



**MINNESOTA VALLEY  
EDUCATION DISTRICT  
#6027**

**CRISIS ACTION PLAN**

**801 DAVIS STREET  
ST. PETER, MN 56082**

**507-934-5420 (OFFICE)  
507-934-5893 (FAX)**

**[www.mnved.org](http://www.mnved.org)**

**CRISIS ACTION PLAN**  
**Minnesota Valley Education District**  
**801 Davis Street**  
**Saint Peter, MN 56082**

Emergency Telephone Numbers

**ADMINISTRATION**

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Cell</u>
Tamara Engel	Director of Admin Services/Principal	934-5420 #8253	507-217-9333
Sara McMonagle	Director of Special Ed.	934-5420 #8254	507-382-6164
Bill Gronseth	Supervising Superintendent	934-5703 #1005	507-479-0062

**GENERAL**

Ambulance		911 or 931-2200
Fire Department		911 or 931-1550
Police		911 or 931-1550
Sheriff		911 or 931-1570
Civil Defense - Nicollet County		931-6800
	(After Hours)	931-1550
Fire Marshal - Thomas Roessler		507-602-0651
Saint Peter Community Hospital		911 or 931-2200
Weather Bureau-Nicollet County Sheriff		931-1570
City of Saint Peter		934-4840
Poison Control Center		1-800-222-1222
National Suicide Crisis		1-800-784-2433
South Central Mobile Crisis Line		1-877-399-3040

**MAINTENANCE**

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Cell</u>
Sharon Petersen	Operations & Maintenance Supervisor	934-5703 #1034	507-810-0340

**CUSTODIAL**

<u>Name</u>	<u>Title</u>	<u>Cell</u>
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**OFFICE STAFF**

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Cell</u>
Dawn Lehtinen	Administrative Assistant	934-5420 # 8225	507-317-8010

## Emergency Telephone Numbers

### REPAIR

**Call in case of emergency only if maintenance supervisors or assistant maintenance supervisor cannot be reached.**

	<u>Company</u>	<u>Phone</u>
Plumbing:	Andresen Plumbing	507-931-9020
Boiler Work:	Adams Mechanic	612-417-0425
Electrical:	BLK Electric	507-388-1173
Fire Alarm:	Alarm Monitoring Services	507-345-4185
Card Entrances/Cameras:	A+	507-625-6554

### UTILITIES

	<u>Company</u>	<u>Phone</u>
Electric:	City of Saint Peter	934-4840
Natural Gas:	CenterPoint Energy	1-612-321-5050
Telephone:	Arvig	1-866-897-3469
Fax:	Consolidated	507-387-1151
Internet	Consolidated	507-387-1151

## CRISIS RESPONSE TEAM

BUILDING	NAME	PHONE	MOBILE #
MVED			
Dir. Admin Services/Principal	Tamara Engel	934-5420	(507) 217-9333
Social Worker	Nikki VanOverbeke	934-5420	(320) 296-4228
Social Worker	Amy Johnson	934-5420	(507) 351-8159
Nicollet Co. Nurse	Danielle Rutledge	934-7229	(507) 479-9665
SPED Director	Sara McMonagle	934-5420	(507) 382-6164

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## INTRODUCTION

These emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school staff, and users of school facilities.

Common sense should dictate the reaction of school authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

Principal or Director of individual buildings or facilities have the primary responsibility for dissemination of emergency procedures to their staff. In addition, they must set up a clearly defined chain of command so that safety procedures are carried out in case of their absence from the building.

In the event that the Principal or Director is not on duty at the time of emergency, the Director of Maintenance will take charge of the building and be responsible for the emergency at hand.

In the event that the emergency is such that more than one building in the school district is involved, the Director of Maintenance will coordinate those activities of the district.

## NOTICE TO ALL FACULTY

### Directions for Warning Systems

#### FIRE ALARM -

When this is used, it automatically means that the building is to be evacuated by all school students and staff. Staff ensure all students are accounted for and meet in their predetermined fire alarm safety zone.

**WALKIE-TALKIE SYSTEM** -When the Walkie-Talkie System is used to warn of a natural disaster, students are to go into their designated disaster safe zones and are to remain in the safe zone until cleared by staff. Staff ensure all students are accounted for.

MVS Staff should be on Channel 5.

Office Staff should be on Channel 12.

Rockbend Staff should be on Channel 12.

When the Walkie-Talkie System is used for warnings-

Intruder Lockdown

Building Evacuation

Tornado Warning

Medical Lockdown

## COMMUNICATION AND WARNING PLAN

1. The base of operation in each case is the MVED building.
2. A list of people to be called and notified of the school emergency has been established and is as follows:

		TELEPHONE NUMBERS	
		SCHOOL	CELL#
a.	Tamara Engel, Dir Admin Services/Principal	934-5420 #8253	507-217-9333
b.	Dawn Lehtinen, Administrative Assistant	934-5420 #8225	507-317-8010
c.	Sara McMonagle, SPED Director	934-5420 #8254	507-382-6164
d.	Amy Johnson, Social Worker	934-5420 #8234	507-351-8159
e.	Sharon Petersen, Operations and Maintenance Supervisor	934-5703 #1034	507-810-0340
f.	Hospital	911 or 931-2200	
g.	St. Peter Fire Department	911 or 931-1550	
h.	St. Peter Police Department	911 or 931-1550	
i.	Nicollet County Sheriff	911 or 931-1570	

3. The walkie-talkie is to be the primary communication in all cases.
  - a. Backup by telephone.
4. Communication plan will be practiced without disruption to the school day.

## **DISASTERS A SCHOOL MAY BE FORCED TO MEET**

1. FIRE
2. SEVERE WEATHER
3. BOMBS AND BOMB THREATS
4. SUDDEN DAMAGE TO THE FACILITY
5. CIVIL DEFENSE ALERT
6. DISTURBANCE AND DEMONSTRATIONS
7. STUDENT/STAFF CRISIS

### **ACTION A SCHOOL MUST TAKE IN THE EVENT ALL OR PART OF THE DISTRICT IS THREATENED OR AFFECTED BY A DISASTER**

1. Assure responsible authority and chain of command.
2. Be able to communicate by walkie-talkie and telephone.
3. Be prepared to evacuate the building and have holding areas for all students.
4. Be prepared to use the school facilities for a shelter.
5. Be prepared to transport the students under emergency conditions.

### **ASSIGNMENT OF RESPONSIBILITY**

1. The Principal or designee assumes responsibility as coordinator.
2. The coordinator is responsible for:
  - a. Developing and coordinating a school disaster plan.
  - b. Informing other staff members, students, and parents about the plan.
  - c. Coordinating the necessary training.

### **MEDIA PROCEDURE**

The Superintendent serves as director spokesperson unless he/she designates a spokesperson. If a spokesperson is unavailable, an alternate assumes responsibility.

Bill Gronseth, Supervising Superintendent	934-5703 #1005	507-479-0062
Tamara Engel, Dir of Admin Services/Principal	934-5420 #8253	507-217-9333
Sara McMonagle, SPED Director	934-5420 #8254	507-382-6164



## **BUILDING SECURITY PLANS**

### **DISTRICT 508**

Students and staff in District 508 are located at six district-owned buildings. This plan addresses district-owned buildings. The buildings addressed in this policy are:

MVED Building  
801 Davis Street

South Early Learning School  
1405 South Seventh Street

North Elementary School  
815 North Ninth Street

Middle School  
100 Lincoln Drive

High School  
2121 Broadway

Hoffmann Learning Center  
2001 Sheppard Drive

Each individual building plan consists of four parts. The first part is a description of the general security practices that are in place at all times. The second part addresses the heightened security plan for each site. The third part describes a Code Red situation and the fourth part outlines who is responsible at different times.

## **MN VALLEY EDUCATION DISTRICT SECURITY PLAN**

- A. General Security Practices
1. The vestibule's front door is opened at 7:30 a.m. All other exterior doors are locked.
  3. The front office door is locked and accessible via electronic key.
  4. Classroom doors are locked when a room is not in use.
  5. All visitors report to the office.
  6. Walkie-talkies are used to communicate when assistance is needed.
  7. If school personnel observe suspicious behavior by visitors, they are directed to contact the office.

- B. Heightened Security Plan
  - 1. All general security practices will be followed.
  - 2. The front office and other office doors will be locked at all times.
  - 3. The classroom doors will be locked at all times.
  - 4. The front door will be locked.
  
- C. Code Red Situation (Code Red is an imminent danger in or near the school building.)
  - 1. The heightened security plan will be followed.
  - 2. After Code Red is announced, staff will not allow students to leave their areas. Staff will ensure the door is locked, lights and noises are extinguished, and that students are away from doors and windows.
  - 3. The building principal or administrative assistant will call the Saint Peter Police Department for assistance.
  - 4. Teachers will check student rosters to make sure all students are accounted for.

## **FOR ALL SECURITY PLANS**

### Personnel responsibilities:

- 1. The principal is responsible for Parts A, B and C at the MVED location.
- 2. If a Code RED exists and the principal is not present, the director of MVED should be contacted first. If neither the principal or the director are available, the superintendent should be contacted.
- 3. Once the police arrive, a decision regarding a situation will be made by the police with the input of the building administrator. It is expected that the police will assume command of the situation at this time.
- 4. An emergency command center will be established at each site based on the location of the security risk. The location is to be determined by the building administrator.
- 5. The building administrator will identify the school personnel that need to report to the emergency command center.
- 6. The superintendent or designee will handle all media requests.

## **ARMED AND DANGEROUS INTRUDER**

- A. The MVED principal or designee is responsible to notify the police with the following information:
  - 1. How many people are involved.
  - 2. Type of weapons involved, if any.
  - 3. Name of building and location in the building or on the grounds.
  - 4. Number of hostages, if any.
  - 5. Description of persons involved.
  - 6. Any injuries.
  - 7. Other information that may help police.
- B. The code red plan will be put into place.
- C. The superintendent or designee will handle all media requests.

## **ASSAULT AND RAPE**

In the event there is an occurrence of rape and/or serious assault, school personnel should follow these procedures:

- A. Medical Procedures
  - 1. Render first aid to the victim.
  - 2. Phone the police - 911.
  - 3. Notify the school counselor or school social worker.
  - 4. Notify the principal or administrator.
  - 5. Notify the Superintendent
  - 6. Check for:
    - a. Emergency card on file in office if victim is a student.
    - b. Personnel emergency card if victim is a staff member.
    - c. Notify parent/guardian or spouse or individual on emergency card.
    - d. If building has staff member with specific training in the area of rape relief, have them assist. Staff members are listed at end of section.
  - 7. Obtain as much information regarding the assailant and incident as possible.
  - 8. Accompany the victim, if necessary, to the hospital or appropriate law enforcement center.
- B. The heightened security plan will be put into place.
- C. NOTE: The Superintendent's Office will be the only source of information to the press.

### **ASSAULT AND RAPE RELIEF PERSONNEL**

<u>BUILDING</u>	<u>NAME</u>	<u>PHONE</u>	<u>CELL #</u>
MVED	Nikki VanOverbeke	934-5420 #8246	320-296-4228

## **BOMBS AND BOMB THREATS**

### **I. Instructions for Receiver of a Call**

Schools have been primary “targets” of bomb threats particularly on a seasonal basis (Spring and Fall). However, there have also been documented cases where actual bombs have been found and/or detonated. Bomb threats should be taken seriously.

1. A person receiving a bomb threat should record the phone number showing up on caller ID. (Note: office staff are most likely to receive such a call).
2. Obtain as much information as possible, i.e., the time set for the explosion; the exact location of the bomb; the type of explosive device and what it looks like; and, why the bomb was placed in the school. Justify your request for more data by expressing a desire to save the lives of innocent people. Pay particular attention to any strange or unusual background noises and the voice of the caller.
3. Immediately notify the building administrator and superintendent of schools. A decision will be made on whether or not to evacuate the building. It is not recommended that school evacuation be made in all cases, however, circumstances will vary in each incident.
4. On request of building administrators or superintendent, call police department 911 or (931-1550), and/or sheriff’s department 911 or (931-1570).

### **II. Building Administrators or Designees’ Responsibilities**

1. Check the receiver of the call for authenticity and other pertinent information.
2. Report to the emergency command center.
3. Call the police and/or sheriff’s office, if not already done.
4. Evaluate the bomb threat and determine the course of action that will be taken from the emergency command center.
  - a. Deploy search teams from the command center to search the outside and inside of the building.
  - b. Alert all staff members to conduct a search of their classroom, office, or work area and report any unusual conditions.
5. Meet with law enforcement officials regarding search and further procedures.
6. Handle all inquiries from the news media.
7. Follow the administrative rules for bomb threat procedures.

