

Rushford-Peterson Public Schools

CRISIS MANAGEMENT PLAN

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Independent School District #239

School Board Policies & Procedures Manual

CRISIS MANAGEMENT

I. PURPOSE

The purpose of this policy is to provide a guide for School District and building administrators, other school employees, students, School Board members, and community members as to how to address a wide range of potential crisis situations in the School District.

II. GENERAL STATEMENT OF POLICY

It is the policy of the School District to have in place a crisis management plan for every building in the District to address potential crisis situations. Thorough crisis management should result in increased security for staff and students; minimization of damage and loss in the event of a crisis; and the return of the school/District to a normal functional level as soon as possible after a crisis.

III. PLANNING AND IMPLEMENTATION

The Building Principals, under the direction of the Superintendent, are responsible for crisis management planning and implementation.

IV. PROVISIONS OF THE PLAN

The Crisis Management Plan will include:

- A. Development of a predetermined plan of action which will be used to respond to emergencies or distress at the District and the site levels.
- B. Establishment of a group of specifically selected and trained individuals who collectively have the knowledge, skills, and sensitivity to act in a crisis situation.
- C. Development of an information sharing system to prevent escalation of the crisis.
- D. Utilization of District and community resources and creation of a partnership with parents/guardians following crisis events.
- E. Provision of guidelines for responding to the media during a crisis.
- F. Development of stress management and debriefing procedures for crisis workers.

V. PROCEDURES

A. Organization

In preparation for crisis response:

1. The Superintendent will identify coordinators of the District Crisis Response Team.
2. The District will train a group of District personnel who can function as a District Crisis Response Team.
3. The Building Principals, in coordination with other District personnel and community emergency response agencies, will develop a District prototype crisis management manual which will be maintained and updated annually.
4. Each site will identify and train a Site Crisis Management Team.
5. Each site will develop a crisis management plan, utilizing the District prototype. This plan will be updated on an ongoing basis.
6. Each site will file an updated copy of their Crisis Management Plan with the Superintendent before the beginning of each school year.
7. The site response plan will be reviewed with all staff members at the beginning of each school year. Orientation to these crisis response procedures must be included in any new employee's orientation at the site.
8. Students and parents/guardians will be made aware of the School District's Crisis Management Policy in the Parent and Student Handbook.
9. Students will receive specific instructions on plan implementation and will participate in a required number of drills throughout the year.
10. Warning Systems
 - a. The School District will maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system will be maintained on a regular basis under the maintenance plan for all School District buildings.
 - b. It will be the responsibility of the building administrator to inform students and employees of the system and the means by which the system is used to identify the specific crisis or emergency involved.

B. Responsibility

In the event of a crisis within the District, the District Crisis Management coordinators assume responsibility for organizing the District's response and/or coordinating the District's response with other emergency agencies within the community at the direction of the Superintendent.

C. Crisis Situations

Crisis management planning will include procedures for the following situations:

1. Assault/fight
2. Bomb Threat
3. Death: Student or Staff (on/off campus)
4. Demonstration
5. Evacuation

6. Explosion/Gas Leak
7. Fire
8. Hazardous Materials
9. Hostage/Intruder/Kidnapping
10. Lock-down
11. Severe Weather/Storm/Tornado
12. Sheltering
13. Serious Injury
14. Shooting (on/off campus)
15. Terrorism
16. Weapons
17. Utility Emergency

D. Site Plans

Site Plans will include:

1. Identification of a permanent Crisis Management Team (CMT)
2. Identification of support members for CMT
3. Identification of a meeting place for CMT
4. Identification of an alternate meeting place for CMT
5. Site map with evacuation routes
6. Site map with alternate evacuation directions
7. Directions and responsibility list for identified crisis situations
8. Emergency telephone list (including evacuation sites)
9. Staff telephone tree

E. Functions of the Site Crisis Management Team

The Site Crisis Management Team will:

1. Work with the site administrator in maintaining and updating the site Crisis Response Plan on an ongoing basis.
2. Provide training to the staff in fulfilling their designated roles in the event of a crisis (beginning of school year, midyear, and to new employees).
3. Respond in the event of a crisis.

F. Site Crisis Management Team Composition

1. Administrator-in-Charge
2. First-Aid Coordinator
3. Site Coordinator
4. Site Media Coordinator
5. Parent/Guardian Coordinator
6. Crisis Response Team Contact

Legal References:

Minnesota Statute 121A.035 (Crisis management policy)

Adopted
Adopted
Revised & Approved

Crisis Management Planning

GOALS:

- To increase the security of staff and students
- To minimize damage and loss
- To return the school to its normal functioning level as soon as possible by diminishing the chaos and confusion

OBJECTIVES:

