TRIO Wolf Creek Distance Learning Charter School #4095

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for charter school and administrators, charter school employees, students, charter school board members, and community members as to how to address a wide range of potential crisis situations in the charter school. The step-by-step procedures suggested by this Policy will provide guidance to TRIO Wolf Creek Charter School in managing crisis situations in their school. TRIO Wolf Creek encompasses only one physical building and any reference to the charter school is a reference to that physical location.

The charter school will, to the extent possible, engage in ongoing emergency planning within the charter school and with emergency responders and other relevant community organizations. The charter school will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to charter school staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

TRIO Wolf Creek Distance Learning Charter School will carry out 5 fire drills, 5 lock down drills, and one tornado drill per year to ensure the safety of all students and employees at the charter school.

A. The Policy and Plans.

The charter school's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that TRIO Wolf Creek can tailor a crisis management plan to meet that building's specific situation and needs.

The Director of TRIO Wolf Creek shall present tailored crisis management plans to the charter school board for review and approval. These crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the charter school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the Charter School's Crisis Management Policy.

1. **General Crisis Procedures**. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation,

building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable.

a. **Lock-Down Procedures**. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Director or designee. The Director or designee will announce the lock-down over the public address system or other designated system. The alert will be made using a pre-selected code word. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The Director for TRIO Wolf Creek will develop lock-down procedures for the school as part of the crisis management plan.

b. **Evacuation Procedures**. Classroom, building, and campus evacuations may be implemented at the discretion of the Director or designee. The building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Director or designee, as appropriate. Safe areas may change depending on the emergency.

c. **Sheltering Procedures**. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The Director or designee will announce the need for sheltering over the public address system or other designated system. The Director of TRIO Wolf Creek will develop sheltering procedures for the school as part of the building-specific crisis management plan.

2. **Crisis-Specific Procedures.** The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions.

3. **Additional Procedures**. The Director of TRIO Wolf Creek will present recommended early school closure, media and grief counseling procedures to the charter school board for review and approval (see list below).

   a. **Early School Closure Procedures**. The Charter School Director will make decisions about closing school. Such decisions will be made by the Director of TRIO Wolf Creek as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and reopening the charter school. The early school closure procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.

   b. **Media Procedures**. The Charter School Director has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.

   c. **Grief-Counseling/Behavioral Health Crisis Intervention Procedures**. The recommended grief counseling/behavioral health procedures will provide for initiating a grief-counseling/behavioral health plan utilizing available resources such as the school psychologist, counselor, community behavioral health counselors, or others in the community. The grief-counseling/behavioral health procedures will be used whenever determined by the Charter School Director or designee to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling/behavioral health procedures should include the following steps:

      (1) Meet with school counseling staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).

      (2) Designate specific rooms as private counseling areas.

      (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.

(4) Prohibit the media from questioning students or staff.

(5) Follow-up with students and staff who receive counseling.

(6) Resume normal routines as soon as possible.

Upon approval, such grief counseling procedures will be an addendum to this policy.

4. **Facility Diagrams and Site Plans.** The charter school will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available in the office of the Director and in appropriate areas and will be kept on file in the charter school office.

5. **Emergency Telephone Numbers**. The charter school will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list will be kept on file in the charter school office and will be updated annually or as needed.

6. **Disaster Assistance Response Team (DART).**

a. **Composition**. The Charter School Director will select a Disaster Assistance Response Team (DART) trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. The Charter School Director will maintain a current list of DART members and update it annually. A copy of the list will be kept on file in the charter school office.

b. **Leaders**. The Charter School Director or designee serves as the leader of the DART and the principal contact for emergency response officials. When they are present, emergency response

agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

7. **Charter School Employees**. Learning Managers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the charter school's Crisis Management Policy.

III. CRISIS AREAS COVERED BY THIS POLICY

This Crisis Management Policy provides sample procedures for addressing the following crises:

A. Fire
B. Severe Weather
   1. Tornado/Severe Thunderstorm/Indoor Shelter
   2. Flooding/Evacuation
C. Assault/Fight
D. Bomb Threat
E. Demonstration or Disturbance
F. Hazardous Materials
G. Intruder/Hostage
H. Radiological Incident
I. Serious Injury/Death
J. Shooting
K. Suicide
L. Terrorism (Chemical or Biological Threat)
M. Weapons

IV. CRISIS-SPECIFIC PROCEDURES

A. **Fire.**

School preparation before the emergency:

1. Designate a safe area at least 100 feet away from the building and away from fire lanes. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located,

the direction from which the fire responders are arriving, and the location of fire equipment, the distance may need to be extended.)

2. The facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas, and the location of fire alarms, fire extinguishers, hoses, and water spigots.

