

**CRISIS MANAGEMENT POLICY and EMERGENCY RESPONSE PLAN**  
**Great Expectations School**

**PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school employees, students, school board members, and community members to address a wide range of potential crisis situations and for the development and implementation of a corresponding Emergency Response Plan.

**GENERAL INFORMATION**

This Crisis Management Policy (Policy) and a corresponding Emergency Response Plan (Plan) shall be created and revised in consultation with local community response agencies that would likely be involved in the event of a school emergency and distributed to these agencies as appropriate.

The Policy and Plan shall be reviewed by the school board annually and revised as necessary.

The Director is the school's primary emergency contact and is responsible for implementing the Policy and Plan as part of the school's operation.

The Director shall lead the school's Emergency Response Team, which shall include at least one school board member.

The school will provide a copy of the Emergency Response Plan and periodic training to employees to enable them to act in accordance with the Plan in the event of a crisis.

The school will provide a copy of the Emergency Response Plan to parents and students, and ensure students participate in the Plan's drills and practice sessions to enable them to act in accordance with Plan in the event of a crisis.

**ALL VOLUNTEERS AND VISTORS WILL BE ASKED TO WEAR A STICKER WHEN THEY SIGN IN.**

# EMERGENCY RESPONSE PLAN

## Great Expectations School

### **The FIRST CALL in an emergency is 911**

Once the immediate threat has passed, call the school Director/Designee.

The primary contact for school emergencies is the Director. In the Director's absence, the School Board Chair should be contacted.

#### **Emergency Response Team includes:**

- Rachael Lehman, Director 218-404-9525
- Andrea Orest, Board Chair 507-696-3995
- Beth Ferry, Business Manager 218-370-0777
- Lesa Hofer, Office Administrator 763-226-1828
- Erica Kirsch, Educator Board Member, 952-250-0196
- Nikki Rice, Educator Board Member, 218-556-3543

***In the event of an extended or complex incident, contact Cook County Emergency Management to request their assistance and coordination.***

Mike Keyport, Director - Office of Emergency Management & Public  
Information Cook County Courthouse  
411 West 2<sup>nd</sup> Street  
Grand Marais, MN 55604  
Office 218-387-3059  
Cell 218-387-5366  
[mike.keyport@co.cook.mn.us](mailto:mike.keyport@co.cook.mn.us)

(Note: The Cook County Emergency Contact List contains confidential information and is available from Cook County Emergency Management.)

## **FIRE SAFETY PLAN**

Fire-safe operation of the school includes proper use and effective supervision of activities in the school, including cooking, cleaning, and maintenance. The school will hold at least 5 fire evacuation drills each school year, including one drill within the first 30 days. Drills will be varied by time of day and throughout the year. Drills will be conducted, monitored for effectiveness, and documented by the school Director/Designee.

### **Director/Designated Adult Actions**

1. Activate Fire Evacuation Procedures
2. Call 9-1-1 to report the incident and request assistance - do not hang up unless directed.
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

## **FIRE EVACUATION PLAN**

In the event of an actual fire, the alarm system will be activated at an alarm pull station.

Upon activation of an alarm, all areas of the building are to be evacuated. When feasible, occupants should exit directly from the classrooms. Occupants of other areas within the school should exit from the nearest unobstructed adjacent exit.

The attached plan indicates locations of emergency exits, evacuation routes, alarm pull stations, fire extinguishers, and occupancy assembly areas.

The school will contract with service personnel to ensure proper installation and maintenance of fire protection systems. Current providers are listed below:

- Alarm system: ESC Systems Inc. 420 Third Ave Box 1095 Proctor, MN 55810
- Fire Extinguishers: Action Fire Protections Services PO Box 15114 Duluth, MN 55815

Questions or concerns regarding the plan should be addressed to the Director.