### **III. Evacuation of the Building**

1. If the building is to be evacuated in response to a bomb threat:
  - a. Notify the police department immediately.
  - b. Evacuate the building immediately with everyone going at least 500 feet from the building. Meeting areas will be the far tree lines on the North and East side of the property. **School should not be canceled or students sent home.**
  - c. Teachers will make a visual check of their classrooms, as they evacuate, reporting anything unusual to the police. **DO NOT TOUCH ANYTHING SUSPICIOUS.**
  - d. Teachers, aides, nurses will be responsible for persons in rooms at time of evacuation.
  - e. Teachers will take their class roll once evacuated. Teachers who do not have classes should make certain everyone is at least 500 feet from the building.
2. Building administrators or custodians make a visual check for persons still in the building.
3. Do not re-enter the building or an area of the building unless cleared by the police department. If requested by the police department, the head building supervisor, and a building designee, should conduct a visual search of the interior and exterior of the building.
4. If the evacuation is for the remainder of the school day, students will be transported to the National Guard Armory secure area. Students will be dismissed or transported home from this area.
5. Secure all doors.
6. If the building is NOT to be evacuated in response to a bomb threat, as a minimum, follow instruction II. 4. above.

### **IV. Responsibilities of Faculty and Staff**

1. Make a visual check of classroom, offices, or work areas. Report anything unusual to the principal. **DO NOT TOUCH ANYTHING.**
2. If evacuation is necessary, evacuate to at least 500 feet from the building (the tree lines on the North and East side of property).
3. Staff who have rooms that have outside doors should check to see that they are locked before evacuating the building.
4. Do not enter the building until told to do so by the building administrator or designee.

\*See individual building plans for specific procedures in these areas.

**V. Individual Building Plan for MN Valley Education District**

1. The emergency command center will be the school office.
2. Secure all doors if the building is evacuated.
3. If students are to be evacuated for the remainder of the school day, follow these procedures:  
Emergency Evacuation Plan on Page 18.

## **CHILD ABUSE/CHILD-NAPPING**

### **CHILD ABUSE**

Any staff member who suspects neglect, physical abuse, or sexual abuse is mandated to make an immediate report to the county where the abuse occurred. The reporting staff member should gather the following information on the abused or neglected child:

- \* The child's full name, date of birth, home address, phone, and parent's names.
- \* Any person believed to be responsible for the abuse or neglect of the child.
- \* The nature and extent of the abuse or neglect.
- \* The name and address of the reporting party.

An oral report is to be made to the appropriate child protection agency after the information has been obtained. The oral report is then to be followed up by a detailed written report to the notified agency.

If the reporting staff member believes that the child is abandoned, subject to a real or imminent threat, or in need of medical attention, the building administrator should be called immediately. Officers can remove a child from a threatening environment to protect the child. If a police officer or child protection worker comes to the school to interview a child, the building administrator shall be notified. The building administrator will be given a written notice of the intent to interview a child at school.

School officials cannot disclose to the parents, legal custodian, guardian, or perpetrator that a request to interview a child has been made until after the abuse or neglect investigation or assessment has been concluded.

Any staff member who makes a child abuse or neglect report in good faith is provided with civil and criminal immunity in accordance with the Maltreatment of Minors Reporting Act. Additionally, the identity of the reporter is protected except in very limited circumstances.

### **CHILD-NAPPING**

Following are some preventative activities which may help avoid child-napping situations:

- \* School secretary should have at her desk a list of students who are not to be released to anyone except a particular parent or guardian.
- \* Emergency cards of such students should be tagged.
- \* Before releasing a child to anyone except the parent or guardian on the list, school secretary should check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval should be made and kept.
- \* When parent telephones a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross-checking the phone number with those on file in the child's folder or on the emergency card.
- \* All visitors should be asked to sign in at the building administrator's office and follow building procedures for visitors.



In the event of a child-napping:

- \* Phone the police - 911.
- \* Contact the building principal/program supervisor.
- \* Phone the parent/guardian.
- \* Phone the Superintendent.
- \* Do not release any information to the press. Refer requests for information to the Superintendent's Office.

### **CIVIL DEFENSE ALERT**

1. In the event that conditions will allow time for students to be dismissed to another site, students will be assembled at the bus loading area for transportation to a predesignated civil defense shelter (Nat'l Guard). Saints bus staff will provide transportation to this site. If students are to be evacuated for the remainder of the school day, follow these procedures:  
Emergency Evacuation Plan on Page 18.
2. In the event that conditions will not allow time for students to be dismissed, students will be assembled in predesignated areas in the building.

Shelter areas in the MVED building are Room 117 or student bathrooms.

## **FIRE PLAN**

1. If the fire alarm sounds:
  - a. Evacuate the building to your predetermined fire muster spot following the specific exit directions listed in each room on emergency building map. You must be a minimum of 100 feet from the building, not blocking fire lanes.
  - b. School officials will make an immediate determination of the location of the fire or hazardous condition. Upon determination, immediate contact is made with the Principal or Principal's designee using appropriate communications.
  - c. The Principal or Principal's designee will contact the St. Peter Police Department and the superintendent to confirm the situation.
  - d. The Principal or designee will establish formal communication with the police and fire department.
  - e. Students and staff are not to return to the building until notified by the Principal or Principal's designee.
  
2. All teachers are requested to make themselves familiar with the following rules and regulations and explain them thoroughly to the pupils of their respective rooms immediately so that fire drills may be successfully begun after the first week of school. Please discuss this with students.
  - a. Any teacher or pupil who observes any indication of fire will immediately pull the switch in one of the stations located in the corridor.
  - b. The Emergency Evacuation Plan (page 18) will be followed for vacating the building. The school secretary will call the St. Peter Police Department in the event of an actual fire situation.
  - c. Teachers are requested to impress upon all pupils that fire drills are very serious matters and should not be treated lightly.
  - d. Each teacher should make it a point to become familiar with the alarm stations and their locations, and the location of fire extinguishers.
  - e. In case of actual fire during inclement weather, teachers would take students to the National Guard Armory via Saints Bussing.
  - f. Staff must ensure all of their students are accounted for and must have their "go" bag.

## **EMERGENCY EVACUATION PLAN**

1. As soon as an evacuation is sounded, teachers will take their positions at the exits from their rooms and remain until all pupils have left the room. Close the door and bring your “go bag” with you.
2. As soon as the alarm is sounded, pupils will rise and pass in a rapid, orderly manner from the room by the exit indicated in the classroom . Pupils should pass from the room in single file and the pupils from an individual room should remain together.
3. Pupils will not take things with them, immediate evacuation takes precedence.
4. As soon as all pupils have left the building, the teachers will take their positions with their pupils and under no circumstances allow any of them back into the building until the all clear has been given by Principal or Principal’s designee.
5. Teachers will direct pupils to walk away from the building to their designated area. The space near the building should be absolutely clear. Pupils should return to the building after a drill by the same route that they left the building. There are to be no students in the streets. **(see page 41 for detailed instructions)**
5. Teachers will account for all students. Immediately inform building administrator of any missing student(s).
6. The administrative assistant will transport students’ medications.
7. In the event that conditions warrant prolonged evacuation of the building, the Principal or the Principal’s designee will contact the National Guard Armory (Sgt. Matt Fischer - 507-227-7211) and Saints Bus to arrange for evacuation. Students and staff should proceed to the Bus loading area to be transported to the St. Peter National Guard Armory via Saints Busing.

## **EMERGENCIES REQUIRING SHELTER**

1. The use of the MVED building as shelter, will be reserved for the staff and students of MVED.
2. In the event of a drill or actual emergency requiring shelter, personnel and students should go immediately to designated shelter areas in the building. Designated shelter areas are marked in each room on the emergency map. Room 117 and student bathrooms are designated shelter areas.

## NATURAL DISASTER/SCHOOL DISASTER PROCEDURES

### A. Tornadoes

1. Public warning signal - 5 minute steady blast on Civil Defense siren and repeated if necessary.
  - a. Students and staff are to move to the designated safe areas.

### B. Severe Thunderstorms

1. Public warning signal - radio or TV - no siren sounded unless danger or tornado.
2. Warn students before the spring tornado season, regarding:
  - a. Low areas where flooding might occur.
  - b. Loose or downed electrical wires.
  - c. Danger from lightning.
3. If storm occurs at dismissal time, it might be desirable to retain students until danger has passed.

### C. Epidemics

1. The County Health Department is responsible for all rules governing the control of communicable diseases.
2. At the first sign of contagion in epidemic proportions:
  - a. Call the County Health Department 931-6800
  - b. The Health Department will take necessary action.

### D. Electric Power Failure

During school hours - call St. Peter Public Utilities-telephone number 934-4840.

### E. Top Priority Gas Line Break

1. During school hours:
  - a. Clear the immediate area-evacuate building if necessary.
  - b. Call CenterPoint - telephone number 1-800-296-9815.
  - c. Call Fire Department - if necessary - telephone number 911 or 931-1110.
  - d. Notify Principal's office.
  - e. Call custodial staff.
2. After school hours:
  - a. Call St. Peter Public Utilities - telephone number 934-4840.
  - b. Call Operations and Maintenance Supervisor, Sharon Petersen - telephone number 507-934-5703 x1034, cell number 507-810-0340.

- c. If flooding occurs and pumps are needed, call City Engineering Department - phone number 934-4840 or
- d. Civil Defense Director - phone number 931-6800
- e. Sheriff's Office - telephone number 911 or 931-1570.

F. Water Main Break

- 1. During school hours:
  - a. Call St. Peter Public Utilities -telephone number 934-4840.
  - b. Call custodian.
  - c. If flooding occurs and pump is needed, call City Engineering Department - phone number 934-4840 or
  - d. Civil Defense Director - telephone number 931-6800 ext. 250.
- 2. After school hours:
  - a. Call St. Peter Public Utilities -telephone number 934-4840.
  - b. Call building and grounds supervisor, Sharon Petersen 507-934-5703 x1034, cell number 507-810-0340.
  - c. If flooding occurs and pumps are needed, call City Engineering Department - phone number 934-4840 or
  - d. Civil Defense Director - phone number 931-6800 extension 250 or
  - e. Sheriff's Office - telephone number 911 or 931-1570.

G. Blizzards

- 1. Awareness
  - a. The approaching winter storm or blizzard conditions will be announced by radio or TV.
  - b. The District Office will advise principals and the transportation dept. of possible early closure or cancellation of late buses and/or extracurricular buses.
  - c. Early dismissal of special education transportation out of the district will depend on decisions of local school district to which student has been transported.
- 2. Action
  - a. Transportation will be notified by the Superintendent to prepare for optional service or for cancellation of service.
  - b. Principals/Program Supervisors will be notified by the Superintendent of the decision relative to transportation.
  - c. At time of dismissal, students should be advised by school staff to:
    - Go directly to the bus.
    - Dress properly for the weather.
    - Be aware of low visibility and that it may be difficult to see or be seen.
    - Should a winter storm be too severe to release students, the school staff should be prepared to supervise until released.
- 3. Closing of Schools
  - a. Determined by the Superintendent of Schools.

- b. In absence of Superintendent, the decision will be made by:
  - North intermediate Principal
  - South Elementary Principal
  - High School Principal
- c. Notice will be given to local radio and TV when schools are not in session or upon an emergency closing. See Schedule A, School Closing.

D. Flooding

- 1. In the event of flooding, the Superintendent of Schools will make the decision to close the schools. Parents and community members will be notified of the dismissal/evacuation or closing via radio or TV.

**DISTURBANCES OR DEMONSTRATION PROCEDURES**

The prevention of possible disturbances should be the prime concern of the entire community. Sound and relevant educational programs and open lines of communication with students, staff, parents and community are important.

The following procedures should be considered only in case of extreme emergencies. The administration staff should assess the situation to determine its seriousness and its effect on the safety of students and staff before taking any action.

- A. Procedure (after determination that a situation is threatening to the safety of students and staff).
  - 1. Principal, or designee, is in complete charge of building and facility. (A predesignated chain of command should be established in case of absence of the Principal from the building).
  - 2. Put into effect the prearranged individual building emergency plan.
  - 3. Notify the Superintendent of Schools.
  - 4. Notify all schools in area of possible disturbances.
  - 5. Student relations:
    - a. Keep students informed of situation through normal channels of communications.
    - b. Conference with student representation of all groups representing all points of view in order to dispel rumors, calm fears, and provide as near normal operation as possible.
    - c. Normal classroom operation should be maintained as much as possible and all students encouraged to stay in classrooms.
      - No students should be physically restrained from leaving the classrooms.
      - If disturbance is outside of building, students should be kept away from windows.

- Students should be advised of the threat to their welfare that may happen by leaving the building.

No students, or student group, should be utilized in calming any disturbance that might place them in a situation where physical harm might occur or that would jeopardize their normal relationship with their fellow students.