3. Learning Managers and staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the building. The charter school will develop a universal signal to indicate a blocked entrance. When this signal is given, the responsible adult must immediately identify an alternate route.

4. The charter school will conduct fire drills which include practicing how to move safely through blocked entrances and using alternate alarm systems. Fire drills will also include instruction/review of the use of fire extinguishers. The drills will emphasize the use of fire extinguishers to assist in evacuation.

5. Fire drills will be conducted periodically and at irregular times without warning. State law requires a minimum of five drills each school year consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

6. A record of fire drills conducted at the building will be maintained in the Director's office.

7. The charter school will arrange for emergency shelter sites and transportation as needed.

Procedures at the time of the emergency:

1. Pull the fire alarm, notify building occupants of the evacuation, and evacuate the building.

2. The first person who is aware of the fire should contact the Director or the Director's designee and attempt to evacuate the area. Check facility diagrams for the nearest evacuation route and safe area.

3. The Charter School Director (or designee) will call **911**.

4. Designate a responsible adult or administrator to meet with local fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

5. The Charter School Director will report the incident (even if it is a false alarm) to the local fire service as required by state law. (Minn. Stat. § 299F.452).

Procedures for Learning Managers:

1. During an evacuation, take the class roster (referred to also as the lab sign in sheets). Make sure all students and adults have left the room. Close the classroom door but leave it unlocked.

2. Lead all students in an orderly manner to the safe area. Do not allow students to stop to get books, sweaters, jackets, or other personal belongings.

3. The first person to reach any door should feel the door to see if it is hot. If it **is NOT hot**, open it and proceed slowly and low to the floor. If it **IS hot**, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the Director.

2. Do not block any door or gate that may be used by emergency response personnel.

3. While at the safe area, Learning Managers supervise the group closely.

4. Do not re-enter the school until fire department officials declare it is safe to do so.

5. Transport students as needed by contacting the Transportation Coordinator at 651-213-2020 or the 4.0 School Services Manager at 651-213-2023. Due to the nature of the charter school, not all students will be eligible for transportation to their homes. Based on home addresses, students may be transported to a safe location at another Chisago Lakes School to wait for parent pick ups if needed.

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B. **Severe Weather.**

1. **Tornado/Severe Thunderstorm/Indoor Shelter**. These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

Procedures before the emergency:

a. The charter school will identify both potential problem areas on the campus and areas with the highest degree of safety for students and staff. *Unsafe* areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind. *Safe* areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms and closets.

b. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.

c. Provide training to appropriate staff, including the DART, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.

d. Review "drop and tuck" procedures with students.

e. Keep a record of all tornado drills performed at the building in the Director's office.

Procedures when a tornado/severe thunderstorm watch has been issued:

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.

a. Monitor Emergency Alert Stations.

b. Bring all persons inside the building. Keep students, staff, and visitors inside the building.

c. Close windows and blinds.

d. Review tornado drill procedures and the location of the closest safe areas.

e. Review "drop and tuck" procedures with students.

Procedures when a tornado/severe thunderstorm warning has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

a. Evacuate unsafe classrooms and offices. Learning Managers take class rosters. Close the classroom door but do not lock it.

b. Move along inside walls to the safest areas of the building.

c. Ensure that students are in the "tuck" position.

d. Account for all students and staff. Report any missing students or staff to the Director, when it is safe to do so.

e. The office administration will monitor any changes in the weather.

f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures <u>after</u> the emergency:

a. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.

b. Check utilities and electrical devices for damage due to any outage.

2. **<u>Flooding/Evacuation</u>**. These procedures are for any weather situation which requires students and staff to evacuate the building.

Procedures for the Director or designee if building is in an area where a flood watch has been issued:

a. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.

b. Keep staff posted of changes or emergencies.

c. Review evacuation procedures with staff and prepare students.

d. Check relocation centers and secure transportation to them.

Procedures if building is in an area where a flood warning has been issued:

a. If advised by local emergency management officials to evacuate, do so immediately.

b. Follow evacuation procedures; Learning Managers take class rosters.

c. Turn off utilities in the building and lock the doors.

d. Take attendance after evacuation to the shelter. Report any missing students to the Director.

e. Notify parents or guardians per charter school policies.

f. Stay with the students until released to a parent or guardian.

C. **Assault/Fight.**

These procedures apply to close contact physical confrontations including fist-fights, knife assaults, and the use of other weapons which require close proximity to result in a significant physical threat.

Procedures:

1. Ensure the safety of all students and staff.

2. Contact the Director, 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 defuse the situation.

4. Control the scene and demand that the combatants stop; clear onlookers.

5. Contact CPR/first aid certified persons in the school to handle medical emergencies until local law enforcement agents arrive, if necessary.

