



Emergency Management Plan and Procedures

Minnesota Math & Science Academy
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October 2017

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PURPOSE

The purpose of this Emergency Management Plan is providing our school personnel, students, and community members to better manage and assist with duties and responsibilities when responding to a crisis situation.

EMERGENCY CONTACT INFORMATION

Building Principal:	Murat Oguz
Telephone Number:	(651) 246 0845 ext: 101
Fax Number:	(651) 330-1984
Cell Number:	(419) 450 9501
Emergency Coordinator:	Constrance Robinson (Assistant Principal)
Telephone Number:	(651) 246 0845 ext: 105
Cell Number:	(612) 532 6629
School Nurse:	Ikram Ibrahim
Telephone Number:	(651) 246 0845 ext: 208

EMERGENCY PHONE NUMBERS

Fire, Ambulance, Police Emergency 9 - 1 - 1

PUBLIC UTILITIES

Electricity:	Xcel Energy	<i>24-hr emergency number</i>	(800) 895 1999
Gas:	Xcel Energy	<i>24-hr emergency number</i>	(800) 895 2999
Water:	City of St. Paul	<i>24-hr emergency number</i>	(651) 266 6868

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer.

Statewide	<i>24-hr emergency number</i>	(800) 422-0798
Metro area	<i>24-hr emergency number</i>	(651) 649-5451

EMERGENCY PLAN OUTLINE

The following plan outlines the steps that Minnesota Math & Science Academy has taken or will take in the event of an emergency:

PREVENTION / PREPAREDNESS

- Mitigating potential hazards:
 - Knowing the physical layout of the building
 - Having clear lines of communication
 - Promoting anti-bullying and positive behavior in schools and in your work environment
 - Knowing and establishing relationships within the community and neighborhood
- Developing site emergency plan
- Training staff on how to respond to key procedures: Lockdown, Evacuation, Shelter-in-Place. All staff are responsible for understanding policies and protocols. Full staff participation is required on State of Minnesota mandated drills for potential emergencies

RESPONSE

In case of a crisis, the following action steps will be taken to effectively contain and resolve the crisis:

- Activate the Emergency Management Plan
- Follow direction from the person in charge
- Maintain constant, accurate communication with staff, students and families
- Triage injuries to those who need it

RECOVERY

Recovery phase after a crisis assists students, staff and the families in the healing process, and restores educational operations in schools. Action steps will include:

- Returning to the "business of learning" as quickly as possible
- Assessing long- and short-term emotional needs
- Conducting daily briefings to keep staff, students and families informed

UNIVERSAL PROCEDURES

LOCKDOWN

Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building

When implementing **Lockdown with Warning** procedures:

Building Administration

Announce “lockdown with warning”

Repeat announcement several times

Be direct. DO NOT USE CODES

Bring people inside

Lock exterior doors

Control all movement

Disable all bells

Direct any movement by announcement only

Announce “all clear” signal when the threat has ceased

Staff

Lock all exterior doors

Cover exterior windows*

Keep students away from windows

Continue classes. Move on announcement only

Wait for further instructions

When implementing **Lockdown with Intruder** procedures:

Building Administration

Announce “lockdown with intruder”

Repeat announcement several times.

Be direct. DO NOT USE CODES

Call 911 and notify law enforcement

Direct all students, staff and visitors to the nearest classroom or secured space

Classes outside the building SHOULD NOT enter the building

Move outside classes to primary evacuation site

DO NOT lock exterior doors

Announce “all clear” signal when threat has ceased as authorized by law enforcement

Staff

Clear all students, staff and visitors from hallways immediately

Report to nearest classroom

Assist those with special needs accommodations

Close and lock all windows and doors

DO NOT LEAVE for any reason

DO NOT OPEN THE DOOR for any reason

If a fire alarm has been activated, do not evacuate unless fire or smoke is visible

Shut off lights

Stay away from all doors and windows

Be quiet

Wait for further instructions

EVACUATION / RELOCATION

In the event of an evacuation, the front desk will utilize the building intercom to notify all tenants of the situation. Teachers and support staff will escort students by walking to Staff Parking Lot.