## **INTRUDER: UNAUTHORIZED PERSON ENTERING SCHOOL PROPERTY**

An intruder is considered a person on campus who does not attend or work at GES AND is not identified by a Volunteer or Visitor tag.

If you notice a person on campus who does not attend or work at GES AND is not identified by a Volunteer or Visitor tag:

1. If possible, ask another adult to accompany you before approaching the intruder.
2. Politely greet intruder and identify yourself. Ask intruder the purpose of his/her visit.
3. Inform intruder that all visitors must register at the school office and wear a sticker.
4. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit the building, and then notify the Director or designated adult.
5. Keep an eye on the intruder to make sure he or she leaves the property.

***If the intruder refuses to leave or register:***

1. Ask another adult to get the Director/Designee and call 911 include a description of the intruder.
2. Warn intruder of consequences of staying on school property. Inform them that you will contact law enforcement.
3. Back away from the intruder if he/she indicates a potential for violence. Be aware of intruder's actions and keep visual contact if possible.

### **Director/Designated Adult Actions**

1. Implement Shelter in Place or Evacuation/Relocation Procedures as appropriate/
2. Document the incident, per reporting requirements established in MN statutes.
3. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

## **SEVERE WEATHER**

These procedures are for any weather situation in which students and staff should remain in the building and seek shelter. The school will hold at least 1 severe weather drill per year.

### **Director/Designated Adult Actions**

1. Activate Severe Weather Procedures.
2. Monitor weather and communicate with staff.
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

### **TORNADO/THUNDERSTORM WATCH**

A watch is issued when weather conditions are prime for the formation of severe weather, but *none has been spotted so far*.

1. Director or designated adult will quietly inform each teacher that we are under a "watch". Windows will be closed.
2. No students will be allowed outside while under a "watch".
3. WTIP will be monitored, and phone lines will be off limits except for emergency calls
4. The Office Administrator will remain in the office monitoring the news and phone.
5. A spotter, if available, will be placed outside with a view of the Southwest.
6. The severe weather/tornado watch will remain in effect until staff are notified by the office.

### **TORNADO/SEVERE THUNDERSTORM WARNING**

A warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. *This is an immediate threat*.

1. The Director or designated adult will immediately announce the threat and direct students and staff to take cover.
2. Students and staff will move to building protection areas (the Great Room) as quickly and quietly as possible.
3. If you are unable to get students to a protection area, get under tables or desks and keep heads toward the inside.

## **SHELTER IN PLACE/EVACUATION/RELOCATION (LOCKDOWN) EMERGENCIES**

In the event a threat to staff and student health or safety is determined the Director or Designee will make the determination if we Evacuate/Relocate or Shelter in Place. A minimum of 5 lockdown drills including Shelter in Place and Evacuation Emergencies will be held per year.

### **Director/Designated Adult Actions**

1. Activate Shelter in Place or Evacuation Procedures.
2. Call 9-1-1 to report the incident and request assistance - do not hang up unless directed.
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

### **SHELTER IN PLACE**

1. Staff should direct students indoors to their main classrooms at any time notice is given (by word, note, or walkie in some cases).
2. Check the immediate hall for wandering students and bring them into your classroom. Notify the office that you have students from another class in your room when it is safe to do so.
3. If there are visitors in the building, provide for their safety by asking them to stay - not leave.
4. All exterior doors and windows should be locked.
5. If there is danger of an explosion window coverings should be closed.
6. Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed.
7. Walkies will be used to communicate among all rooms where people are sheltering-in-place in the school.
8. If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that

they are safe.

9. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
10. Listen for an official announcement from school officials via the walkie and stay where you are until you are told all is safe or you are told to evacuate

## **EVACUATION/RELOCATION**

1. Evacuate immediately any time notice is given (by word, note, or walkie in some cases).
2. Be prepared to use alternate exits if there are blockages or other dangers.
3. All people will move quickly and quietly, in an orderly manner, to the designated assembly area outside.
4. Office Administrator brings attendance records to the assembly area and verifies with teachers that students are accounted for.
5. Teachers will account for all students and inform the Director or other designated adult if student(s) are missing.
6. When instructed to relocate students, teachers lead their students to relocation site.
7. Teachers stay with their class. If crossing any roads, adult crossing guards should be posted. When classes arrive at the relocation site, teachers take attendance and notify officials if a student is missing.
8. Keep the class together unless a parent comes to take a student. Document who removed the child, and at what time. Parent signatures are advised. Do not allow a child to go with someone who is not an immediate family member unless you have written documentation - and keep a copy.
9. Students will be required to stay in the relocation area until official arrangements have been made for transportation or they return to school.

## **HAZARDOUS MATERIALS**

If a chemical accident necessitates students and staff action, the fire department or other appropriate agency will be contacted and may take command and control of the situation.

### **Do not attempt to clean or remove a hazardous chemical spill.**

1. Use the fire alarm to commence a building evacuation.
2. Call 9-1-1, request emergency medical aid, if applicable, respond to east parking lot
3. Contain and secure the spill area by closing doors.
4. Notify the Director or designated adult.
5. Provide appropriate first aid to any person exposed to the chemical through inhalation, skin exposure, eye exposure, swallowing, etc. and relocate to the east parking lot, if possible
6. Director or designated adult will meet with emergency personnel upon arrival
7. Follow recommendations of the emergency personnel regarding medical treatment, student relocation, site clean-up, and/or resumption of site use.

### **Director/Designated Adult Actions**

1. Meet Emergency Personnel upon arrival.
2. Follow recommendations of Emergency Personnel
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.



## **REPORT OF A WEAPON**

In the event a staff or student is aware of a weapon brought to school:

Immediately notify Director/office/teacher or another adult. DO NOT TOUCH THE WEAPON.

Tell the person you are reporting to the name of the suspected person who brought the weapon, what the weapon is, where it might be located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or him/herself

If a teacher suspects that the weapon is in the classroom, he/she should confidentially notify a neighboring teacher or adult. The teacher should not leave the classroom.

### **Director/Designated Adult Actions**

1. Call 9-1-1 if a weapon is viewed by a reasonable person to be in school and there is any suspicion that it may be used to do harm.
2. Obtain help and isolate student from others and from weapon if possible. If you are threatened with the weapon, do not try to disarm. Back away with arms up. Stay calm and talk calmly to the suspect.
3. If the weapon is not readily evident, obtain adult assistance and inform the suspect why you are going to ask that they turn over the weapon or conduct a search.
4. Document actions and findings. Notify parents/guardians if the suspect is a student.
5. Document the incident, per reporting requirements established in MN statutes.
6. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

## **INJURY OR DEATH**

### **If the incident occurs at school:**

1. Do not leave the victim unattended. Get help to call 9-1-1, notify Director or designated adult.
2. If possible, isolate affected students/staff members. Initiate first aid/CPR
3. Do not move victim except if evacuation is absolutely necessary.

### **Director/Designated Adult Actions**

1. Brief emergency personnel and turn over situation to them.
2. Refer witnesses to law enforcement or Director
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.
5. Determine the level of intervention for staff and students. Outside support services will be called upon as needed.

### **If a student, family member or staff person is seriously injured or killed outside of school:**

Notify Director or designated adult.

### **Director/Designated Adult Actions**

1. Determine the level of intervention for staff and students. Outside support services will be called upon as needed.
2. Designate people to follow-up, meet with family, make hospital visits, etc.

## **SUICIDE**

### **Attempt in school:**

1. Intervene prior to attempted suicide, as appropriate. Get assistance and have them notify Director.
2. Try to isolate suicidal person from other students. Prevent others from witnessing a traumatic event, if possible. Calm suicidal person.
3. Call 9-1-1 if the person requires medical attention, has a weapon, or needs to be restrained, and for suicide intervention assistance.
4. Stay with person until suicide intervention assistance arrives. Do not leave suicidal person alone.