6. Escort the combatants to the Director's office keeping them away from each other and other students.

7. Seal off the area where the assault took place.

8. Notify the Director. The Director (or designee) will:

   a. Notify appropriate support staff and combatants' parent(s) or guardian(s), as appropriate.

   b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with charter school discipline and harassment and violence policies, as appropriate.

   c. Notify law enforcement or school liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).

9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.

10. Document all activities.

D. **Bomb Threat.**

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the charter school. No bomb threat will be disregarded as being a prank call.

It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

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If the Charter School Director determines it is necessary to evacuate the campus, the director and local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because evacuation of the students and staff is the response used for a number of other crises in addition to bomb threats, staff members will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting the classrooms or work areas for any kind of drill, all personnel should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

Never attempt to touch, move, dismantle, or carry any object that is suspicious.

Procedures for bomb threat recipient:

1. ***If you receive a bomb threat by written message***, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

   If you receive a bomb threat by telephone:

   a. Record exactly what the caller says. Activate caller ID where available. Complete the "*Bomb Threat Phone Report*" and the "*Caller Identification Checklist.*"

   b. Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.

   c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.

2. Notify the Charter School Director.

3. Call **911** and report the bomb threat.

4. Call appropriate support staff if needed to report the incident and any action taken so far.

5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention "bomb threat."

6. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Learning Managers take class rosters. Once evacuated, roll call should be taken. Notify the Director of any missing students or staff.

7. If the bomb threat message contained a specific time of detonation, the building will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.

8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.

9. If reentry is not permitted in a timely manner, students will be transported away from the school location.

10. Notify parents and guardians per charter school policies.

E. **Demonstration or Disturbance.**

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the building: individual students, student groups, or outside individuals or groups not associated with the building.

Procedures:

1. Notify the Charter School Director of the disturbance.

2. During the disturbance, the Charter School Director will take corrective action, such as:

   a. Ask the demonstrators to disperse.

   b. Notify appropriate support staff, if needed.

   c. Notify the local law enforcement agency, if necessary.

   d. Contain the disturbance by sealing off the area, to the extent possible.

e. Secure the building, if necessary.

f. Shut off bells, if appropriate.

g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.

3. During the disturbance, staff should:

a. Keep students in safe areas and lock the door. Do not allow students out of the safe areas until the Director gives an all-clear signal.

b. Make a list of students absent from the class.

F. **Hazardous Materials.**

If a major chemical accident necessitates student and staff evacuation, the fire department or other appropriate agency will be consulted and 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, and janitorial closets). The school 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.

Procedures for on-site chemical accidents:

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill - leave that for trained personnel. Refer to the M.S.D.S. sheet for guidance.

2. Notify the Director about the accident.

3. Relocate students and staff to safe areas, upwind of the accident. Learning Managers bring the class roster. Take roll call and immediately report any missing students to the Director.

4. Call **911** (the fire department will contact the local hazardous materials team).

5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.

6. Designate a responsible adult or administrator to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

7. Notify appropriate support staff if needed.

Procedures for off-site chemical accidents:

1. When evacuation of the area is necessary, students and staff will be directed to a specific relocation area by local emergency management officials involved.

2. If students are evacuated, notify parents and guardians per charter school policies.

3. Evacuation may be made to a relocation center designated in advance by the Director if a specific alternative assignment is not made by response agency officials.

G. **Intruder/Hostage.**

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. It may be a law enforcement agency who notifies the charter school of the dangerous situation, or it may be school personnel who first recognize the danger.

Procedures before the emergency:

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff. A code word should be predetermined to alert staff when the school building will be secured and lock-down procedures initiated.

Procedures for the staff member who sees an unauthorized intruder:

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 the purpose of his or her visit is.

4. Inform the intruder that all visitors must register at the front office.

5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to the exit 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 the Director 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 may be 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).

Witness to a hostage situation:

1. If the hostage taker is unaware of your presence, do not intervene.

2. Call **911** immediately, if possible. Give the dispatcher details of the situation, ask for assistance from the hostage negotiation team.

3. Seal off the area near hostage situation, to the extent possible.

4. Notify the Director who may elect to evacuate the rest of the building.

5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

If taken hostage:

1. Follow instructions of the hostage taker.

2. Try not to panic. Calm students if they are present.

3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

Procedures after the emergency:

1. Designate a spokesperson to handle media calls, questions, and contacts.

2. The Director will prepare a news/information release, as appropriate.

3. The Director or designee will prepare a parent and guardian letter, as appropriate.

4. Hold an information meeting with all staff.

5. Initiate the grief-counseling plan, if appropriate.

H. **Radiological Incident.**

Procedures:

1. The Director will notify staff if an accident/incident has occurred that affects the ability of students to return to their homes.

2. The Director will activate procedures for the release of students to the emergency contact person, as established by the parent(s) and guardian(s) at the beginning of the school year, or keep students at the school building until a parent or guardian or designee picks them up.