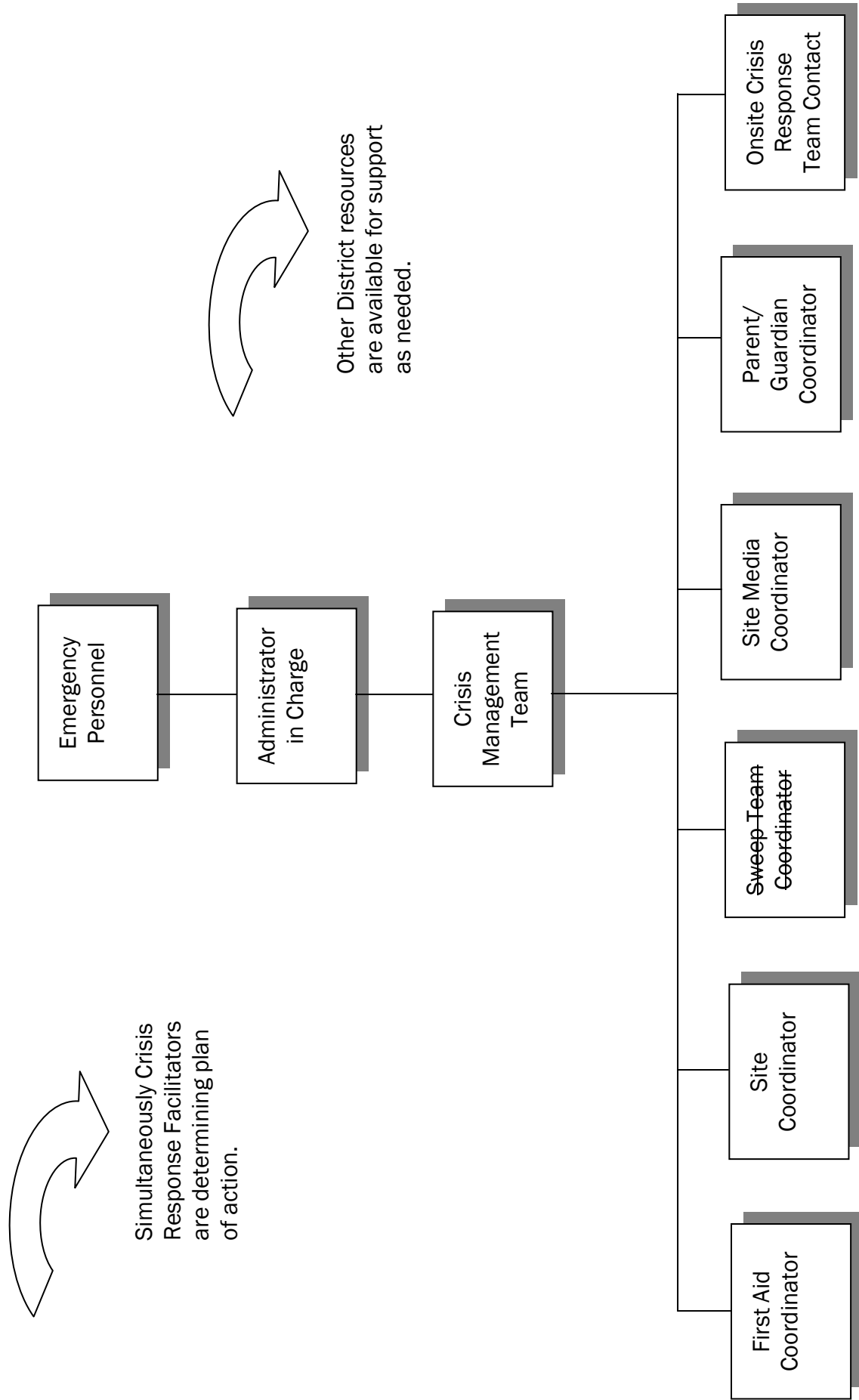
- To outline a predetermined plan of action which will be used to respond to emergencies or distress
- To establish a group of specifically selected and trained individuals who collectively have the knowledge, skills, and sensitivity to act in a crisis situation
- To develop an information sharing system to contain rumors and prevent escalation of the crisis
- To utilize district and community resources and create a partnership with parents/guardians following crisis events
- To provide guidelines for responding to the media during a crisis
- To outline stress management and debriefing procedures for crisis workers

Functions of the Site Crisis Management Team

- **Develop the site plan** before any incidents occur
- **Prepare the staff** for what to expect and provide training for them to fulfill their designated roles (Minimum: August and midyear and for all new staff members)
- **File Crisis Management Plan** with District Office
- **Develop a mechanism** through which all team members can be gathered together immediately to implement the plan.

Periodically review the plan to accommodate changes in attendance, number or location of handicapped students, staff changes, addition of new programs, a change in building structure, changes in the community, etc. that would affect building safety.

Site Crisis Management Team



Crisis Management Team Responsibilities

Administrator-in-Charge:	Coordinates crisis response effort. Directs that necessary notifications are made. Coordinates police, fire, medical response. Remains in the Command Center and manages the crisis (unless taken over by emergency services).
First-Aid Coordinator:	Coordinates emergency first aid services until medical assistance arrives.
Site Coordinator:	Responds to site of emergency and controls access to the affected area. Preserves the crime scene until police arrive and assume control.
Sweep Team Coordinator:	Assembles adults who do not have supervisory duties into three person sweep teams who will check the restrooms, hallways, and other non classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area and assemble the lists of missing students and forward to the Command Center.
Site Media Coordinator:	Under the direction of the District Communications Coordinator, helps facilitate communication with media. This person does not personally communicate with the media.
Parent/Guardian Coordinator:	Responsible for dealing with parents/guardians who may respond to the school. They will advise parents of the situation and advise them whether their child is or is not involved in the emergency.
Crisis Response Team Contact: (CRT)	Under the direction of the District Crisis Response Team Leaders, helps facilitate the response of the crisis intervention team(s).