### **Director/Designated Adult Actions**

1. Brief emergency personnel and turn over situation to them.
2. Document the incident, per reporting requirements established in MN statutes.
3. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.
4. Determine the level of intervention for staff and students. Outside support services will be called upon as needed.

### **Known attempt outside of school:**

1. If you hear about an attempt, contact the Director/Designee.
2. Continue to monitor the student whenever he/she is in school.
3. Family support will be offered to parents.

### **Suicide Outside of School**

1. Notify Director or Designee (See injury/death policy)

### **Director/Designated Adult Actions**

1. Determine the level of intervention for staff and students. Outside support services will be called upon as needed.

## **PHONE THREAT**

*Upon receiving a threat via the phone:*

1. Listen closely to caller's voice, speech patterns and noises in the background - make notes following the "PHONE REPORT TEMPLATE" below.
2. Try to keep the caller on the line while you try to reach another staff person - write "Evacuate! Call 9-1-1" on a piece of paper and hand to nearest staff. A building evacuation will take place
3. Dial \*69 after caller hangs up. Write down the number.
4. If you were not able to reach a staff person while on the line, immediately call 9-1-1
5. Notify Director/Designee

### **Director/Designated Adult Actions**

1. Activate Evacuation Procedures.
2. Call 9-1-1 to report the incident and request assistance - do not hang up unless directed.
3. Document the incident, per reporting requirements established in MN statutes.
4. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

## **MAIL THREAT**

1. Immediately limit access to the area in which the threat is discovered. Preserve the evidence. Never attempt to touch, dismantle or carry any object that is suspicious.
2. Notify another Director or Designee.

### **Director/Designated Adult Actions**

1. Activate Evacuation Procedures.
2. Call 9-1-1 and the Cook County Emergency Team
3. Separate "involved people" (those who had direct contact with the threat or who were in the immediate area when the mail was opened).
- 4.
5. Document the incident, per reporting requirements established in MN statutes.
6. Inform parents and students of the incident, stating the facts, and preventive measures that will be taken to ensure the safety of the students in the future.

## Emergency Response Team Chain of Command & Organization Chart

### Executive Team

**Director, Rachael Lehman (218-404-9525)**

**Board Chair, Andrea Orest (507-696-3995)**

### Communication Team

**Lead, Rachael Lehman  
(218-404-9525)**

**Asst, Sara McManus  
(218-387-4537)**

### Administrative Team

**Lead, Beth Ferry  
(218-370-0777)**

**Asst, Erica Kirsch  
(952-250-0196)**

**Nikki Rice  
(218-556-3543)**

### Operations Team

**Lead, Andrea Orest  
(507-696-3995)**

**Asst, Joe Drotos  
(651-468-7515)**

## COMMUNICATIONS

The Director/Designee will coordinate all communications on behalf of the school. The school's automated messaging system should be used whenever possible to speed the broad dissemination of official communications and information. Posting to the school's social media sites will be coordinated through the Director/Designee.

### **MEDIA PROCEDURES**

All staff must refer media to the Director. Great Expectations School will assume responsibility for issuing statements during or after an emergency. The Director serves as the district spokesperson unless they have designated another spokesperson. If the spokesperson is unavailable, the alternate assumes responsibility.

***During an emergency, adhere to the following procedures:***

1. Staff informs Director/Designee and then this information is transmitted by the Director to the spokesperson (if the Director is not the spokesperson).
2. Establish a media contact area. Update the media regularly.
3. Media statements should adhere to the following:
  - a. Emphasize safety of students and staff first.
  - b. Briefly describe the school's plan for responding to the emergency.
  - c. Issue a brief statement consisting only of the facts.
  - d. Respect the privacy of victim(s) and family of victim(s).
  - e. Do not release names to media.
  - f. Do not exaggerate or sensationalize the incident.