3. Learning Managers stay with the students until an authorized individual picks them up, if they are not going to an alternate (emergency) location.

I. **Serious Injury/Death.**

Procedures:

1. Call **911**, but do not leave the victim unattended.

2. Contact a first aid provider (school nurse) or a member of DART.

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. Notify the Charter School Director.

7. Designate a staff person to accompany the injured or ill person to the hospital.

8. Administrative follow-up may include the following:

   a. Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.

   b. Notify appropriate support staff if needed.

   c. Determine method of informing staff, students, and parents, if appropriate.

   d. Prepare an accident report.

   e. Initiate the grief-counseling plan, if appropriate.

   f. Prepare a news media release if appropriate.

J. **Shooting.** These procedures apply to snipers inside or outside of the school building or any other firearm 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:

1. **If outside**, staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups. Mute all electronic devices.

2. **If inside**, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so. Mute all electronic devices.

3. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the Director.

4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a safe area.

5. Take roll call and notify the Director of any missing students or staff, when it is safe to do so.

Procedures for the Director or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:

   a. shooter's location,

   b. injuries, and

   c. 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. Care for the injured to the extent practicable until emergency personnel arrive.

6. Refer media calls, contacts, and questions to the charter school spokesperson.

7. The Director will prepare a news or information release if necessary.

8. The Director or designee will notify parents and guardians per charter school policies, if appropriate.

9. Hold an information meeting with all staff, if appropriate.

10. Initiate the grief-counseling plan, if appropriate.

K. **Suicide**.

Procedures for a suicide attempt:

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.

2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.

3. Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.

4. Notify the school psychologist or counselor, the Director, or appropriate crisis intervention or mental health hotline.

5. The Director (or designee) will activate the DART.

6. Stay with the person until counselor/suicide intervention arrives. DO NOT LEAVE A SUICIDAL PERSON ALONE.

7. Designate a responsible adult to meet with emergency personnel upon arrival.

8. The Director will notify the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.

9. The Director may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.

10. Determine method of notifying students, staff and parents, as appropriate.

11. Initiate the grief-counseling plan, if appropriate.

L. **Terrorism (Chemical or biological threat).**

Upon receiving a chemical or biological threat phone call:

1. Complete the "*Chemical/Biological Threat Phone Report*" and "*Caller Identification Checklist.*"

2. Listen closely to the caller's voice, speech patterns, and to noises in the background.

3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.

4. Notify the Charter School Director who is responsible for notifying the local law enforcement agency.

5. The Charter School Director may order an evacuation of all persons inside the school building, or other actions, per charter school policies.

6. If evacuation occurs, Learning Managers should take the class roster/lab sign in sheets.

Upon receiving a chemical or biological threat letter:

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.

2. Seal the letter in a zip-lock bag or another envelope.

3. Call **911** first, then the Minnesota Duty Officer at 1-800-422-0798.

4. 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.

5. 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.

6. Ask "involved" people to remain calm until emergency response officials arrive.

7. Ask "involved" people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.

8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation procedures:

1. The Charter School Director should notify staff and students of evacuation.

2. Lead students calmly to the nearest designated safe area away from the school building.

3. Learning Managers take roll call after the evacuation. Immediately report any missing students to the Director.

4. Students and staff who were "involved" in receiving the threat (by telephone or letter) will be evacuated as a group, separate from "uninvolved" students and staff.

5. The Charter School Director will announce the termination of the emergency after consulting with emergency response officials.

6. The Director (or designee) will notify parents and guardians per charter school policies.

7. The Director will notify the media per charter school policies, if appropriate.

M. **Weapons.**

If a student or staff member is aware of a weapon brought to school:

1. Immediately notify the Charter School Director, Dean of Students, or police liaison.

2. Tell them the name of the person suspected of bringing 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 or herself.

3. If a staff member suspects that a weapon is in the classroom, he or she should confidentially notify another staff member or the Director. Do not leave the classroom/lab.

Procedures for the Director if a weapon is suspected:

1. Call the local law enforcement agency if a weapon 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. Ask another administrator or police liaison to join in questioning the suspected student or staff member.

4. Accompany the suspect to a private office and wait for local law enforcement agents.

5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.

6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 - Reports of dangerous weapon incidents in school zones.)

7. The Director or designee will notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

Legal References:
Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et. seq.* (Title IX)
20 U.S.C. § 6301, *et. seq.* (No Child Left Behind)
20 U.S.C. § 7912, *et. seq.* (Unsafe School Choice Option)
42 U.S.C. § 5121 *et. seq.* (Disaster Relief and Emergency Assistance)

Cross References:
Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA Policy 903 (Visitors to the School District Buildings and Sites)
https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf