Molly Pekarek	1104	Elementary School
Michelle Kuhlmann	3219	High School
Barb Bosshart	3225	Intermediate School
Cindy Wyatt	2115	Intermediate School
Jennifer Piepgras	3108	High School

Foley High School



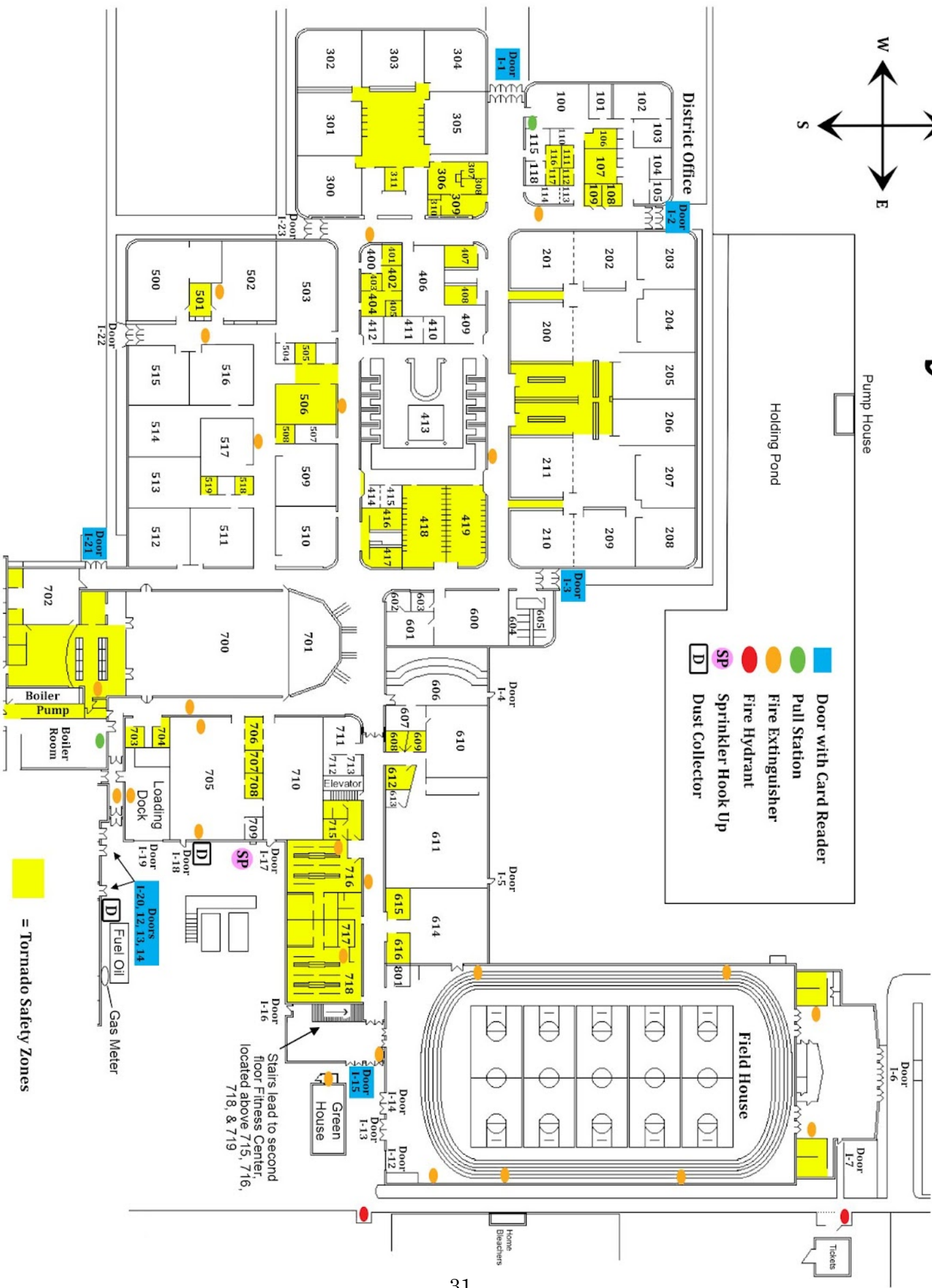
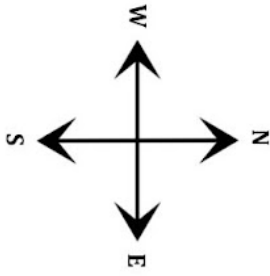
- Door with Card Reader
- Pull Station
- Fire Extinguisher
- Fire Hydrant



= Tornado Safety Zones



Foley Intermediate School



- Door with Card Reader
- Pull Station
- Fire Extinguisher
- Fire Hydrant
- Sprinkler Hook Up
- D Dust Collector





= Tornado Safety Zones

Stairs lead to second floor Fitness Center, located above 715, 716, 718, & 719

Foley Elementary School



 = Tornado Safety Zones

-  Door with Card Reader
-  Pull Station
-  Fire Extinguisher
-  Fire Hydrant