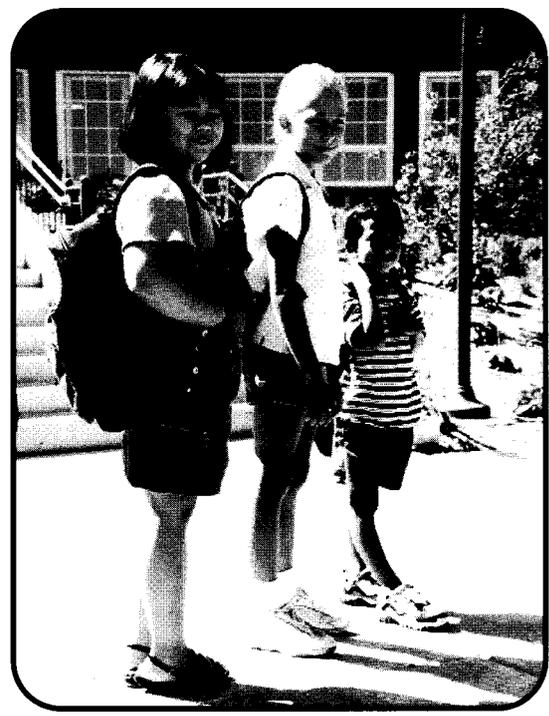


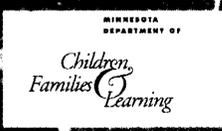
Emergency/Disaster Preparedness A Planning Guide for Schools

SCHOOL



ZONE

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Division of Emergency Management

November 1999

www.dem.state.mn.us



Emergency/Disaster Preparedness

A Planning Guide for Schools

Department of Public Safety
Division of Emergency Management
444 Cedar Street, Suite 223
St. Paul, Minnesota 55101-6223

24 Hr. Duty Officer
Statewide: (800) 422-0798
Metro area: (651) 649-5451

Office Hours Non-Emergency
(651) 296-2233

Minnesota School Boards Association
1900 West Jefferson Avenue
St. Paul, Minnesota 56082-3015

(800)324-4459
Fax: 507.931.1515
www.mnmsba.org

Department of Children, Families
and Learning
1500 Highway 36 West
Roseville, MN 55113

Department Information
(651) 582-8200

Staff Responsibilities – Any Disaster

Building Administrator or Designee:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify Superintendent.
- 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 (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.
- Notifications of parents/guardians will be handled, in accordance with district policies, by the building administrator or administrative designee.

Teachers/Staff:

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

Fire

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

- Pull fire alarm and notify building occupants by means of _____.
- Evacuate students and staff to the designated area. See map located at _____ (or attached, e.g., on next page).
- Building administrator notifies fire department (call 911) and Superintendent. Building administrator or Superintendent must report incident to Fire Marshal (as required by State Law).
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked.
See map located _____ (or attached, e.g., on following page).
- Teachers take class roster.
- Teachers take roll after being evacuated.
- Teachers report missing students to building administrator immediately.
- After consulting with appropriate official, building administrator may move students to _____ if weather is inclement or building is damaged.
Primary relocation center
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Building administrator notifies students and staff of termination of emergency.
Resume normal operations.

Severe Weather

Tornado/Severe Thunderstorm/Flooding

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

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Radio (National Weather Service)
- Bring all persons inside building(s).
- 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.

***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 safe area until warning expires or until emergency personnel have issued an all-clear signal.

(Attach building diagram showing safe areas. Post diagrams in each classroom showing routes to 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 center quickly.
- Turn off utilities in school and lock doors.
- Teachers take role upon arriving at relocation center. Report missing students to building administrator.
- Notify parents/guardians according to district policy.

Assault/Fight

- Ensure the safety of students and staff first.
- Notify police liaison/building administrator. Call 911, if necessary.
- Defuse situation, if possible. Control the scene and demand that the combatants stop. Clear onlookers.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Notify building administrator. Building administrator assembles Crisis Team Members.
- Seal off area where assault took place.
- Building administrator notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Building administrator notifies Superintendent and parents/guardians of students involved in assault.
- Document all activities. Building administrator obtains statements from combatants and witnesses and deals with situation according to district discipline policy.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threat

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

- Complete the "Bomb Threat Phone Report" and the "Caller Identification Checklist" on the following pages.
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial the call back service in your area to trace the call, if possible.
- Notify building administrator or designee.
- Notify local law enforcement agency.
- Building administrator orders evacuation of all persons inside school building(s), or other actions, per school policy.
- If evacuation occurs, teachers should take class roster.