School buses will operate as usual. If parents/guardians will pick their students, proof of guardianship/identification will be required to sign the students out.

SHELTER IN PLACE

This procedure provides refuge for students, staff and the public inside the building when an evacuation would put people at risk (tornado, chemical spill, and blocked evacuation route)

Safe areas in the building: Any interior room with no windows and all stairwells.

In the event of a need to get to safe shelter, the front desk will utilize the building intercom to notify all tenants of the situation. Staff have a map and understanding of safe areas.

In the event of a tornado, MMSA will exit through the southern door, and go down the main stairwell and sit against the walls at the bottom of the stairwell.

EMERGENCY PROCEDURES

Assault

Critical Information

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault occurs:

Staff

- Notify building administration
- Ensure the safety of students and other staff
- Work as a team in response
- Use a calm voice and low tones in addressing the assailant
- If behavior escalates, shout “Stop!” and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties (see Medical Emergency procedures)
- Do not leave the victim alone
- Seal off area to preserve evidence for law enforcement
- Identify the assailant by name and description (e.g. clothing, height)
- If the assailant has left the building, determine direction and mode of travel
- If assailant leaves in a vehicle, provide description of the vehicle and license number
- Identify any witnesses

Building Administration

- Call 911 and notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- Consider lockdown procedures
- Notify parents or legal guardians of students involved
- Make appropriate referrals to student services or student assistance team
- Document all actions taken by staff and complete incident reports

[Minnesota Statute 121A.582 Subdivision 1. Student Discipline: Reasonable force standard.](#) (a) A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Bomb Threat

Critical Information

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

Staff

- Notify building administration
- Preserve evidence for law enforcement
 - If written threat, place note in paper envelope to preserve fingerprints
 - If the threat is written on a wall, photograph
 - If phoned threat, document all relevant information (see Threat Incident Report Form)
- Complete Threat Incident Report Form

Building Administration

- Call 911 to notify law enforcement
- Assess the threat by using the Threat Assessment Procedures
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff

If the bomb threat is determined to be credible:

Building Administration

- Initiate appropriate Lockdown procedures
 - Provide additional instructions as necessary
- Direct staff to implement scanning process for suspicious items
 - Bombs may be placed anywhere on school property — inside or outside
- Document all actions taken and findings by staff
- Determine if evacuation procedures should be initiated

Staff

- Implement appropriate Lockdown procedures
- Scan classroom or assigned areas for suspicious items
- **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders
- Notify building administration of findings

If Evacuation Procedures are initiated:

Building Administration

- Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device
- Ensure evacuation routes and area(s) are clear of suspicious items

Staff

- Implement Evacuation procedures
- Take emergency go-kit and class roster

When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.

Demonstration

Critical Information

Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

If demonstration is near, but not on school property:

Staff

- Notify building administration

Building Administration

- Notify and consult with law enforcement in developing a plan of action
- Notify building staff
- Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment

- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. Web site posting, email)
- Consider lockdown with warning procedures (see Lockdown procedures)

If demonstration is on school property:

Staff

- Notify building administration

Building Administration

- Notify and consult with law enforcement
 - Identify who asks the demonstrators to leave
 - Develop an action plan
- Notify building staff
- Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
- Consider lockdown with warning procedures (see Lockdown procedures)
- Ensure safe entry into and exit from the building
- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. Web site posting, email)

Fight/Disturbance

Critical Information

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school disciplinary policies and procedures.