6. Staff relations:

a. Faculty

- Keep faculty informed of the situation, using all available means of communication.
- All faculty should record events that occur in their vicinity with names, times, and place of events, and action taken.
- All faculty can have a calming effect by their judgment, and sound action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.

b. Administrative staff

- Responsible to building Principal for performance of assigned duties.

c. Custodial staff

- Responsible to building Principal for assigned duties.
- Responsible for physical plant; i.e., utilities, fire alarm center, etc.
- Security of all entrances.

d. Clerical Staff

- Safety of essential records without jeopardy to their own physical well being.
- Keep switchboard clear for emergency calls.

e. Auxiliary staff

- All aides remain at their assigned duties unless specifically assigned other duties by the administration staff.

7. Police Relations

- a. The Principal of the building should alert the police for possible action.
- b. The use of uniformed police in any crisis situation must be handled with extreme care. Principal should designate an entrance and room where uniformed police may enter and remain there until called for duty.

8. Community Relations

a. Parents

- Keep parents fully informed of situation in schools by all possible means of communication.
- Organize a parental group that would voluntarily participate in attempts to calm disturbances in schools.
- A telephone chain should be established for speedy utilization of parents.

b. Community organization and leaders.

Establish relations with organizations in the community and recognize community leaders so that they might be a source for assistance in calming potentially dangerous situations.

9. News Media Relations
  - a. The Superintendent has the specific responsibility for dealing with all news media
  - b. Provide a room for press conferences.
  - c. Keep news media informed of all decisions.
  - d. Insist that news media keep cameras out of the building or that they be brought to the press room.
  
10. Closing of Schools
  - a. Only the Superintendent of Schools, or the Superintendent’s designee, can legally authorize the closing of schools.
  - b. If the decision to close schools is made:
    - Parents will be informed as quickly as possibly through radio and television.
    - Students and staff will be informed.
      - Staff will supervise dismissal
      - Bus transportation will be arranged
    - Neighboring schools should be informed.

**FIRST RESPONSE TEAM**

BUILDING MVED	NAME	PHONE	MOBILE #
Nicollet Co. Nurse	Danielle Rutledge	934-7229	(507) 479-9665
Social Worker	Amy Johnson	934-5420	(507) 351-8159
Social Worker	Nikki VanOverbeke	934-5420	(320) 296-4228
Principal	Tamara Engel	934-5420	(507) 217-9333



## HAZARDOUS MATERIALS EMERGENCY

### ASBESTOS HAZARD

All inquiries should be directed to the District's designated person, the Director of Maintenance.

1. Asbestos Records - Each building has a file located in the office which contains all information relating to asbestos.
2. Yellow Asbestos Warning Sign - The presence of a yellow asbestos warning sign indicates a danger area which should not be entered without instructions and/or consent of the District's designated person noted above.
3. Friable Asbestos - Friable asbestos is evident when the asbestos is falling or appearing in a powder form. It is also friable when the material can be easily crumbled between a finger and thumb. When it appears that there is open friable asbestos, contact the designated person noted above.
4. Demolition of any Building or Part Thereof - Prior to any demolition of any building or portion of a building, the designated person noted above must be contacted to determine if there is any building material which contains asbestos.
5. Major Asbestos Incident - A major asbestos incident occurs whenever there is eminent exposure or removal of asbestos. Should such an incident occur, the designated person noted above shall be in charge of the project. The designated person shall have the authority to close the area and/or bundling to all public and employees until such time that air testing indicates the area may be safely entered.
6. Contact with the Media - In the unlikely event of any publicity regarding asbestos in the schools, response from and on behalf of the District shall be through the designated person noted above.

### OTHER HAZARDOUS MATERIALS

1. Evacuate the area if indoors. In the event of an outdoor occurrence (i.e. overturned tanker, train derailment, chemical fire, broken fuel line), leave students in school, keep all doors and windows closed and turn off outdoor ventilation unit, unless otherwise instructed.
2. If burns or blisters are encountered during hazardous material contact:
  - a. Have someone call for ambulance - 911.
  - b. For chemical burns to skin or eyes, flush burn with large amounts of water (15 to 20 minutes).
  - c. If only one eye has been affected, flush from the nose outward to prevent contaminating the other eye.
  - d. Have victim take off any contaminated clothing.
  - e. Apply sterile dressing.

- f. If extensive, have victim lie down with legs elevated EXCEPT FOR FACIAL BURNS.
- g. For extensive facial burns, sit or prop victim up. Observe for breathing difficulty.
- h. Do not immerse or apply ice water. Apply cold pack to hands, face or feet if necessary.
- i. Bandage loosely with dry, clean dressing.
- j. Don't put ointment or pressure on burn.
- k. Don't break blisters or remove pieces of cloth stuck to burn.

3. Call Director of Maintenance.

## **MEDICAL EMERGENCIES**

ALWAYS REMEMBER      “KEEP CALM”  
    “SURVEY THE SCENE FOR SAFETY”  
    “USE UNIVERSAL PRECAUTIONS”

UNIVERSAL PRECAUTIONS IS THE TREATMENT OF ALL BLOOD AND BODY FLUIDS AS IF THEY WERE INFECTED WITH A BLOODBORNE DISEASE.

- 1. Wear latex or vinyl gloves.
- 2. After giving care, do not touch your mouth, nose or eyes, or eat or drink until you have thoroughly washed your hands.

### FIRST AID GUIDELINES

#### PROCEDURES FOR MEDICAL EMERGENCY

- 1. Do a primary survey of the scene and person. Look for a medical alert bracelet or necklace.
- 2. Check airway, breathing, and circulation- ABCs. Begin CPR if indicated.
- 3. Check for bleeding, start first aid.
- 4. DO NOT leave injured person unattended.
- 5. Determine the need for immediate medical attention and CALL 911. If during the school day, initiate FIRST RESPONSE TEAM.
- 6. DO NOT move the injured person, always suspect head/neck trauma.
- 7. Keep person warm, cover with a blanket.
- 8. DO NOT give liquids to an unconscious person.
- 9. Be supportive.
- 10. Keep crowd away, have others help.
- 11. Notify the school health office of an injury to any student, staff, or visitor on school grounds as soon as possible.

## URGENT CARE DIRECTIONS

Look for a “Medical Alert” bracelet or necklace which will contain specific information pertaining to the individual.