If threat is received by a written note:

- Immediately notify law enforcement.
- Avoid any unnecessary handling of note. It is considered evidence by law enforcement.
- Place note in a plastic bag, if available.

Evacuation procedures:

- Building administrator notifies students and staff. Do not mention "bomb threat."
- Report any unusual activities/objects immediately to the appropriate officials.
- Take class roster.
- Students and staff may be evacuated to a safe distance outside of school building(s), in keeping with school policy. After consulting with appropriate officials, building administrator may move students to _____, if indicated.
Primary relocation center
- Teachers take roll after being evacuated.
- No one may reenter building until fire or police personnel declare entire building safe. (Note: Teachers and Staff know what has been disturbed or added to their work area and may be asked by fire or law enforcement personnel to help search)
- Building administrator notifies students and staff of termination of emergency. Resume normal operations.
- 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 call is received on a digital phone, check to see the origin of the call.

Caller Identification Checklist

Caller's identity: _____

Sex/Age group: ___ Male ___ Female ___ Adult ___ Juvenile

Approximate age: ___ Years

Origin of call: ___ Local ___ Long Distance ___ Internal

Caller's voice: ___ Loud ___ Soft ___ Fast ___ Slow
 ___ Deep ___ Squeaky ___ Distant ___ Distorted
 ___ Sincere ___ Raspy ___ Stressed ___ Stutter
 ___ Nasal ___ Drunken ___ Slurred ___ Lisp
 ___ Disguised ___ Crying ___ Broken ___ Calm
 ___ Irrational ___ Rational ___ Angry ___ Incoherent
 ___ Excited ___ Laughing ___ Righteous ___ Accent

Background noises: ___ Voices ___ Airplanes ___ Street traffic ___ Trains
 ___ Animals ___ Party ___ Factory machines ___ Quiet
 ___ Music ___ Horns ___ Office machines ___ Bells

Familiarity:

___ Did caller sound familiar?

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

Name of person receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report threat to school building authority and 911.

Demonstration or Disturbance

Building Administrator:

- Ask demonstrators to disperse.
- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Building administrator notifies Superintendent.
- Warn staff. Building administrator may initiate lock-down procedures. (see Lock-Down Procedures section)
- Shut off bells, if applicable.
- Move people involved in disturbance to an isolated area.
- Document incidents with cassette recorder or take detailed notes.

Teachers:

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

Hazardous Materials

Incident occurred in school:

- Notify building administrator.
- Call 911. If identity and/or location of hazardous material is known, report information to 911.
- Evacuate to an upwind location, taking class roster.
- Seal off 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 area to reduce the spread of contamination.
- Follow procedures for sheltering or evacuation.
- Building administrator notifies 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 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 scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If evacuating, take class roster.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

Note: Consider extra staffing for students with special medical and/or physical needs.

Intruder/Hostage

Intruder - an unauthorized person who enters school property:

- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- Notify building administrator or police liaison.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
- Notify security or police and building administrator if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Building administrator may issue lock-down procedures (see Lock-Down Procedures section).

Witness to hostage situation:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify building administrator. (Building administrator may wish to evacuate rest of building, if possible.)
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

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

Radiological Incident

Schools within a 10-mile radius of the Monticello or Prairie Island nuclear power plants have plans for dealing with an accident/incident at the plant. This section is targeted for schools outside the ten-mile radius with students living within the ten-mile radius.

Building administrator's responsibilities:

- Building administrator notifies staff if an accident/incident has occurred that affects the ability of students to return to their homes (if they live within the ten-mile radius of an affected nuclear power plant).
- Procedures for release of students to emergency contact, as designated by the parent/guardian at the beginning of the school year are activated, or these students are kept at the school, until their parent/guardian or designee picks them up.

Teacher responsibilities:

- Stay with students, if they will not be released to alternate (emergency) location, or until an authorized individual picks them up.

For non-power plant radiological emergencies, follow the Hazardous Materials guidelines.

Serious Injury/Death

If incident occurred in school:

- Call 911. Do not leave the victim unattended.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected student/staff member.
- Initiate first aid if trained.
- Do not move victim except if evacuation is absolutely necessary.
- Notify building administrator.
- Building administrator notifies Superintendent.
- Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- Building administrator notifies parent(s)/guardian(s) of affected student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to _____.

District Public Information person Telephone Numbers (home, work, mobile)

If incident occurred outside of school:

- Activate school crisis 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 _____.

