

ROSEVILLE AREA SCHOOLS

District 623

EMMET WILLIAMS SCHOOLS

Emergency Response Procedures

EMERGENCY INFORMATION

The Phone number for all emergency police, fire, and ambulance calls is 911. When dialing from a district phone, dial 9-911.

If help is needed within building only, dial Ex. 6312 or 6323

This building's address is: 955 County Road D

This building's phone number is: 651-482-8624

Designated staging area for this building's Emergency Response Team (ERT) members to meet in an emergency:

Inside Building Meeting Place: Main Office

Outside Building

Meeting Place: Lutheran Church of
the Resurrection

Designated staging area for emergency personnel as they arrive: Main
Entrance-West end of the building

EMERGENCY INFORMATION

BUILDING LEVEL NOTIFICATION PROCEDURES

The building Principal/Administrator has the full authority for action in the event of an emergency that threatens the safety and security of persons in the building or on the grounds unless specifically directed otherwise by the Superintendent or Supervising Administrator.

Brian Koland , Principal: (Office)
 (Home)
612-270-4942 (Cell)

Juli Fick , Sec to Principal: (Office)
 (Home)
651-276-4750 (Cell)

In the absence of the Principal/Secretary, the delegated line of authority in the building is:

Name	Phone	Walkie Talkie Yes/No
David Miller		No
Michele Kluth		Yes
Beth Murphy		Yes
Theresa King		Yes

BUILDING LEVEL NOTIFICATION PROCEDURES

Administrator Responsibilities	Staff Responsibilities
* Evacuate the building by use of fire alarm	* Pull the fire alarm, if available
* Address: <u>955 West County Road D</u>	* Call 9-911 / give exact location of fire, if known
* Call 9-911 to report to Fire Dept. Provide location of fire, if known.	* Notify the Administrator-in-charge ASAP
* Notify Dist Center @ 651-628-6452	* Follow the fire evacuation procedures: 1. Take your class roster 2. Close your door 3. Reassemble students at designated area (at least 300 feet from building) 4. Take roll 5. Report missing students
* Assist in evacuating building to at least 300 feet away & ensure that building is clear	
* If off campus evacuation is needed, initiate that process	* Await further instructions
* Leave the building	* Re-occupy building on when “ ALL CLEAR ” is given
* Meet Fire Dept at front door	Custodial Responsibility
* Assist Fire Dept in locating utilities	* Check fire panel for reason for alarm. Go to that area to check for fire. If fire present, get out.
* Signal the “ ALL CLEAR ” when appropriate	* Meet & inform Fire Dept of situation
* Notify custodial staff to recharge fire extinguishers where needed.	* Keep Principal/Building Administrator informed
	* SILENCE & RESET alarm ONLY when everyone is out and you are instructed to do so.

FIRE INSTRUCTIONS

Primary sites are located close to school. Secondary sites are located further away from school.

Primary Relocation Center	Secondary Relocation Center
Lutheran Church of the Resurrection	
910 West County Road D, Roseville	
Contact Person: Tim Bernard (tbernard@lcrelca.org)	
Phone: 651-484-1292	
Staff in Charge	Staff in Charge
Brian Koland/Juli Fick	
Beth Murphy	
Michele Kluth	

EVACUATION

Administrator Responsibilities	Staff Responsibilities
* Signal evacuation by use of audio announcement	* Follow evacuation procedures as trained 1. <u>Staff escort students to Resurrection Church</u> 2. 3.
* Give special directions, if different from usual procedures	* Close and lock classroom door
* Call 9-911 to alert Police Dept to reason for evacuation	* Take class roster
* Notify Dist Center @ 651-628-6452	* Assist with evacuation by checking hallways, bathrooms & stairways on your way out
* Proceed with evacuation as per situation (fire, offsite, transportation for moving further away)	
* Go to staging area	* Offsite attendance & report missing students to staff in charge
* Assist Police with building maps, student or other information	* Use your name signs so students can find you
* Notify Karen Schaub @ 651-604-3502	* Use disposition list (inside your name sign) to sign students out as they leave site. Be specific with info
* Missing persons reported to you by _____ at	Custodial Responsibilities
* Call 651-635-1600 if more resources are needed	* Follow evacuation procedures
	* Be available to assist principal and emergency personnel where needed

Staff Staging Area: STAFF ON PREP go to Church basement for further instructions

EVACUATION

Administrator Responsibilities / Suspicious Item	Staff Responsibilities / Suspicious Item
* DO NOT touch the item	* If item already found, DO NOT touch it
* Report location of the item to building administrator & terminate any other searches in progress	* Inform building administrator
* Call 9-911 to report item to police	* DO NOT touch light switches
* Notify District Center @ 651-628-6452	
* Help clear the area	
* Make decision with ERT as to next steps	
Administrator Responsibilities / Bomb Threat	Staff Responsibilities / Bomb Threat
* Collect threat information	* Evacuate as trained or instructed
* Notify Dist Center @ 651-628-6452	* Do visual sweep of room before leaving
* Make decision with ERT on next steps	* If possible, opens doors and windows on way out
* Detain any staff or students that need interviewing	* Take class roster with you
* Audio announce with response will be used	* Assist evacuation by checking restrooms, hallways and stairways on your way out * Regroup with students outside * Take attendance once outside
* Ensure evacuation of building	* Report any missing students to administration
* Meet responders in Staging area. Police will take over from here.	* Reoccupy, evac or dismiss as instructed
* Notify Media Spec Karen Schaub @ 651-604-3502	* Work with ERT for follow-up actions