Building Crisis Management Team (CMT)

Primary Meeting Site in Event of Crisis: District Office

Alternate Meeting Site if Primary Site is Unavailable: Forum Room

Team Members: *(Backups do not report unless called by Administrator in Charge.)*

	Name	Telephone
Administrator in Charge:	Jon Thompson	507-864-7785 x 1001
First-Aid Coordinator:	Stephanie Evenson	507-864-7786 x 1050
Site Coordinator:	Jake Timm	507-864-7786 x 1006
Sweep Team Coordinator:	<u>High/Middle School</u> Jake Timm	
	<u>Elementary School</u> Angela Shepard	
Media Coordinator:	Jon Thompson Lisa Lawston	507-864-7785 x 1001 507-864-7786 x 1013
Parent/Guardian Coordinator:	Jake Timm	507-864-7786 x 1006
ES Crisis Team Contact:	Sarah Meyer	507-864-7786 x 1007
MS/HS Crisis Team Contact:	Holly Ekern	507-864-7786 x 1008

Crisis Management Team Support Personnel

First-Aid Response: *(Act at the direction of the First-Aid Coordinator)*

Site Coordination: *(Act at the direction of the Site Coordinator)*

Sweep Team Coordination: *(Act at the direction of the Sweep Team Coordinator)*

Media Coordination: *(Refers all contacts to District Spokesperson)*

Parent/Guardian Coordination: *(Act at the direction of the Parent/Guardian Coordinator)*

Crisis Response Team Contact: *(Act at the direction of the District Crisis Response Team Facilitators)*

1. The announcement reads as follows: There is an intruder in the building. Position your students and lock your doors. Don't leave the room, and keep quiet.
2. Staff has been instructed where to position their students or where they need to evacuate their students (open areas). They are to turn off the lights in the rooms.
3. If students hear announcement and are in the bathrooms, they are to hide in a stall and lock the door.

If staff/students are outside, or get evacuated from building, HS/MS are to meet at Creekside Park parking lot and then proceed the Rushford Lutheran Church, Montini Hall and the EC-5th Grade are to go to Root River Church as refuge and notify the Emergency Team where they are.

Every member of the CMA who is a classroom teacher or who has supervisory responsibilities for students must have a pre-designated substitute to cover their class should the team be activated.

General Responsibilities in Any Crisis Situation

Follow the directions of emergency personnel.

Administrative Responsibilities

- ✓ Verify information.
- ✓ Call 911, if necessary.
- ✓ Secure high-risk area.
- ✓ Convene Crisis Management Team.
- ✓ Immediately call Superintendent.
- ✓ Immediately call the Building Principal
- ✓ Immediately call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
- ✓ 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 district spokesperson.
- ✓ Implement Crisis Response Team plan of action.
- ✓ Be sensitive to the needs of students and other staff members.
- ✓ Keep detailed notes of crisis.
- ✓ Notify parents/guardians under direction of District Communications Coordinator.
- ✓ Hold Debriefing Meeting for Staff.
- ✓ Get personal support, if needed.

Staff Responsibilities

- ✓ Verify information.
- ✓ Immediately notify principal/site administrator.
- ✓ Keep all students in classroom and clear hallway outside of your room, unless advised to evacuate building.
- ✓ Account for all students in your class.
- ✓ Follow directions given by Administrator in Charge or Crisis Management Team.
- ✓ Notify students, if advised.
- ✓ Stay with students during evacuation.
- ✓ Take class roster, paper, and pencil.
- ✓ Refer media to district spokesperson.
- ✓ Keep detailed notes of crisis event.
- ✓ Attend emergency staff meeting(s).
- ✓ Be sensitive to the needs of students and other staff members.
- ✓ Follow procedures outlined by Crisis Response Team.
- ✓ Participate in debriefing sessions.
- ✓ Get personal support, if needed.

ASSAULT/FIGHT

Follow the directions of emergency personnel.

Administrative Responsibilities

1. Ensure the safety of all students and staff.
2. Call police liaison or 911, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to diffuse the situation.
4. Control the scene and demand that the combatants stop.
5. Clear onlookers.
6. Contact CPR/first aid certified persons in the school building to handle medical emergencies until emergency personnel arrive, if necessary. Convene Crisis Management Team.
7. Seal off area where assault took place.
8. In the event of serious disruption or injury, immediately notify Superintendent or Building Principal.
9. Notify combatant's parents/guardians as appropriate.
10. Investigate using normal procedures.
11. Deal with the situation according to normal district procedures and policies.
12. Access counseling needs of victims or witnesses.
13. Notify staff and/or students, as appropriate.
14. Refer media to district spokesperson.
15. Implement Crisis Response Team plan of action, if necessary.
16. Be sensitive to the needs of students and other staff members.
17. Keep detailed notes of crisis.
18. Notify parents/guardians under direction of District Communications Coordinator.
19. Hold debriefing meeting for staff if needed.
20. Get personal support if needed.

Staff Responsibilities

1. Ensure the safety of all students and staff.
2. Contact the building administrator, police liaison, or 911, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to diffuse the situation.
4. Control the scene and demand that the combatants stop.
5. Clear onlookers.
6. Contact CPR/first aid certified persons in the school building to handle medical emergencies until emergency personnel arrive, if necessary. Convene Crisis Management Team.
7. Help to seal off area where assault took place.
8. Follow directions given by Administrator in Charge or Crisis Management Team.
9. Notify students, if advised.
10. Refer media to district spokesperson.
11. Keep detailed notes of crisis event, if personally involved.
12. Attend emergency staff meeting(s).
13. Be sensitive to the needs of students and other staff members.
14. Follow procedures outlined by Crisis Response Team.
15. Participate in debriefing sessions if needed.
16. Get personal support if needed.

BOMB THREAT

Follow directions of emergency personnel upon arrival.

If you receive a bomb threat by written message: preserve the note for the police by touching it as little as possible and place it in a document protector plastic bag, if available.