When a fight or disturbance occurs:

Staff

- Notify building administration
- Ensure the safety of students and other staff
- Work as a team in response
 - One staff member seek administration assistance
 - One staff member address the disturbance
- Use a calm voice and low tones in addressing students

- If behavior escalates, shout “Stop!” and continue to use a calm voice to de-escalate the situation
- Disperse onlookers and keep others from congregating in the area
- Don’t let a crowd incite participants
- Separate participants
- Ensure that first aid is rendered to all injured parties (see Medical Emergency procedures)

Building Administration

- Address the event according to school discipline policy and procedures
- Notify parents or legal guardians of students involved in fight
- Notify law enforcement as indicated by school policy
- Make appropriate referrals to student services or student assistance team
- Document all actions taken by staff and complete incident reports

Fire

Critical Information

Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of fire or smoke:

Staff

- Activate fire alarm and notify building administration
- Check assigned locations where students may not hear alarm (e.g. washrooms, lunchroom, sound booths, dark rooms, pool, locker rooms)
- Implement evacuation plan for any students needing special accommodations
- Evacuate students and other staff to designated areas
- Take emergency go-kits and class roster
- If primary route is blocked or dangerous, use closest, safe exit
- If trapped by fire, implement Shelter-in-Place procedures
- Once outside, assemble a safe distance from building and emergency apparatus
 - Take student attendance
 - Report missing, extra or injured students to building administration

Building Administration

- Call 911 and notify emergency responders
- Confirm address of school

- Provide exact location of smoke or fire
- Ensure fire alarm has sounded
- Meet with fire officer
 - Identify the location of fire
 - Advise location of injured persons
 - Provide names of any missing persons
- Determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of student reunification and release procedures
- Signal “all clear” when safe to re-enter school building

Additional Considerations

- Plan for accommodations for students or staff with special needs

Hazardous Materials

Critical Information

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY. In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

In the event of a hazardous material incident inside a school building:

Staff

- Notify building administration
- Report location and type (if known) of the hazardous material
- Move students away from the immediate danger zone
- If safe, close doors to the affected area
- If implementing Evacuation procedures
 - Take emergency go-kits and class roster
 - Take attendance and report missing, extra or injured students to building administration
- Render first aid as needed

Building Administration

- Call 911 and notify emergency responders
- Report location of leak or spill and type of material (if known)
- Report any students or staff missing or injured
- Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown)

ventilation system (HVAC)

- Move staff and students away from the immediate danger zone
- Keep staff and students from entering or congregating in danger zone
- Document all actions taken
- Report incident to Minnesota Duty Officer (800-422-0798 or 651-649-5451)

In the event of a hazardous material incident outside a school building:

Staff

- Notify building administration
- Report location and type (if known) of hazardous material
- Move students away from the immediate vicinity of the danger
- If outside, implement Reverse Evacuation procedures

Building Administration

- Monitor situation
- Consult with emergency responders
- Identify the need for evacuation
- Develop an action plan with emergency responders
- Consider implementing Shelter-in-Place procedures
- If there is an airborne release, shutdown ventilation system (HVAC)
- Notify parents or legal guardians of student reunification and release procedures
- Document all actions taken

Hostage

Critical Information

If the hostage-taker is unaware of your presence, ***Do Not Attract Attention!***

In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

If you witness a hostage situation:

Staff

- Notify building administration immediately
- Keep all students in their classrooms until further notice
- Wait for further instructions

Building Administration

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- If known, provide a description of the following:
 - o Identity and description of the individual
 - o Description and location of the incident
 - o Number of hostages
 - o Number of injuries
- Seal off area near hostage scene
- Students should be moved from exposed areas or classrooms to safer areas of the building
- As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives
- When law enforcement arrives, they will take control of the situation
 - o Continue to coordinate with law enforcement for the safety and welfare of students and staff
- Document all actions taken

Intruder

Critical Information

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the “I CAN” rule.