BOMB THREAT / SUSPICIOUS ITEM INSTRUCTIONS

Administrator Responsibilities	Staff Responsibilities
* Monitor Early Warning Weather Radio	* Leave room, proceed to designated shelter area
* OPTIONAL...post a spotter at SW corner of building	* Take class roster
* Upon activation, notify building administrator	* Account for students/report missing to admin
* If conditions warrant, send students to shelters	* Have students sit, face wall with head between leg keep students quiet and calm
* If medical emergency arises, call 9-911	* If medical emergency, notify admin
* Stay in shelter until “ALL CLEAR” from DC or walkie	* Stay in shelter until “ALL CLEAR” is given
* Proceed to normal activity or evacuate if building is damaged	
	Custodial Responsibilities
	* Shelter in place as per procedures
	* Communicate with admin for instructions

SEVERE WEATHER / TORNADO

If you encounter a person who might be a DANGEROUS INTRUDER:

Administrator Responsibilities	Staff Responsibilities
<p>1. Ask the unidentified person to identify themselves and to state their business or produce proof of business.</p> <ul style="list-style-type: none"> * If person is cooperative, escort them to office to register & proceed; * If person is uncooperative, proceed with procedures below <p>2. Procedures for an unidentified/threatening person:</p> <ul style="list-style-type: none"> * Ask them to leave the premises. DO NOT attempt to force them to leave on your own. * If person refuses, call Principal or 9-911 * Report incident to District Center * Keep phone lines open as is possible <ul style="list-style-type: none"> * If they leave, attempt to keep track of them by noting direction of travel, license plate #, make or car or just direction of walk * Send someone out to meet emergency person * Request that police arrest for trespassing <p>3. Protect Safety of students & staff as necessary:</p> <ul style="list-style-type: none"> * Turn off bell system during the emergency * Invoke Lock-down anytime a weapon is detected 	<ul style="list-style-type: none"> * Ask person to identify themselves & to provide proof of business * If cooperative, you or someone escort them to the office for check-in so they can proceed. * If uncooperative, call Principal or 9-911 and request assistance * DO NOT let person into classroom if possible * Be able to describe the person & keep track of them until help arrives if possible * Describe or present person to <u>Main Office</u> * Resume activities unless otherwise directed <p>It is of utmost importance that people in our school are accounted for. <u>Never hesitate to respectfully ask people to identify themselves!</u> Always remember that anyone who has checked in properly should be wearing a visitor's name tag.</p>

VIOLENCE / INTRUDER

Administrator Responsibilities / Missing or Runaway Student	Staff Responsibilities / Missing or Runaway Student
* Conduct an immediate search of school & grounds	* Notify the administrator in charge
* Call 9-911 to involve police	* Assist administrator with questioning students if necessary
* Contact parent/guardian of student	* Maintain control or get sub for remaining students
* Notify District Center @ 651-628-6452	
Administrator Responsibilities / Abducted Student	Staff Responsibilities / Abducted Student
* Call 9-911 , provide suspect & vehicle information	* If occurring during class, attempt to persuade abductor not to go through with it (be safe)
* Notify District Center @ 651-628-6452	* If abduction witnessed by other students, detain them for interviews
* If abduction witnessed by students, detain them for interviews	* DO NOT place yourself or students in harm's way
* Notify Media Spec Karen Schaub @ 651-604-3502	* In a worst case scenario, this could go to lock-down
* Notify Dir of Student Services Karen Filla @ 651-635-1605	
	Custodial Responsibilities

	* Report any information to administration
	* Be available to help where needed

MISSING / RUNAWAY OR ABDUCTED CHILD

Follow these procedures within building whenever a person:

- * Has a weapon
- * Says they have a weapon
- * Is holding another person against their will

The building moves into LOCK-DOWN mode immediately

- * Call **9-911** on a cell phone and ask for the Police Dept
 - * Notify the Administrator in Charge and relay....where in the building this is happening, how many are involved, what demands have been made and if there are injuries
- * Provide assistance as is possible

Administrator Responsibilities	Staff Responsibilities
* Immediately announce the LOCK-DOWN	* If weapon is seen, follow above instructions
* Call 9-911 to involve police	* Never confront an intruder with a weapon
* Notify District Center @ 651-628-6452	* Close windows, close and lock your door
* Make sure hallways are clear of students	* Cover windows by door if time permits
* Isolate the lock-down area if appropriate	* List students not in the room who should have been at the time of the incident
* Move to staging area to meet emergency personnel	* E-mail information as trained to Brian or Juli
* Notify Media Spec Karen Schaub @ 651-604-3502	* Have students sit on floor away from doors and near interior walls
* Main office: check e-mails & phone calls from teachers reporting any injuries or other problems	* Keep students quiet so as not to attract attention
	* Do not leave room until told to do so unless in imminent danger.
	Custodial Responsibilities

	* Follow lock-down procedure as trained
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If a weapon is found...DO NOT touch the weapon but rather isolate the
area.