If you receive a bomb threat by telephone:

1. Record exactly what the caller says. Activate caller ID, if possible using the instructions for your phone system.
2. Complete the Bomb Threat Phone Report Form
3. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.

Administrative Responsibilities

1. Call 911 and report the bomb threat.
2. Immediately call Superintendent or, the Building Principal.
3. Do **NOT** activate the fire alarm since this may detonate some bombs.
4. A public address announcement should be made to initiate building evacuation; do not mention "bomb threat."
5. Evacuate the building and proceed to the designated safe area away from the building.
6. Follow the directions of emergency personnel in checking the building.
7. Arrange to move to evacuation sites if necessary - Call transportation.
8. Contact Student Nutrition Services if necessary.
9. Return students and staff to the building only when emergency personnel have given the all clear signal.
10. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has elapsed after that time, no matter how thorough a check was conducted.
11. When *all clear* is given arrange for students and staff to return to building
12. Notify parents/guardians with help from the District Communications Coordinator.
13. *If the site must be closed*, follow pre-determined plan for dismissal.
14. Coordinate with District Crisis Response Facilitator.
15. Refer media contacts to Media Coordinator.
16. Get personal support if needed.

Staff Responsibilities

1. Notify the building administrator.
2. Visually inspect classroom or work area. **Never attempt to touch, move, dismantle, or carry any object that is suspicious.**
3. Follow evacuation plan, using alternative route if necessary when directed.
 - a. Account for all students.
 - b. Take roster, paper, pen.
 - c. Do not allow students to go to their lockers, restroom, etc.
 - d. After evacuation, take roll and report missing students.
 - e. Stay with your students and support them.
 - f. Notify Sweep Team Member of any medical needs of your students.
4. Move to evacuation site if directed to do so.
5. Return to building when and if directed. Visually inspect classroom or work area for unusual items. Notify administration of anything unusual.
6. If building cannot be reentered, follow directions of Administrator in Charge.
7. Attend emergency staff meeting(s).
8. Follow procedures outlined by Crisis Management Team.
9. Follow procedures outlined by Crisis Response Team.
10. Get personal support, if needed.
11. Refer media contacts to the Media Coordinator.
12. Participate in debriefing session.
13. Turn off cell phone.

Death of Student or Staff Member ON CAMPUS

Administrative Responsibilities

1. Call 911, but do not leave victim unattended.
2. Contact a first aid provider within the building.
3. Clear onlookers and isolate victim.
4. Perform preliminary first aid, if trained.
5. **Do not move the victim unless an immediate emergency situation dictates evacuation.**
6. Immediately call Superintendent.
7. Immediately call building principal's.
8. Immediately call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
9. Notify parent, guardian, or immediate family of victim.
10. Convene Site Crisis Management Team - Include Crisis Response Team Facilitator and Communications Coordinator.
11. Develop Action Plan.
 - a. Plan Notification of Students.
 - b. Plan Notification of Parents/Guardians.
12. Hold Emergency Staff Meeting.
13. Implement Crisis Response Team Plan.
14. Hold Debriefing Meeting for Staff.
15. Refer media contacts to the Media Coordinator.
16. Be sensitive to the needs of students and other staff members.
17. Get personal support, if needed.

Staff Responsibilities

1. Call 911, but do not leave victim unattended.
2. Contact a first aid provider within the building.
3. Immediately notify principal/site administrator.
4. Clear onlookers and isolate victim.
5. Perform preliminary first aid, if trained.
6. **Do not move the victim unless an immediate emergency situation dictates evacuation.**
7. Attend emergency staff meeting(s).
8. Be sensitive to the needs of students and other staff members.
9. Follow procedures outlined by Crisis Management Team.
10. Follow procedures outlined by Crisis Response Team.
11. Get personal support, if needed.
12. Refer media contacts to the Media Coordinator.
13. Participate in debriefing sessions.

Death of Student or Staff Member Outside of School

Administrative Responsibilities

1. Verify Information.
2. Immediately call Superintendent.
3. Immediately call building principals.
4. Immediately call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
5. Convene Site Crisis Management Team **before** Next School Day if Possible - Include Crisis Response Team Facilitator and Communications Coordinator.
6. Develop Action Plan.
 - a. Plan Notification of Students
 - b. Plan Notification of Parents/Guardians
7. Hold Emergency Staff Meeting.
8. Implement Crisis Response Team Plan.
9. Hold Debriefing Meeting for Staff.
10. Refer media contacts to the Media Coordinator/Superintendent.
11. Be sensitive to the needs of students and other staff members.
12. Get personal support, if needed.

Staff Responsibilities

1. Immediately notify principal/site administrator.
2. Attend emergency staff meeting(s).
3. Be sensitive to the needs of students and other staff members.
4. Follow procedures outlined by Crisis Management Team.
5. Follow procedures outlined by Crisis Response Team.
6. Get personal support, if needed.
7. Refer media contacts to the Media Coordinator/Superintendent.
8. Participate in debriefing sessions.

DEMONSTRATION

Follow directions of emergency personnel upon arrival.

Administrative Responsibilities

1. Ask the demonstrators to disperse.
2. Immediately call Superintendent or, the building principals
3. Notify police liaison and/or call 911, if necessary.
4. Contain the disturbance by sealing off the area to the extent possible.
5. Secure the building, if necessary.
6. Shut off bells, if appropriate.
7. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
8. If the situation cannot be diffused, coordinate with District Crisis Response Facilitator.
9. Refer media contacts to Media Coordinator/Superintendent.

