

**ROSEVILLE AREA SCHOOLS**

**District 623**

Little Canada Elementary School

**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: \_\_\_\_\_

This building's address is: \_\_\_\_\_

This building's phone number is: \_\_\_\_\_

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

Inside Building Meeting Place: \_\_\_\_\_

Outside Building Meeting Place: \_\_\_\_\_

Designated staging area for emergency personnel as they arrive: \_\_\_\_\_

\_\_\_\_\_

# **DISTRICT WIDE NOTIFICATION PROCEDURES**

When an emergency situation occurs, the possibility exists that the Superintendent would not be present to make the required decisions. A regular procedure for the delegation of authority in case of an emergency is presented below.

## **District-Wide Emergency:**

Inform and consult the SUPERINTENDENT OF SCHOOLS, Dr. Aldo Sicoli

OFFICE TELEPHONE: 651-628-6452 (Office of Superintendent)

DISTRICT CENTER OFFICE: 651-635-1600 (Main Receptionist, 7:30am-4pm)



# FIRE INSTRUCTIONS

<b>Administrator Responsibilities</b>	<b>Staff Responsibilities</b>
* Evacuate the building by use of fire alarm	* Pull the fire alarm, if available
* Address: _____	* Call <b>9-911</b> / give exact location of fire, if known
* Call <b>9-911</b> to report to Fire Dept. Provide location of fire, if known.	* Notify the Administrator-in-charge ASAP
* Notify <b>District Center 651-635-1600</b>	* Follow the fire evacuation procedures:
* Assist in evacuating building to at least 300 feet away & ensure that building is clear	<ol style="list-style-type: none"> <li>1. Take your class roster</li> <li>2. Close your door</li> <li>3. Reassemble students at designated area (at least 300 feet from building)</li> <li>4. Take roll</li> <li>5. Report missing students</li> </ol>
* If off campus evacuation is needed, initiate that process	* Await further instructions
* Leave the building	* Re-occupy building when " <b>ALL CLEAR</b> " is given
* Meet Fire Dept at front door	<b>Custodial Responsibilities</b>
* 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 " <b>ALL CLEAR</b> " when appropriate	* Meet & inform Fire Dept of situation
* Notify custodial staff to recharge fire extinguishers where needed.	* Keep Principal/Building Administrator informed
	* <b>SILENCE &amp; RESET</b> alarm <b>ONLY</b> when everyone is out and you are instructed to do so.



# EVACUATION

<b>Administrator Responsibilities</b>	<b>Staff Responsibilities</b>
* Signal evacuation by use of audio announcement	* Follow evacuation location procedures as trained 1. 2. 3.
* Give special directions, if different from usual procedures	* Close and lock classroom door
* Call <b>9-911</b> to alert Police Dept of reason for evacuation	* Take class roster
* Notify <b>District Center 651-635-1600</b>	* 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 <b>Communications Supervisor 651-635-1605</b>	* Use disposition list (inside your name sign) to sign students out as they leave site. Be specific with information
* Missing persons reported to you by at offsite locations	<b>Custodial Responsibilities</b>
* Call <b>Director of Student Services, 651-635-1608</b> , 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 \_\_\_\_\_ for further instructions

# BOMB THREAT / SUSPICIOUS ITEM INSTRUCTIONS

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 <b>9-911</b> to report item to police	* DO NOT touch light switches
* Notify <b>District Center 651-635-1600</b>	
* 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 <b>District Center 651-635-1600</b>	* Do visual sweep of room before leaving
* Make decision with ERT on next steps	* If possible, open doors and windows on way out
* Detain any staff or students that need interviewing	* Take class roster with you
* Audio announcement 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, evacuate or dismiss as instructed
* Notify <b>Communications Supervisor 651-635-1605</b>	* Work with ERT for follow-up actions



## SEVERE WEATHER / TORNADO

<b>Administrator Responsibilities</b>	<b>Staff Responsibilities</b>
* Monitor Early Warning Weather Radio	* Leave room, proceed to designated shelter area
* OPTIONAL...post a spotter at SW corner of bulding	* 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 legs, keep students quiet and calm
* If medical emergency arises, call <b>9-911</b>	* If medical emergency, notify admin
* Stay in shelter until "ALL CLEAR" from District Center or walkie	* Stay in shelter until "ALL CLEAR" is given
* Proceed to normal activity or evacuate if building is damaged	
	<b>Custodial Responsibilities</b>
	* Shelter in place as per procedures
	* Communicate with admin for instructions