District Public Information person Telephone Numbers (home, work, mobile)

Post-crisis intervention:

- Meet with school counseling 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.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

Shooting

If a person threatens with a firearm or begins shooting:

Staff and Students:

- *If you are outside* – go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
- *If you are inside* – turn off the lights; lock all doors and windows; shut curtains, if it is safe to do so.
- Students, staff and visitors should crouch under desks without talking and remain there until an all-clear is given by the building administrator or designee.
- Check the halls for wandering students and bring them immediately into your classroom, even if they are from another classroom. Notify the office if you have students from another class in your room when it is safe to do so.
- Teachers take roll and immediately notify the building administrator of any missing students or staff when it is safe to do so.

Building Administrator/Police Liaison:

- Assess the situation as to:
 - the shooter's location
 - any injuries
 - potential for additional shooting.
- Call 911 and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Assist students and staff in evacuating from immediate danger to a safe area.
- Care for the injured as carefully as possible until law enforcement and paramedics arrive.
- Building administrator refers media to district spokesperson per media procedures.
- Building administrator and Superintendent prepare information to release to media and parents/guardians.
- Notify parents/guardians according to district policy.
- Hold information meeting with all staff.
- Initiate a grief counseling plan.

Suicide

Suicide Attempt in School

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 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.
- Calm suicidal person.
- Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
- Building administrator calls Superintendent and parent(s)/guardian(s) if suicidal person is a student.
- Building administrator may schedule meeting with parents and school psychologist/counselor to determine course of action.
- Determine method of notifying staff and students. Initiate grief counseling plan as appropriate.

If attempt results in death/serious injury:

- **Call 911.** Do not leave victim unattended
- Notify CPR/first aid certified person in school building of medical emergency (names listed in Crisis Team section).
- Isolate victim if possible.
- Notify building administrator.
- Building administrator notifies Superintendent.
- Activate school crisis team. Designate staff person to accompany victim to hospital.
- Building administrator notifies parent(s)/guardian(s) if victim is a student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to _____
District Public Information person Telephone numbers (work, home, mobile)
- Implement 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 caller's voice and speech patterns and to noises in background.
- Notify building administrator or designee.
- Notify local law enforcement agency.
- Building administrator orders evacuation of all persons inside school building(s), or other actions, per school policy.
- If evacuation occurs, teachers should take class roster.

Upon receiving a chemical or biological threat letter:

- Minimize the number of people who come into 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.
- 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.
- Ask "involved" people to remain calm until local public safety officials arrive.
- Ask "involved" people to minimize their contact with the letter or their surroundings, because the area is now a crime scene.
- Limited decontamination and change of clothing for a person who opened or handled letter without any gloves may be appropriate. Get advice of 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 administrator may move students to _____, if indicated.
(Primary relocation center)
- 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 termination of emergency. Resume normal operations.
- Notify parents/guardians, according to district policies.

Terroristic Threat Phone Report

(To include threats related to the release of chemicals, disease causing agents and incendiary devices)

1. Date and time call received:

2. Exact words of caller:

3. Remain calm and be firm. Keep the caller talking and ask the following questions:
 - a. Where is the device/package?

 - b. What does the device/package look like?

 - c. When will it go off/detonate?

 - d. What will cause it to go off/detonate/trigger?

 - e. How do you deactivate it?

 - f. Why was it put here?

 - g. Did you place the device/package?

4. If the building is occupied, inform the caller that detonation/release of hazardous substances could cause injury or death of innocent people.

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

Caller Identification Checklist

Caller's identity: _____

Sex/Age group: ___ Male ___ Female ___ Adult ___ Juvenile

Approximate age: ___ Years

Origin of call: ___ Local ___ Long Distance ___ Internal

Caller's voice: ___ Loud ___ Soft ___ Fast ___ Slow
 ___ Deep ___ Squeaky ___ Distant ___ Distorted
 ___ Sincere ___ Raspy ___ Stressed ___ Stutter
 ___ Nasal ___ Drunken ___ Slurred ___ Lisp
 ___ Disguised ___ Crying ___ Broken ___ Calm
 ___ Irrational ___ Rational ___ Angry ___ Incoherent
 ___ Excited ___ Laughing ___ Righteous ___ Accent

Background noises: ___ Voices ___ Airplanes ___ Street traffic ___ Trains
 ___ Animals ___ Party ___ Factory machines ___ Quiet
 ___ Music ___ Horns ___ Office machines ___ Bells

Familiarity:

___ Did caller sound familiar?

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

Name of person receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report threat to school building authority and 911.