- A. Emergency care for serious accident and/or illness.
1. Render immediate first aid care.
  2. Do not move a seriously injured person unless it is necessary for safety reasons.
  3. Obtain help from school nurse or principal if on duty.
  4. Call for medical assistance if needed - dial 911.

NOTE: If injury or illness appears to be serious, call 911 and do not be concerned about protocol of contacting parents until after emergency care has arrived or even until person has been transported to a trauma center.

5. Notify parent or guardian, if possible.
6. If emergency vehicles are called, report the incident to the Superintendent of Schools in the District Office no later than the next school day.

B. Bee Sting

1. Determine if person has a history of bee sting allergy.
2. Remove the stinger from bee sting site. Apply ice.
3. Contact nurse, principal, or parents as quickly as possible to determine if person is allergic to bee stings.
4. If person is allergic, follow instructions of nurse, principal or parent.
5. Give antidote injection if person has such equipment with them.
6. If advice is not available, CALL 911 for help.
7. Speed of action may be crucial for certain purposes.

NOTE: Do not wait for a “convenient” time to deal with a bee sting. Immediate action is required if a student is stung while in a vehicle. Call for help on the radio and follow instructions as to when and where to meet an emergency vehicle for assistance. Other passengers will have to wait until the emergency has been resolved.

C. Bleeding

1. Follow bloodborne pathogens protocol.
2. Gently blot the wound to inspect for debris. If bleeding is severe, apply pressure on the wound. Apply a dry cold pack to the area around the wound.
3. Continue pressure until bleeding stops. Elevate wound above level of heart to help reduce bleeding. Treat for shock.
4. Get medical care for bleeding which cannot be controlled.

D. Cessation of Breathing/Choking Incidents

If victim can cough, speak and breathe, do not interfere. If the victim cannot speak or cough, uses the distress signal, or appears cyanotic (blue) from poor air exchange, proceed with the following:

1. Stand behind victim with one foot beside the victim to support him/her.
2. Wrap your arms around victim's waist.
3. Make a fist, place the thumb side of your fist against the victim's abdomen, slightly above the navel and below the xiphoid (breastbone).
4. Grasp your fist with the other hand. Press your fist into the victim's abdomen, with a quick inward and upward thrust.
5. Repeat this action until the obstruction is cleared or victim becomes unconscious, lie on back, continue to attempt to clear airway with abdominal thrusts. Call 911.
6. Once the airway is open, if the unconscious patient is not breathing, begin rescue breathing. Begin CPR if pulse is absent.

E. Convulsions/Epileptic Seizures

1. Protect victim from injury but do not restrain. Support and protect the patient's head, being careful not to be hit or kicked. Following the seizure or if the patient vomits, turn their entire body onto their side. Do not force a blunt object between the victim's teeth. Do not give fluids. If breathing stops, give artificial respiration if trained in these techniques.
2. Try to time how long the seizure lasts. If it lasts five minutes without stopping, call 911.

F. Drowning

1. Call 911. Inform 911 operator that a drowning has occurred at the School Pool. Instruct them to send emergency personnel to the southeast pool entrance off of Lincoln Drive.
2. Send a responsible student to the nurse's office for assistance. Administer appropriate first aid and/or CPR. First aid kits are located in the nurse's office.
3. Send a responsible student to meet the emergency personnel at the designated entrance to the building.
4. Notify school principal as to the seriousness of the accident. The principal will notify the Superintendent of Schools.

G. Eye Injuries

Chemical Burns

1. Flush the eye with a gentle stream of lukewarm water while holding the eye open. If only one eye is affected, turn the head so the injured eye is down. If both eyes are affected, tilt the head back and pour water onto the bridge of the nose. Flushing should continue at least 20 minutes. For acid/alkali burns, it may be necessary to remove jewelry and clothing which may be contaminated by the runoff. Ears may also become contaminated. Contact an optometrist or ophthalmologist and have the eyes examined.

Penetrating Injuries of the Eye:

1. Do not remove the object or wash the eye. Cover both eyes loosely. Stabilize the objects. Keep the victim quiet on his/her back.

## H. Insulin Reactions (Diabetic Reactions)

1. Insulin Reactions occur when the blood sugar level is too low. Insulin and exercise lower blood sugar. Food raises blood sugar. Good control requires that these three factors be balanced. Insulin reactions occur because of
  - a. Too little food or a delayed meal.
  - b. Strenuous exercise not covered by extra food or reduced insulin.
  - c. Too much insulin.
2. Symptoms -Watch for any of these sudden changes:

Pallor	Hunger	Headache	Dizziness
Irritability	Blurred Vision	Crying	Confusion
Drowsiness	Trembling	Nausea	Inattentiveness
Excessive Perspiration		Inappropriate Responses	
Inability to Concentrate		Lack of Coordination	

If the reaction is not treated, unconsciousness or convulsions may follow.  
Symptoms may vary, or may be absent. When in doubt, treat.
3. Treatment-At first sign of any of the above symptoms, the child with diabetes must be treated at once.
  - a. Give some form of sugar immediately. This can be 2 large sugar cubes; fruit juice (1/2 cup); pop (1/2 cup-not diet); candy (equivalent to 6-7 lifesavers); commercial products such as Glucose or Glucose tablets. The child may need coaxing to eat.
  - b. The child should improve within 10-15 minutes. Then give him/her additional food and have him/her resume normal school activities.
  - c. If the child does not improve, repeat the treatment. If there is still no improvement, call the parents for additional instructions. NOTE: Do not give liquids if unconscious. Do not send the child to the nurse's office or away from the classroom alone.

## I. (Suspected) Neck or Spinal Cord Injury

1. Contact the school nurse.
2. Maintain open airway.
3. Do not move victim.
4. Do not transport victim.
5. Call 911.

## J. Poisoning/Food Poisoning

1. Identify poison.
2. Call poison control at 1-800-764-7661. Follow instructions.
3. If doctor is required, take poison and container to doctor with victim.

### Food Poisoning:

1. Administer first aid, as needed.
2. Notify School Nurse
3. Call 911 or make appropriate medical referral.
4. Call parent or guardian.
5. Notify Nutrition Service Department.
6. Building Administrator and staff will follow directives of medical authorities.

K. Shock

Watch for cold, clammy skin, pale, bluish face, profuse sweating, weak, rapid pulse.

1. Have person lie down.
2. Maintain body temperature.
3. Cover only enough to keep victim from losing body heat.
4. Reassure and calm the victim.

L. Heart Attack

1. Call 911
2. Staff should bring the AED machine from the main hallway wall to the victim.
3. The AED machine will have automatic audio instructions.