Intercept Contact Ask Notify

In the event an unauthorized person enters school property (intruder):

Staff

- Politely greet the subject and identify yourself
- Consider asking another staff person to accompany you before approaching the subject
- Inform the subject that all visitors must register at the reception area
 - o Ask the subject the purpose of his or her visit
 - o If possible, attempt to identify the individual and vehicle

- Escort the subject to the reception area
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
 - Attempt to maintain visual contact with the intruder until assistance arrives
 - If possible keep students away from the intruder
 - Take note of the subject name, clothing and other descriptors
 - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
- Back away from the subject if he or she indicates a potential for violence
- Allow an avenue of escape for both the intruder and yourself

Building Administration

- Respond to call for assistance from staff
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
- If the subject refuses or his or her purpose is not legitimate,
 - Consider initiating Lockdown with Intruder procedures
 - Call 911 and notify law enforcement
 - Advise law enforcement of the intruder's location and provide a full description
 - Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
 - Provide all staff with a full description of the intruder
- Document all actions taken by staff

[Minnesota State statute 609.605 subd.4](#) gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

Medical Emergency

Critical Information

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way.

Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

Staff

- Send for immediate help (notify health office staff or school nurse) and Call 911
- Describe injuries, number of victims and give exact location
- Notify building administration
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- If possible, isolate the victim(s)
- Direct someone (e.g. staff, student) to meet and guide the first responders
- Assist emergency medical services personnel with pertinent information about the incident
- Complete an incident report and document all actions taken

Building Administration

- Ensure 911 was called and provide any updated information
- Secure victim(s) medical emergency profile
- Activate school emergency response team
- Ensure someone (e.g. staff, student) meets and directs first responders
 - Provide any additional information about the status of the victim(s)
 - Provide information from the victim(s) medical emergency profile
- If needed, assign a staff member to accompany victim(s) to the hospital
- Notify victim(s) parents, legal guardians or emergency contact
- Activate Recovery procedures as appropriate
 - Conduct a debriefing
- Document all actions taken by staff

For medical emergencies related to life-threatening allergies:

- Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to school personnel
- Bus drivers and kitchen staff should be informed of students with known life-threatening allergies
- Encourage all employees with special health considerations to alert building administration

Severe Weather Tornado/Severe Thunderstorm/Flooding

Critical Information

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe thunderstorm WATCH includes all or part of the district area:

Building Administration

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
- Activate appropriate members of the school emergency response team to be aware of potential weather changes
- Notify head custodial staff of potential utility failure
- Consider moving all persons inside building(s)
- Consider closing windows
- Review severe weather sheltering procedures and location of shelter areas

Staff

- Review "Drop and Tuck" procedures with students

If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:

Building Administration

- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
- Activate appropriate members of the school emergency response team of a change in weather status
- Initiate Severe Weather Shelter Area procedures
- Move students and staff out of portable classrooms and into a permanent building
- Notify parents and legal guardians according to school policy

Staff

- Initiate Severe Weather Shelter Area procedures

- Close classroom doors
- Take emergency go-kit and class roster
- Ensure students are in “tuck” positions
- Take attendance and report any missing, extra or injured students to building administration
- Remain in shelter area until an “all clear” signal is issued
- In the event of building damage, evacuate students to safer areas
- If evacuation does occur, do not re-enter the building until an “all clear” signal is issued

If flooding occurs near or at a school:

Building Administration

- Monitor NOAA weather radio, all-hazard or emergency alert radio stations
- Develop an action plan with local emergency management officials and transportation coordinator
- Review evacuation procedures with staff
- Notify relocation centers
- Determine an alternate relocation center if primary and secondary centers are affected
- Notify transportation resources
- If emergency responders advise evacuation, do so immediately
- Notify parents or guardians of evacuation and relocation

Staff

- Initiate Evacuation procedures as directed
- Take emergency go-kit and class roster
- Take attendance and report any missing, extra or injured students to building administration

Sexual Assault

Critical Information

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Schools should address sexual assault as a crisis or emergency when:

- A rape or sexual assault occurs on campus
- A member of the victim’s family or friend requests intervention

- Rumors or myths of an alleged incident are widespread and damaging

In the event of a sexual assault or notification of a sexual assault:

Staff

- Notify building administration immediately
- Complete all required reports
- Maintain confidentiality during the investigation
- Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim
- *Do not leave the victim alone*
- Ensure the short-term physical safety of the victim
- Notify the school nurse or student services to provide care and secure immediate medical treatment if needed
- If appropriate, preserve all physical evidence

Building Administration

- Maintain confidentiality during the investigation
- If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
- If assault occurred on campus
 - Notify appropriate law enforcement
 - Notify local rape crisis center
- Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need
- Determine needs for peer support
- Encourage the victim to seek support from a rape crisis center
- Take action to control rumors
- Document all actions taken by staff and complete incident reports
- Store all records related to sexual assault incidents and services provided in an confidential administrative file

A sexual assault examination is an important piece of evidence in a sexual assault investigation. The exam should be performed as soon as possible to preserve quality and quantity of the evidence. A trained medical professional will perform the exam. The victim must be advised on how to protect the evidence she or he may have. The victim must be told not to douche, bathe, shower, wash or throw away the clothing she or he was wearing at the time of the sexual assault.

Shooting

Critical Information

School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

If a person displays a firearm, begins shooting or shots are heard:

Staff

- Seek immediate shelter for staff and students
- Initiate Lockdown with Intruder procedures
- Notify building administration
- Provide location of the shooting, if known
- Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed

Building Administration

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- Provide the following information, if known:
 - Location of shooter(s)
 - Description, identity and number of shooters
 - Description of weapon(s)
 - Number of shots fired
 - Is shooting continuing?
 - Number of injuries
- Document all actions taken by staff
- Implement Media procedures
- Implement Recovery procedures

Suicidal Threat or Attempt

Critical Information

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

In the event a staff member believes a student is a suicide risk or has attempted suicide:

Staff

- Stay with the student until assistance arrives

- Notify school administration, counselor, social worker or school psychologist
- Ensure short-term physical safety of the student, provide first aid if needed
- Listen to what the student is saying and take the threat seriously
- Assure the student of your concern
- Assure the student you will find help to keep him or her safe
- Stay calm and don't visibly react to the student's threats or comments
- Do not let the student convince you the crisis is over
- Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

Building Administration

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached
- Determine a course of action with social worker or other mental health professional
- Contact student's parent or guardian and make appropriate recommendations
- Do not allow the student to leave school without a parent or guardian
- Document all actions
- Follow-up and monitor to ensure student safety
- Implement Recovery procedures

School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.

Suspicious Package or Mail Chemical/Biological Threat

Critical Information

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

If you receive a suspicious package or letter by mail or delivery service:

Staff

- DO NOT OPEN package or letter
- Notify building administration

- Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement

Building Administration

- CALL 911 and notify law enforcement
- Document all actions taken by staff

If a letter/package contains a written threat but no suspicious substance:

Staff

- Notify building administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form

Building Administration

- Call 911
- Preserve evidence for law enforcement and turn the letter or package over to law enforcement
- Document all actions taken by staff

If a letter or package is opened and contains a suspicious substance:

Staff

- Notify building administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Isolate the people who have been exposed to the substance to prevent or minimize contamination
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form

Building Administration

- Call 911
- Preserve evidence for law enforcement
- Turn the letter or package over to law enforcement
- Consult with emergency officials to determine:
 - Need for decontamination of the area and the people exposed to the substance

- Need for evacuation or shelter-in-place
- Notify parents or legal guardians according to school policies

When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.

Terrorism

Critical Information

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation).

Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

In the event of an attack within the United States:

Building Administration

- Monitor the situation
- Consult with local law enforcement and emergency management agencies
- Develop an action plan
 - If school is in session, consider a school wide lockdown with warning (see Lockdown procedures) or student release
- Notify all staff
- Implement school-wide behavioral health crisis intervention procedures
- Notify parents or legal guardians of actions taken
 - Availability of counselors
 - If implementing Lockdown procedures, instruct parents not to come to the school
 - If implementing Student-Release procedures, notify parents of reunification plan
- Re-evaluate action plan as new information develops
- Allow teachers to suspend regular learning programming
- Provide opportunities for students to meet with student services staff

Staff

- Inform students of the incident in an age appropriate manner
- Stay calm and address student concerns
 - Limit access to media outlet (e.g. television, radio, internet)
 - Answer student questions honestly

- Do not allow students to speculate or exaggerate graphic details
- Decide whether or to temporarily suspend regular learning programming adjusting lesson plans to include discussion and activities about the event
- Monitor student behaviors and reactions and make referrals to appropriate student services staff

It is important to restore the learning environment as soon as possible, maintaining structure and stability throughout the school day. Try to engage in classroom activities that do not focus solely on the attacks. Children are comforted by normal routines and "back-to-normal" activities will help and reassure them.

Threat

Critical Information

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

In the event of IMMEDIATE danger:

Staff

- Take immediate action to secure or isolate the individual making the threat
- Prevent access to potential weapons
- Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
- Notify building administration

Building Administration

- Initiate Lockdown with Intruder procedures
- CALL 911
- Document the incident

If threat is identified but there is no immediate risk:

Staff

- Complete a Threat Incident Report Form
- Notify building administration and student services staff
- Maintain confidentiality

Building Administration

- Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams). Use Threat Assessment guidance to determine threat credibility
- Notify law enforcement, if appropriate
- Conduct search of school and personal property, if needed
- Interview the individual posing a threat
- Develop an action plan
- Contact parents or legal guardians
- Inform them of the situation, any concerns and course of action
- Obtain permission to exchange information between agencies
- Document any referrals, actions taken and decisions made
- Implement Recovery procedures

Weapons

Critical Information

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident.

If you are aware of a weapon on school property:

Staff

- Notify building administration immediately and provide the following information:
 - Location, identity and description of the individual
 - Description and location of weapon(s)
 - Whether the individual has threatened him or herself or anyone else
- Limit information to staff and students on a need to know basis
- Stay calm and do not call attention to the weapon

Building Administration

- Call 911 to report that a weapon is in school
 - Provide location, identity and description of the individual
 - Provide description and location of weapons
- Develop an action plan for response
 - If the weapon is located on an individual, isolate the individual
 - If the weapon is in a locker or in a backpack, prevent access to that area
- Determine whether to initiate Lockdown, Evacuation or other procedures

- Conduct weapon search, if needed
- DO NOT approach the individual alone. Consider these factors:
 - Need for assistance from law enforcement
 - Best time and location to approach individual
 - Description, location and accessibility of weapon(s)
 - Safety of persons in the area
 - State of mind of the individual
- If the individual displays or threatens with the weapon(s):
 - DO NOT try to disarm him or her
 - Avoid sudden moves or gestures
 - Use a calm, clear voice
 - Instruct the individual to place the weapon down
 - Use the individual's name while talking to them
 - Allow for escape routes. Back away with your hands up
- If the individual is a student, notify parent or guardian
- Document all actions taken by staff
- File report according to school policy

Staff members should be familiar with definitions of weapons within their school's policies.

DRILL SCHEDULE AND LOG

Minnesota Statutes 121A.037 and 123B.90 require schools to conduct at least five school lockdown drills, five school fire drills, one tornado drill and one bus evacuation drill each year. Students are expected to be present and participate in all drills. The drills will be scheduled and logged on the below form

School: Minnesota Math & Science Academy

Administrator: Constance Robinson & Akif Camizci

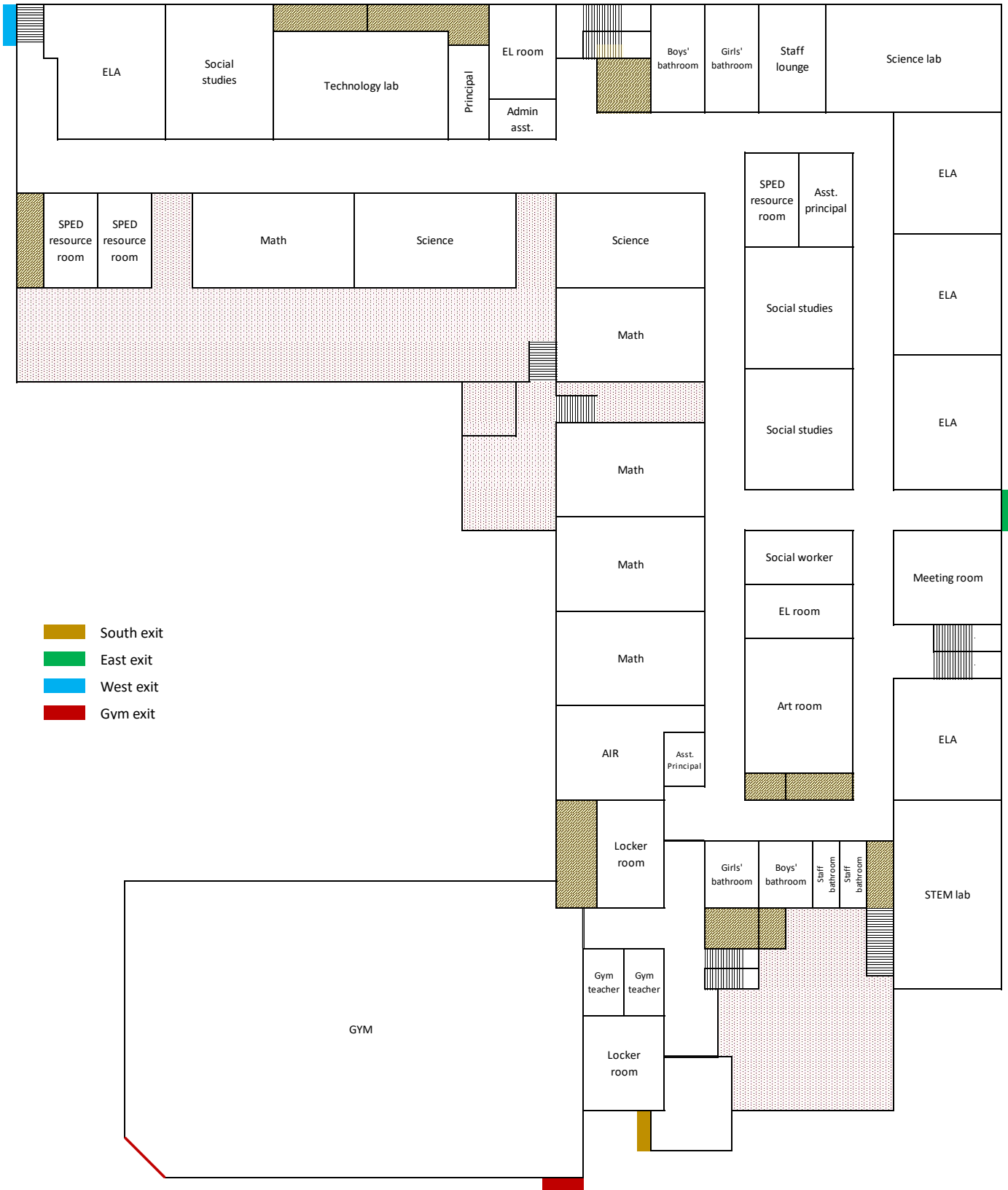
FIRE DRILLS					
Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments

LOCKDOWN DRILLS					
Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments

TORNADO DRILL					
Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments

BUS EVACUATION DRILL					
Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments

EMERGENCY EVACUATION PLAN - 1ST FLOOR



- South exit
- East exit
- West exit
- Gym exit

EMERGENCY EVACUATION PLAN - 2ND FLOOR