Police will do any checking of the weapon!

LOCK-DOWN

Administrator Responsibilities	Staff Responsibilities
* Call 9-911 & ask for police or ambulance, if necessary	* Assess the scene & secure the area
* Notify District Center @ 651-628-6452	* Direct unaffected persons to a secure location
* Notify Media Spec Karen Schaub @ 651-604-3502 , if necessary	* Notify administrator in charge ASAP via Give location and details, request first aid help, be specific to nature or injury
* Report to the scene to secure the area	* If health office cannot be reached, call 9-911 & request assistance (be specific as to nature of injury)
* Have First-Aid trained staff (listed below) report to the area if possible	* If location safe, assess the severity of injuries. If scene is not safe (electrocution, etc.), talk to victim wait for Emergency Responders
* Assign someone to meet Emergency Responders & provide them with information	* Stabilize victim & give first aid yourself if possible or call someone on list below
* Notify parents/guardians	* Assist Emergency Responders (ours or community) when they arrive
* Accompany student/staff to hospital if parent/guardian is unable	

* Location of First Aid Bags: Health Office & Restroom located by the music room

CPR Certified

Name	Phone Number	Room
Brian Andersen	651-724-6301	151
Juli		
Juli Fick	651-724-6312	Office

Michele Kluth	651-724-6324	102
Brian Koland	651-724-6326	Office
Peggy McLafferty-Yares	651-724-6331	105
Beth Murphy	651-724-6334	Health Office
Emilie Ficek	651-724-6316	Health Office
Paige Wallin-Lemke	651-724-6352	103

Responses to Safety Threats (ERT USE ONLY)

External Lockout	Lock Down	Restricted Access	Partial Evacuation	Full Evacuation
<p>Purpose: To alert staff and secure students in response to an increased threat level due to an outside/external threat.</p>	<p>Purpose: To secure students and staff in case of a viable in-building threat.</p>	<p>Purpose: To prevent students and non-essential staff from accessing certain areas of the building when an incident is occurring.</p>	<p>Purpose: To evacuate all or a portion of the school to another location ON SCHOOL PROPERTY.</p>	<p>Purpose: Fully evacuate the building & proceed to off-site Relocation sites.</p>
<ul style="list-style-type: none"> • An audio announcement will be made • Staff may be instructed to check voicemail and/or email for details and desired staff response. • Classroom staff should lock and physically monitor doors/windows, restrict students from hallways/common areas, and delay passing time until the threat is clear. 	<ul style="list-style-type: none"> • Classes and passing times are discontinued until the threat has been cleared. • Rooms with students/staff evaluate best response option of Run/Hide/Fight. • Those that Run should go to safest exterior exit and proceed to evacuation site • Those that Hide should lock doors/windows, move away 	<ul style="list-style-type: none"> • Classes may continue. • All students should be in classrooms, staff in offices. Lock doors ONLY if directed. • Only designated staff in halls. • Students should be instructed by staff to use alternative routes during passing times to avoid restricted area. 	<ul style="list-style-type: none"> • Relocate part of the building to a designated safe location inside the building. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Evacuate all or part of the building to a designated safe location outside the building but on school grounds. Use usual fire drill routes to exit the building 	<ul style="list-style-type: none"> • Evacuate to Relocation Sites • Reunification plan is activated at discretion of ERT.

<ul style="list-style-type: none"> • Class instruction may continue inside the classrooms. • Exterior doors/windows should be physically monitored by available staff. • Classes outside the building but still on campus would be called back into the building or instructed to proceed to evacuation site. • Communication will be made to any field trip groups (not on campus) via email or phone that they should not return to school. 	<p>from doors/windows, and stay silent.</p> <ul style="list-style-type: none"> • Students and staff in un-secure areas (e.g., hallways) should Run to evacuate the building or Hide if running is not a safe option. • Students/staff should call 911 if they have relevant information about the threat or injured persons. • Staff/students comply with law enforcement direction once contact is made. • Teachers fill out form in Dashboard and prepare for reunification at the direction of the ERT. 			
<p>Examples for use of this option:</p> <ul style="list-style-type: none"> • Uncontained or uncontrolled possible threat outside the building. • Proximity, type of threat, and necessary response evaluated by 	<p>Examples for use of this option:</p> <ul style="list-style-type: none"> • Viable in-school threat (e.g. active shooter) has been reported. 	<p>Examples for use of this option:</p> <ul style="list-style-type: none"> • Facilities Issue • Student disruptions • Medical Emergency 	<p>Examples for use of this option:</p> <ul style="list-style-type: none"> • Chemical spill that affects specific area of building. • A low credibility bomb threat (as assessed by ERT using ATF guidelines) for 	<p>Examples for use of this option:</p> <ul style="list-style-type: none"> • Fire rendering the building unusable. • Chemical spill that affects entire building. • Bomb threat that could affect entire building

police liaison or administration.			specific area of building	
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