Staff Responsibilities

1. Notify the building administrator of the disturbance.
2. Keep students in the classroom and lock the door.
3. Do not allow students out of the classroom until building administration has given the all clear.
4. Account for all students.
5. Follow directions of administrator in charge.

EVACUATION

Follow the directions of emergency personnel.

These procedures are for any weather situation which requires students and staff to evacuate the building (e.g. flooding).

Administrative Responsibilities

1. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency situation.
2. Keep staff posted of changes or emergencies.
3. Contact evacuation sites and secure transportation, if necessary.
4. Evacuate, if necessary. Attach evacuation plan.
5. Notify staff when an all-clear signal is given.

Staff Responsibilities

1. Review evacuation procedures with students.
2. If directed, evacuate building.
3. Take class roster, paper, and pencil.
4. Account for all students. Report any missing students or staff as directed.
5. Remain calm. Help students to remain calm.
6. Follow directions of emergency personnel, administration, or Site Crisis Management Team.

High School/Middle School students and staff will evacuate to the Creekside Park and then proceed to Rushford Lutheran Church (HS) or Montini Hall (MS)

EC/Elementary School students and staff will evacuate to Root River Church

FIRE

Follow directions of emergency personnel upon arrival.

Administrative Responsibilities

1. Verify Information and call 911.
2. Immediately call Superintendent.
3. Immediately call building principals.
4. Immediately call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
5. Convene Site Crisis Management Team and Follow Plan for Evacuation. (Attach site map and evacuation routes).
 - a. Provide first aid if needed.
 - b. Sweep building according to pre-determined plan (attach).
 - c. Secure building.
 - d. Arrange to move to evacuation sites if necessary - Call transportation.
 - e. Contact Student Nutrition Services if necessary.
6. When *all clear* is given arrange for students and staff to return to building.
7. *If site must be closed*, follow pre-determined plan for dismissal.
8. Convene Crisis Management Team - Develop Action Plan.
9. Hold emergency staff meeting.
10. Implement Crisis Response Team Plan.
11. Hold debriefing meeting if needed.
12. Refer media contacts to Media Coordinator.
13. Get personal support, if needed.

Staff Responsibilities

1. Pull fire alarm (if accessible) and immediately notify principal/site administrator.
2. Follow evacuation plan, using alternative route if necessary.
 - a. Account for all students.
 - b. Take roster, paper, pen.
 - c. Do not allow students to go to their lockers, restroom, etc.
 - d. After evacuation, take roll and report missing students.
 - e. Stay with your students and support them.
 - f. Notify Sweep Team Member of any medical needs of your students.
3. Move to evacuation site if directed to do so.
4. Return to building when and if directed.
5. If building cannot be reentered, follow directions of Administrator in Charge.
6. Attend emergency staff meeting(s).
7. Follow procedures outlined by Crisis Management Team.
8. Follow procedures outlined by Crisis Response Team.
9. Get personal support, if needed.
10. Refer media contacts to the Media Coordinator.
11. Participate in debriefing sessions.

HAZARDOUS MATERIALS

Follow directions of emergency personnel upon arrival. The Fire Dept. or other appropriate agency may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e. chemistry labs, art rooms, pool area, janitorial closets) within the building. School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff are aware of where to access these sheets in the case of a chemical accident.

Administrative Responsibilities

1. Determine name of the chemical, location, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors.
2. **School personnel should not attempt to clean up or remove the spill—leave that for trained personnel. Refer to M.S.D.S. for guidance.**
3. Call 911, if necessary.
4. Relocate students to safe areas, upwind of the accident. Follow evacuation plan, using alternative route if necessary.
5. Immediately Call Superintendent.
6. Immediately Call building principals.
7. Immediately Call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
8. Convene Site Crisis Management Team and Follow Plan for Evacuation or relocation, if necessary (attach site map and evacuation routes).
 - a. Provide first aid for any students or staff who have been exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
 - b. Sweep building according to predetermined plan (attach).
 - c. Secure building or area contaminated.
 - d. Arrange to move to evacuation sites if necessary - Call transportation
 - e. Contact Student Nutrition Services if necessary.
9. When *all clear* is given, arrange for students and staff to return to area or building.
10. *If site must be closed*, follow predetermined plan for dismissal.
11. Convene Crisis Management Team - determine plan for follow up.
12. Hold emergency staff meeting.
13. Implement Crisis Response Team Plan.
14. Hold debriefing meeting.
15. Refer media contacts to Media Coordinator.
16. Get personal support if needed.

Staff Responsibilities

1. Determine name of the chemical, location, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors.
2. **School personnel should not attempt to clean up or remove the spill—leave that for trained personnel. Refer to M.S.D.S. for guidance.**
3. Immediately notify principal/site administrator.
4. Call 911, if necessary.
5. Relocate students to safe areas, upwind of the accident. Follow evacuation plan, using alternative route if necessary.
 - a. Account for all students.
 - b. Take roster, paper, pen.
 - c. Do not allow students to go to their lockers, restroom, etc.
 - d. After relocation or evacuation, take roll and report missing students.
 - e. Stay with your students and support them.
 - f. Notify Sweep Team Member of any medical needs of your students, specifically any student(s) exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. If building or area was evacuated, return to building when and if directed.
7. If building cannot be reentered, follow directions of Administrator in Charge.
8. Attend emergency staff meeting(s).
9. Follow procedures outlined by Crisis Management Team.
10. Follow procedures outlined by Crisis Response Team.
11. Get personal support, if needed.
12. Refer media contacts to the Media Coordinator.
13. Participate in debriefing sessions.