**STAFF OR STUDENTS EXPERIENCING ANY OF THESE MEDICAL EMERGENCIES SHOULD BE EVALUATED FURTHER FOR MEDICAL CARE. THE EMERGENCY MEDICAL SERVICE, 911, SHOULD BE CALLED. NOTIFY PARENT/GUARDIAN OF THE STUDENT, OR NEXT OF KIN OF A STAFF MEMBER.**

## SCHOOL BUS ACCIDENTS

In the event of any vehicle accident, the following steps must be taken by the driver:

1. Stop immediately to investigate.
2. If necessary, evacuate the school bus to at least 100 feet and administer appropriate first aid.
  - Inform the students that they need to evacuate the bus from the emergency exits.
  - Remind the students to stay calm, and evacuate seat by seat, alternating sides.
  - Remind the students to leave books and other articles in the bus; their safety is much more important.
3. Select a responsible person to call 911 from a nearby phone. Advise 911 operator of any injuries and location.
4. Protect the scene of the accident and passengers by having someone direct traffic and set up flares or flags.
5. As soon as convenient, call Director of Transportation and report that there has been an accident and briefly describe the scene. The bus dispatcher will call the business office.
6. Insurance Information:

Police Officer's Name	Police Officer's Badge Number
Police Report Number	Police Department(s) Involved

From each party involved, obtain:

Driver's Name	Driver's Address
Driver's Phone Number	Insurance Company, Agent and Phone Number
7. If it is known that a student receives an injury while on the bus or while getting on or off the bus, the following criteria shall be followed as to parental notification:
  - If the possibilities of injury or actual injuries occur need medical attention and/or hospitalization, parents will be notified as soon as possible by the transportation department. The Transportation Supervisor shall report the incident to the school nurse.
  - If an accident occurs where there are no injuries, parents will be notified as soon as possible by the transportation department. The Transportation Supervisor shall report the incident to the school nurse.
8. If a school bus is involved in an accident, students will, if necessary, be taken to the doctor or hospital for diagnosis and/or treatment at the discretion of emergency personnel called to the scene.
9. Under the No Fault Insurance Law, all medical bills for students injured on the school bus are to be sent to the parent's automobile insurance company for payment. The parent's automobile insurance company is primarily responsible for medical payment in the event of injury in a motor vehicle.

PLEASE NOTE: It is important that we show courtesy and concern to all those individuals involved in an accident. It is inappropriate to discuss who may or may not be at fault. These matters are to be determined by the appropriate authorities.

## **CRISIS RESPONSE TEAM**

<b>BUILDING MVED</b>	<b>NAME</b>	<b>PHONE</b>	<b>MOBILE #</b>
	Dir of Admin Services/ Principal	Tamara Engel	934-5420 (507) 217-9333
	Social Worker	Nikki VanOverbeke	934-5420 (320) 296-4228
	Social Worker	Amy Johnson	934-5420 (507) 351-8159
	Nicollet Co. Nurse	Danielle Rutledge	934-7229 (507) 479-9665
	SPED Director	Sara McMonagle	934-5420 (507) 382-6164

### **SUICIDE**

#### **PREVENTION**

##### **Crisis Response Team**

This team consists of a school social worker and principal and others deemed necessary by the building principal/program supervisor.

A file shall be kept by the team to document all referrals.

Members of the building crisis response team are listed at the end of this section.

##### **Staff Responsibilities**

1. The staff person is to inform the team if they witness a remark, see a written message or behavior that identifies suicide.
2. The staff member should remember to avoid a panic reaction and stay calm and listen.
3. Promote a climate of trust.
4. Inform the student that the information must be shared with the team.
5. Direct the information to the team.
6. Peer reports should be treated the same as staff and other referrals.
7. Confidentiality issues:
  - Personal information should be handled discreetly and sensitively among staff.
  - The team should decide among members involved those best in a position to be supportive and caring.
  - A Release of Information Form from the parents is required for staff to share information with a treatment agency.

##### **Procedure for Crisis Response Team**

- Team members should try not to work alone
- Building principal/program supervisor should be informed as soon as possible.
- Information should be documented on the Suicide Referral Form.
- Check team file for any documentation on referred person.



## What To Do When A Students Talks Of Suicide

Crisis intervention by counselor, psychologist, social worker or other members of the school's crisis team.

1. Give emotional support ("You did the right thing by coming in to talk.")
2. Evaluate the risk ("How do you feel now? Do you have a plan? Have you ever tried to commit suicide?").
  - Hopelessness is the most serious; anger and revenge with poor impulse control are also serious.
  - Make your questions straightforward. Don't worry about putting ideas in their heads.
3. Make parental contact:
  - Health and welfare guidelines mandate that a minor child receive necessary treatment for a life-threatening physical or mental illness.
  - Parental contact and permission, while always encouraged, should not delay the school's efforts to secure immediate emergency intervention for the student. It is the responsibility of the school to inform the parent(s) when there is reasonable concern for suicidal risk. It is the responsibility of the parent(s) to act on the information forwarded to them by the school. When informing the parent, the full details of suicidal behavior or conversation should be shared, including the name(s) of staff who witnessed the behavior or conversation.
  - The staff person making the call should be knowledgeable about community resources and support the parents in pursuing immediate referral health intervention.
  - It is important to keep in mind that some parents, for a variety of reasons, do not choose to seek help or intervention for the at-risk student. If it is not possible to reach a parent or guardian or when parents are unable or unwilling to seek help, the school should immediately seek consultation via the school counselor/social worker to explore options.

## Imminent Life-Threatening Situation

A person has the means or is already hurt and has placed him/herself in an imminent life-threatening situation.

1. Call 911.
2. Call School Counselor/Social Worker
  - If a suicide attempts is not imminent, start discussion, communicating hope and optimism.
  - Discuss alternatives and options.
  - Find out what would change their minds.
  - Look for practical ideas for TODAY-phone numbers for contacts; consider contacts.

## Interviewing the Suicidal Person

Focus of the Interview:

- Increase comfort and avoid isolation.
- Evaluate risk factors.
- Allow students to share their feelings and thoughts.
- Build a support and follow-up plan for the student.

Student may appear:

- Depressed - withdrawn
- Angry - belligerent
- Uncommunicative - resistant
- Apologetic - self-deprecating
- Complacent - glosses over problems
- Anxious - defense

The interviewer should:

- Keep calm and avoid panic.
- Be supportive and affirm that student is doing the right thing to share the suicidal concern.
- Gather assessment information.
- Listen more than talk.
- Offer the hope and belief that other options exist.
- Insist that the suicidal concern be shared with those necessary to get help for the student and change whatever has precipitated the crisis.
- Document all student contacts and referral efforts.