Weapons

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

- Immediately notify building administrator, teacher or police liaison.
- Tell building administrator, teacher or police liaison the name of suspected 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 teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

Building administrator:

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator or police liaison to join you in questioning suspected student or staff member.
- Isolate student 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 search.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s)/guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- Document the incident, per reporting requirements established in Minnesota Statutes.

Lock-Down Procedures

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

- Building administrator will issue lock-down procedures by announcing warning over the PA system or using designated system(s).
- PA announcement may be a coded or basic alert. Add details here, as appropriate.

- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by building administrator.

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 school building.
- Building administrator warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Cover up food not in containers or put it in the refrigerator, if appropriate and time permitting.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by building administrator or emergency responders.

Evacuation/Relocation Centers

Evacuation:

- Call 911, if necessary.
- Notify building administrator.
- Building administrator issues evacuation procedures.
- Building administrator determines if students and staff should be evacuated outside of building or to relocation centers. _____ coordinates transportation if students are
Crisis Team Member
evacuated to relocation center. _____ contacts _____
and Crisis Team Member transportation coordinator and informs him/her that evacuation is taking place.
- Building administrator notifies relocation center.
- Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Close doors.
- Notify parents/guardians per district policy and/or guidance.

Teachers:

- Direct students to follow normal fire drill procedures unless building administrator alters route.
- Take class roster.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform building administrator immediately if student(s) is/are missing.
- If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.

Relocation Centers:

List primary and secondary student relocation centers for school.

- The primary site is located close to school. The secondary site is located further away from school (in case of community-wide emergency). Include maps to centers for staff reference.

Primary Relocation Center:

Address:

Phone:

Secondary Relocation Center:

Address:

Phone:

Media Procedures

All staff must refer media to district spokesperson.

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

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

District spokesperson _____
Name Telephone Numbers (home, work, mobile)

Alternate District spokesperson _____
Name Telephone Numbers (home, work, mobile)

- District Public Information person assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

District Public Information person _____
Name Room #

Alternate Public Information person _____
Name Room #

During an emergency, adhere to the following procedures:

- Building administrator relays all factual information to Superintendent.
- Establish a media information center away from affected school.
- Update media regularly. Do not say "No comment".
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response 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 school's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.

Refrain from exaggerating or sensationalizing crisis.

Crisis Team Members

School Crisis Team

Position	Name	Work Phone	Home Phone	Mobile/Pager	Room #
Buiding Administrator	_____	_____	_____	_____	_____
Asst. B. A.	_____	_____	_____	_____	_____
Psychologist	_____	_____	_____	_____	_____
Counselor	_____	_____	_____	_____	_____
Nurse	_____	_____	_____	_____	_____
Secretary	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CPR/First Aid Certified Persons in School Building

Name	Room #	Certification (circle):	
_____	_____	CPR	FIRST AID
_____	_____	CPR	FIRST AID
_____	_____	CPR	FIRST AID
_____	_____	CPR	FIRST AID
_____	_____	CPR	FIRST AID
_____	_____	CPR	FIRST AID

District Crisis Committee

Position	Name	Work Phone	Home Phone	Mobile/Pager
Coordinator (Superintendent)	_____	_____	_____	_____
Alternate Coordinator (Asst. Superintendent or Designee)	_____	_____	_____	_____
Spokesperson	_____	_____	_____	_____

Emergency Phone Numbers

Fire, Ambulance, Police

Emergency 911
Local Police (Non-emergency) _____
Local Fire (Non-emergency) _____
Local EMS (Non-emergency) _____
Crisis Intervention/Mental Health Hotline _____

Referrals

Crime Victim Services Statewide (800) 247-0390
Metro area (651) 215-6954

Hazardous Materials/Poison
Report any hazardous materials Statewide (800) 422-0798
leak or spill to Minnesota Duty Officer Metro area (651) 649-5451
(24-hours)

Poison Control Center Statewide (800) 764-7661

Disaster Assistance
American Red Cross Statewide (888) 404-2236
Metro area (651) 291-6780

Emergency Management Agencies:
DEM (Division of Emergency Management) Statewide (800) 422-0798
(24-hour) Metro area (651) 649-5451

County Offices:
Emergency Management/Services/Preparedness _____
Local Offices:
Emergency Management Office _____

Public Utilities
Electricity: _____
(list company and contact person)

Gas: _____
(list company and contact person)

Water: _____
(list company and contact person)

Emergency Alert System (EAS) Stations

Listen to the following radio stations for information regarding a potential or impending emergency:

FM

(List all applicable stations, including call letters and frequency)

AM

WCCO 830 (24-hours)

(List all applicable stations, including call letters and frequency)