HOSTAGE/INTRUDER/KIDNAPPING

Follow the directions of emergency personnel.

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose.

ALICE PLAN:

1. **ALERT** Staff/Students: The announcement reads as follows: **Attention: We have an intruder in the building (state location if known). Please respond accordingly.**
2. **LOCKDOWN/COUNTER/EVACUATE:** Based on location of intruder and your location. Staff has been instructed where to position their students or where they need to evacuate their students (open areas). They are to turn off the lights in the rooms.

LOCKDOWN

- Barricade Room
- Silence mobile devices

COUNTER – If barrier breaks and intruder enters the room

- Create noise
- Create movement
- Create distance
- Create distraction

EVACUATE

- If you feel evacuation is possible/safe evacuate to the evacuation site.

3. Continued information given on intruder location.
4. Once outside go to evacuation site.

Administrative Responsibilities

1. Follow general crisis response procedures as appropriate.

Staff Responsibilities

1. Account for all students.
2. Remain calm. Help students to remain calm.
3. Follow directions of emergency personnel, administration, or Site Crisis Management Team.

Procedures for administrators and staff who see an unauthorized visitor:

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify himself or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.

5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to exist if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify building administrator or police liaison and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who maybe capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.
9. Call 911 and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed, etc.).

If taken hostage:

1. Follow the instruction of the hostage taker.
2. Try not to panic.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

LOCK-DOWN PROCEDURE

Follow directions of emergency personnel upon arrival.

ALICE PLAN:

1. **ALERT** Staff/Students: The announcement reads as follows: **Attention: We have an intruder in the building (state location if known). Please respond accordingly.**
2. **LOCKDOWN/COUNTER/EVACUATE:** Based on location of intruder and your location. Staff has been instructed where to position their students or where they need to evacuate their students (open areas). They are to turn off the lights in the rooms.

LOCKDOWN

- Barricade Room
- Silence mobile devices

COUNTER – If barrier breaks and intruder enters the room

- Create noise
- Create movement
- Create distance
- Create distraction

EVACUATE

- If you feel evacuation is possible/safe evacuate to the evacuation site.

3. Continued information given on intruder location.
4. Once outside go to evacuation site.

SERIOUS INJURY

Follow the directions of emergency personnel.

Administrative Responsibilities

1. Call 911, but do not leave victim unattended.
2. Contact a first aid provider within the building.
3. Clear onlookers and isolate victim.
4. Perform preliminary first aid, if trained.
5. **Do not move the victim unless an immediate emergency situation dictates evacuation.**
6. Immediately call Superintendent or building principals.
7. Immediately call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
8. Notify parent, guardian, or immediate family of victim.
9. Convene Site Crisis Management Team - Include Crisis Response Team Facilitator and Communications Coordinator.
10. Develop Action Plan.
11. Plan Notification of Students.
12. Plan Notification of Parents/Guardians.
13. Hold Emergency Staff Meeting.
14. Implement Crisis Response Team Plan.
15. Hold Debriefing Meeting for Staff.
16. Refer media contacts to the Media Coordinator.
17. Be sensitive to the needs of students and other staff members.
18. Get personal support, if needed.

Staff Responsibilities

1. Call 911, but do not leave victim unattended.
2. Contact a first aid provider within the building.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first-aid, if trained.
5. **Do not move the victim unless an immediate emergency situation dictates evacuation.**
6. Immediately notify principal/site administrator.
7. Be sensitive to the needs of students and other staff members.
8. Follow procedures outlined by Crisis Management Team.
9. Follow procedures outlined by Crisis Response Team.
10. Get personal support, if needed.
11. Refer media contacts to the Media Coordinator.
12. Participate in debriefing sessions.

SEVERE WEATHER

Tornado/Severe Thunderstorm WARNING

Follow the directions of emergency personnel.

A tornado/severe thunderstorm WARNING is issued when a tornado or severe thunderstorm has developed and has been spotted in the area.

Administrative Responsibilities

1. Evacuate unsafe classrooms and offices. Attach tornado evacuation plan.
2. Notify staff when an all-clear signal is given.

After the emergency...

1. Call 911 if an emergency situation exists.
2. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
3. Notify District Building and Grounds of any damage.
4. Check utilities and electrical devices for damage due to any outage and report to appropriate department or agency.

Staff Responsibilities

1. Be sure that windows and blinds are closed.
2. Follow tornado evacuation procedures.
3. Take class roster, paper, and pencil.
4. Ensure that all students are in the "tuck" position.
5. Account for all students. Report any missing students or staff to the building administrator when safe to do so.
6. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.
7. Notify the building/site administrator of any damage or injury.
8. Remain calm. Help students to remain calm.

SEVERE WEATHER

Tornado/Severe Thunderstorm WATCH

A tornado/severe thunderstorm WATCH is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

Administrative Responsibilities

1. Monitor Emergency Alert Stations.
2. Bring all persons inside the building.
Keep students, staff, and visitors inside the building.
3. Notify staff of the existing
tornado/severe thunderstorm WATCH.

Staff Responsibilities

1. Close windows and binds.
2. Review tornado drill procedures and the location of the closest safe areas.
3. Review "drop and tuck" procedures with students.

SHOOTING

Follow the directions of emergency personnel.

These procedures apply to snipers inside or outside of the building or any other firearm or threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

Procedures for staff and students if a person threatens with a firearm or begins shooting:

ALICE PLAN:

1. **ALERT** Staff/Students: The announcement reads as follows: **Attention: We have an intruder in the building (state location if known). Please respond accordingly.**
2. **LOCKDOWN/COUNTER/EVACUATE:** Based on location of intruder and your location. Staff has been instructed where to position their students or where they need to evacuate their students (open areas). They are to turn off the lights in the rooms.