# SUSPICIOUS PERSON(S)

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"> <li>* If person is cooperative, escort them to office to register &amp; proceed;</li> <li>* If person is uncooperative, proceed with procedures below</li> </ul> <p>2. Procedures for an unidentified/threatening person:</p> <ul style="list-style-type: none"> <li>* Ask them to leave the premises. <b>DO NOT</b> attempt to force them to leave on your own.</li> <li>* If person refuses, call Principal or <b>9-911</b></li> <li>* Report incident to District Center 651-635-1600</li> <li>* Keep phone lines open as much as possible</li> <li>* If they leave, attempt to keep track of them by noting direction of travel, license plate #, and make/model of vehicle</li> <li>* Send someone out to meet emergency personnel</li> <li>* Request that police arrest for trespassing</li> </ul> <p>3. Protect safety of students &amp; staff as necessary:</p> <ul style="list-style-type: none"> <li>* Turn off bell system during the emergency</li> <li>* <b>Invoke Lock-down anytime a weapon is detected</b></li> </ul>	<ul style="list-style-type: none"> <li>* Ask person to identify themselves &amp; to provide proof of business</li> <li>* If cooperative, you or someone escort them to the office for check-in so they can proceed.</li> <li>* If uncooperative, call Principal or <b>9-911</b> and request assistance</li> <li>* <b>DO NOT</b> let person into classroom if possible</li> <li>* Be able to describe the person &amp; keep track of them until help arrives if possible</li> <li>* Describe or present person to police liaison officer or administrator</li> <li>* Resume activities unless otherwise directed</li> </ul> <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>

# ACTIVE SHOOTER

The building moves into LOCK-DOWN mode immediately

\*call **9-911**

\*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**

**RUN** – Leave the building as quickly and quietly as possible, if safe to do so

**HIDE** –If you can't leave, go to an area that can be locked or secured. Stay low, hidden and block door if possible

**FIGHT** – If you feel comfortable doing so, gather any reasonable weapon available and prepare to use it on the intruder

If you encounter police, show your hands, follow their commands and don't make sudden movements

<b>Administrator Responsibilities</b>	<b>Staff Responsibilities</b>
* Immediately announce <b>LOCK-DOWN</b>	* If weapon is seen, follow above instructions
* Attempt to identify area(s) of shooter(s) location by code if able to assist in <b>RUN HIDE FIGHT</b> protocol decision making	* When hiding, close windows, close and lock your door. Barricade door if able. Cover windows by door if time permits. Have students sit on floor away from doors and interior walls
* Notify <b>District Center 651-635-1600</b> . Superintendent's Office will notify Communications/Media	* List students missing and additional persons in the room at the time of incident. <b>EMAIL</b> information to Administrator or Designee
* Isolate the area of the shooting via fire doors if able	
* Move to staging area to meet emergency personnel if possible	<b>Custodial Responsibilities</b>
* Administrator/Designee: Check emails & phone calls from teachers reporting any injuries or other problems	* Follow lock-down procedures and above instructions

If a weapon is found...DO NOT touch the weapon but rather isolate the area.

Police will do any checking of the weapon!

## MISSING OR RUNAWAY STUDENT

<b>Administrator Responsibilities / Missing or Runaway Student</b>	<b>Staff Responsibilities / Missing or Runaway Student</b>
* Conduct an immediate search of school & grounds	* Notify the administrator in charge
* Call <b>9-911</b> to involve police	* Assist administrator with questioning students if necessary
* Contact parent/guardian of student	* Maintain control or get sub for remaining students
* Notify <b>District Center 651-635-1600</b>	
<b>Administrator Responsibilities / Abducted Student</b>	<b>Staff Responsibilities / Abducted Student</b>
* Call <b>9-911</b> , provide suspect & vehicle information	* If occurring during class, attempt to persuade abductor not to go through with it (be safe)
* Notify <b>District Center 651-635-1600</b>	* If abduction witnessed by other students, detain them for interviews
* If abduction witnessed by students, detain them for interviews	* <b>DO NOT</b> place yourself or students in harm's way
* Notify Communications Supervisor 651-635-1605	* <b>In a worst case scenario, this could go to lock-down</b>
* Notify Director of Student Services 651-635-1608	
	<b>Custodial Responsibilities</b>
	* Report any information to administration
	* Be available to help where needed

# LOCK-DOWN

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 if possible

Administrator Responsibilities	Staff Responsibilities
* Immediately announce the LOCK-DOWN	* If weapon is seen, follow above instructions
* Call <b>9-911</b> to involve police	* Never confront an intruder with a weapon
* Notify <b>District Center 651-635-1600</b>	* 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 missing and additional students in the room at the time of the incident and email information to Administrator or Designee
* Move to staging area to meet emergency personnel	* Have students sit on floor away from doors and near interior walls
* Notify Communications Supervisor 651-635-1605	*Keep students quiet so as not to attract attention
* Administrator or Designee: Check e-mails & phone calls from teachers reporting any injuries or other problems	* Do not leave room until told to do so unless in imminent danger.
	* Use RUN HIDE FIGHT if necessary
	Custodial Responsibilities
	* Follow lock-down procedure as trained

If a weapon is found...DO NOT touch the weapon but rather isolate the area.

Police will do any checking of the weapon!