LOCKDOWN

- Barricade Room
- Silence mobile devices

COUNTER – If barrier breaks and intruder enters the room

- Create noise
- Create movement
- Create distance
- Create distraction

EVACUATE

- If you feel evacuation is possible/safe evacuate to the evacuation site.

3. Continued information given on intruder location.
4. Once outside go to evacuation site.

Administrative Responsibilities

1. Assess the situation as to shooter's location, injuries, and potential for additional shooting.
2. Call 911 and give them as much detail as possible about the situation.
3. Secure the school building, if appropriate.
4. Assist students and staff in evacuating from immediate danger to a safe area.
5. Contact a first aid provider within the building, if injuries exist.
6. Clear onlookers and isolate victim.

Staff Responsibilities

1. Immediately notify principal/site administrator.
2. Follow administrative directives.
3. Be sensitive to the needs of students and other staff members.
4. Follow procedures outlined by Crisis Management Team.
5. Follow procedures outlined by Crisis Response Team.
6. Get personal support, if needed.
7. Refer media contacts to the Media Coordinator.

7. Perform preliminary first aid, if trained.
8. **Do not move victims unless an immediate emergency situation dictates evacuation.**
9. Immediately Call Superintendent or Director of Teaching and Learning.
10. Immediately Call Crisis Response Team Facilitators - *Make personal contact with at least one of the above.*
11. Notify parent, guardian, or immediate family of victim.
12. Convene Site Crisis Management Team
- Include Crisis Response Team Facilitator and Communications Coordinator.
13. Develop Action Plan.
14. Plan Notification of Students.
15. Plan Notification of Parents/Guardians.
16. Hold Emergency Staff Meeting.
17. Implement Crisis Response Team Plan.
18. Hold Debriefing Meeting for Staff.
19. Refer media contacts to the Media Coordinator.
20. Be sensitive to the needs of students and other staff members.
22. Get personal support, if needed.

Terrorism

Follow directions of emergency personnel upon arrival.

ALICE PLAN:

1. **ALERT** Staff/Students: The announcement reads as follows: **Attention: We have an intruder in the building (state location if known). Please respond accordingly.**
2. **LOCKDOWN/COUNTER/EVACUATE:** Based on location of intruder and your location. Staff has been instructed where to position their students or where they need to evacuate their students (open areas). They are to turn off the lights in the rooms.

LOCKDOWN

- Barricade Room
- Silence mobile devices

COUNTER – If barrier breaks and intruder enters the room

- Create noise
- Create movement
- Create distance
- Create distraction

EVACUATE

- If you feel evacuation is possible/safe evacuate to the evacuation site.

3. Continued information given on intruder location.
4. Once outside go to evacuation site.

Administrative Responsibilities

1. Call 911 and report the threat.
2. Immediately call Superintendent or, the Director of Teaching and Learning.
3. Separate “involved” people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
4. Remove “uninvolved” people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
5. Ask “involved” people to remain calm until emergency personnel arrive.
6. Ask “involved” people to minimize their contact with the letter and the

Staff Responsibilities

1. Notify the building administrator.
2. Follow evacuation plan, using alternative route if necessary when directed.
 - a. Account for all students.
 - b. Take roster, paper, pen.
 - c. Do not allow students to go to their lockers, restroom, etc.
 - d. After evacuation, take roll and report missing students.
 - e. Stay with your students and support them.
 - f. Notify Sweep Team Member of any medical needs of your students.
3. **Students and staff who were “involved” in receiving the threat will be evacuated as a group, separate from**

surrounding area; the area should now be considered a crime scene.

7. Get advice of emergency personnel regarding decontamination and change of clothing for persons who opened or handled letter (chemical or biological threat letter) without gloves.
8. A public address announcement should be made to initiate building evacuation.
9. Evacuate the building and proceed to the designated safe area away from the building.
10. Follow the directions of emergency personnel in checking the building.
11. Arrange to move to evacuation sites if necessary - Call transportation.
12. Contact Student Nutrition Services if necessary.
13. Return students and staff to the building only when emergency personnel have given the all clear signal.
14. When *all clear* is given arrange for students and staff to return to building.
15. Notify parents/guardians with help from the District Communications Coordinator.
16. *If the site must be closed*, follow predetermined plan for dismissal.
17. Coordinate with District Crisis Response Facilitator.
18. Refer media contacts to Media Coordinator.
19. Get personal support, if needed.

“uninvolved” students and staff.

4. Move to evacuation site if directed to do so.
5. Return to building when and if directed.
6. If building cannot be reentered, follow directions of Administrator in Charge.
7. Attend emergency staff meeting(s).
8. Follow procedures outlined by Crisis Management Team.
9. Follow procedures outlined by Crisis Response Team.
10. Get personal support, if needed.
11. Refer media contacts to the Media Coordinator.
12. Participate in debriefing sessions.

Weapons

Follow the directions of emergency personnel.

Administrative Responsibilities

1. Call 911 if a firearm is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Immediately call Superintendent or Building principals.
4. Follow District procedures for investigation and follow up.
5. Immediately call Crisis Response Team Facilitators, if appropriate. *Make personal contact with at least one of the above.*
6. Convene Site Crisis Management Team, if appropriate. - Include Crisis Response Team Facilitator and Communications Coordinator.
7. Develop Action Plan.
8. Refer media contacts to the Media Coordinator.
9. Be sensitive to the needs of students and other staff members.
10. Get personal support, if needed.

Staff Responsibilities

1. Immediately notify principal/site administrator. Tell them the name of the person suspected of bringing the weapon, where the weapon is isolated, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself or herself.
2. If the staff member suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the building administrator. Do NOT leave the classroom.
3. Follow procedures outlined by Crisis Management Team, if involved.
4. Follow procedures outlined by Crisis Response Team, if involved.
5. Get personal support, if needed.
6. Refer media contacts to the Media Coordinator.

Loss of Power

In the event of a power outage:

1. Contact Superintendent Jon Thompson: 319-231-3921
2. Rod Morcomb: 507-450-0870
3. Lisa Lawston: 507-273-7923
4. 6–12 Principal Jake Timm: 952-292-8802
5. K-5 Principal Angela Shepard: 608-780-9777
6. Corey Mattson: 507-458-5342
7. City of Rushford:
 - Daytime: 507-864-2444
 - Roger Knutson: 507-450-9757
 - After Hours: 507-450-2924 OR 800-432-2285

Extended Power Outage

In the event of an extended power outage, consultation between Administration and City of Rushford, will determine if the situation requires an early release from school. Students and staff should remain in their room, remain calm, and wait for further instructions.

Emergency Telephone Numbers

EMERGENCIES - Fire, Police, Sheriff, Ambulance 911

DISTRICT

Superintendent	Jon Thompson	507-864-7785 X 1001 319-231-3921
6-12 Principal	Jake Timm	507-864-7785 X 1006 952-292-8802
K-5 Principal	Angela Shepard	507-864-7785 X 1005 608-780-9777
Community Ed Program Director/ Communications Coordinator	Lisa Lawston	507-864-7785 X 1013 507-273-7923
Activities Director	John Loney	507-864-7785 X 1012 218-760-0676
Buildings/Grounds IT/Doors/HVAC Coordinator	Rod Morcomb Corey Mattson	507-450-0870 507-864-7785 X 1011 507-458-5342
Transportation Coordinator (Bernard Bus)	Lyle Svenningson Mike Bernard	507-864-3410 507-951-3232

EVACUATION SITE

Rushford Lutheran Church (High School)	Jean Krambeer	507-864-7152
Montini Hall (Middle School)	Chuck Ehler	507-458-4724
Root River Church (EC/Elementary School)	Kim Pedde	507-864-7074

COMMUNITY - NON-EMERGENCY

Ambulance:	911
Ambulance Garage:	507-864-7577
American Red Cross Disaster Assistance Local-Scenic Bluffs Chapter, La Crosse:	608-788-1000
City of Rushford:	507-864-2444
Custom Alarm (Account #: 31-7412):	800-533-1602
Division of Emergency Management:	24-Hour Service: 800-422-0798
Fire Department:	911
Fire Hall Meeting Room:	507-864-7175
Rushford Police Department:	911 or 507-864-7023
Fillmore County Sheriff:	507-765-3874 (Option 1 to reach deputy)
MN Energy Resources:	800-889-4970
Norman's Electric:	507-864-2891
Jerry Kopperud (Norman's Electric):	507-450-2961
Poison Control Center:	800-222-1222
Fillmore County Social Services:	507-765-2175
Victim Services:	
Fillmore Family Resources (Domestic Violence):	507-765-2316
Houston County Women's Resources:	507-725-2676
State:	800-247-0390

MEDICAL

Rushford Clinic:	507-864-7726
Houston Clinic:	507-896-6000

Evacuation Procedures

Follow directions of emergency personnel upon arrival.

Administrative Responsibilities

1. Direct all students to follow evacuation route to Rushford Lutheran Church, Montini Hall and Root River Church.
2. Rushford Lutheran Church – 507-864-7152
3. Montini Hall – 507-864-2501
4. Root River Church - 507-864-7074
5. Convene Site Crisis Management Team and Follow Plan for Evacuation. (Attach site map and evacuation routes).
 - a. Provide first aid if needed.
 - b. Sweep building according to pre-determined plan (attach).
 - c. Secure building.
 - d. Arrange to move to evacuation sites if necessary - Call transportation.
 - e. Contact Student Nutrition Services if necessary.
6. When *all clear* is given arrange for students and staff to return to building.
7. If *site must be closed*, follow pre-determined plan for dismissal. Notify parents/guardians.
8. Convene Crisis Management Team - Develop Action Plan.
9. Hold emergency staff meeting.
10. Implement Crisis Response Team Plan.
11. Hold debriefing meeting if needed.
12. Refer media contacts to Media Coordinator.
13. Get personal support, if needed.

Staff Responsibilities

1. Follow evacuation plan, using alternative route if necessary.
2. HS Students Report to Rushford Lutheran.
3. ES Students Report to Root River Church
4. MS Students Report to Montini
 - a. Account for all students.
 - b. Take roster, paper, pen.
 - c. Do not allow students to go to their lockers, restroom, etc.
 - d. After evacuation, take roll and report missing students.
 - e. Stay with your students and support them.
 - f. Notify Sweep Team Member of any medical needs of your students.
5. Move to evacuation site if directed to do so.
6. Return to building when and if directed.
7. If building cannot be reentered, follow directions of Administrator in Charge.
8. Attend emergency staff meeting(s).
9. Follow procedures outlined by Crisis Management Team.
10. Follow procedures outlined by Crisis Response Team.
11. Get personal support, if needed.
12. Refer media contacts to the Media Coordinator.
13. Participate in debriefing sessions.