Interviewing style to avoid:

- Being judgmental or critical.
- Jumping to overly quick or easy solutions.
- Overly intellectual, looking for “causes” of their problem.
- Being abrupt and hurried.

Important questions to ask:

- How long has the student felt like ending his/her life?
- Do they have a plan or method in mind?
- Is there easy access to a weapon or drugs?
- Who else in the family or peer system has committed suicide?
- What are the recent losses or defeats in their life?
- Who or what in their life is viewed as a reason or force to keep living for?
- What would they change in their life if they could?
- Who in their family or peer system is a positive influence or support?

## **SUICIDE/DEATH - SCHOOL RESPONSE**

### **I. INTRODUCTION**

When a young person commits suicide, or suffers any kind of tragic death, the principal of a school is confronted immediately with serious problems; verifying what happened, containing the information, protecting the privacy of the family, helping students cope with the death, communicating beyond the school, bringing the resources of the community to bear on the problem, dealing with parents, and minimizing the possibility that other students may imitate the behavior and take their own lives. The first 48 hours are crucial.

## II. SUGGESTED PROCEDURES

- A. Building Administrator to establish crisis team.
1. Principal-Committee Chair
  2. Administrators
  3. Social Worker
  4. School Nurse
  5. Significant teacher and/or staff
  6. Psychologist
  7. Superintendent-District Spokesperson
- B. Steps to follow:
1. Team meets at earliest convenience to develop plan of action. Plan may include:
    - a. Protect privacy of family
    - b. Verify the death
    - c. Notify Superintendent (spokesperson)
    - d. Announce the death to students and staff
    - e. Make counselors available to students and provide rooms for students to meet in small groups
    - f. Contact community resources
    - g. Hold faculty meeting and identify students about whom faculty are concerned

### NEXT DAY:

- h. Hold small group meetings with students - announce funeral arrangements

## III. DETAILED EXPLANATION OF FIRST 48 HOURS (a - h above)

- A. Protect privacy of family
1. Contain the story and protect the privacy of the family. If the story is true, the family of the student has experienced a terrible loss. Respect for their privacy is important. Make up your mind right then not to refer to the death as a “suicide” and move to contain the story until it has been verified.
  2. Direct the student who brings you the message not to repeat it to anyone. Explain that the information has not been verified. Even if it is correct, explain that it is important that the announcement comes from the principal in an appropriate and official manner. This will help to relieve undue distress.
  3. Instruct the secretaries and others in the office not to repeat anything that has been said or to give out any information until you have verified the report. Say, “I need your help. We must not allow news of this incident to get out of hand, and we must not use the word “suicide” in any conversation. We must protect the privacy of the family. If this has occurred, the family has suffered a terrible loss. Our first concern must be to do nothing that will be disturbing to the family.”
  4. Emphasize the Right to Privacy: Your initial response should be designed to protect the privacy of the family. If a student commits suicide, the family has suffered a tragic loss. The problems of the family take precedence over the problems for the school. The privacy of the family must be honored. The school

must not report anything that might be perceived as degrading by the family involved. Suicide is a taboo in our society. Some families will have great difficulty accepting the fact that their child committed suicide and may go to great lengths to cover the fact that the death was a suicide. If the school announces that a suicide occurred, the family may be offended.

The final determination of whether a death is suicide is often a complex legal matter, regardless of notes that may have been left or other evidence discovered after the death. A coroner may rule the death an accident, despite the fact that much of the evidence suggests suicide. Coroners and police investigators are aware that insurance considerations and emotional stability in the family may be involved. An official statement from the school that a student committed suicide may evoke protest from the parents. The school should restrict the flow of any information that may be damaging to the parents or other children in the family.

B. Verify Death

1. Verify the fact that the reported death did occur. Do not refer to the death as a suicide. Do nothing until you are positive that the information received is accurate, but do everything you can to verify the facts of the case. Make the calls yourself. Call the police or coroner if necessary. Hospitals usually will not give out information. Do not call the home.
2. If the death is verified, notify the superintendent immediately. If you are unable to verify the death quickly, notify the superintendent of developments and get back with more information as soon as you verify it.

You must verify the fact that a death occurred. If a student is reported to have committed suicide (or to have died in an automobile accident for that matter), the death must be verified. Further, if the death was a suicide, the fact of the suicide also must be verified, and that information must be handled with great care.

Information about the death may come into the school from many sources; from a child who lives next door to the deceased, from a student who overheard his father who is a police officer talk about the incident at home, or in some other way. Depending on what time of day the death occurred or when the body was discovered, the incident may have been reported on the evening television news or in the morning paper.

However, the initial information gets to you, you must verify the facts of the matter. Calls to the local police station or coroner will be important to determine precisely what happened. Be certain to whom you are talking, identify yourself as principal of the school, and maintain a log of all communications.

C. Notify Superintendent (official contact person)

1. Make no statement to any reporter. Do not inform reporters that you verified the fact that a death occurred.

2. Direct all reporters and camera crews to leave the building. Point out that adopted school board policy prohibits news media people inside the building during the school day.
3. Inform reporters that information will be available only from the office of superintendent of schools.
4. Do not allow the reporter to interview any student or staff member in the school or on the school grounds.

Implicit in the above scenario are several decisions by the principal, which stem from policies in place before the crisis occurred. Thus, the principal was able to act decisively and without delay. These policies are discussed below.

5. Communicate: In the first few hours, communication from a single source is important. Refer all inquiries from outside the school to the superintendent of schools. One person from that office should serve as spokesperson for the district. Maintain close communication with that one person.

D. Announcing Death to Students and Staff - Share information with appropriate building staff

1. Inform teachers before school, or as soon as possible.
2. Call a brief staff meeting:
  - a. Share baseline of information
  - b. Discuss plan of action
  - c. Support
3. Each building will have a plan for notifying the staff in the event of a suicide on the weekend or during vacation. (See emergency calling tree for Hoffmann Learning Center)

When a suicide is reported, hold a meeting of the faculty as soon as possible. If it has to wait until the end of the day, give notice of the meeting early. As soon as you know the facts about the suicide, prepare a brief written announcement to be distributed to teachers, which they can read to students simultaneously to students throughout the school.

4. Formal Statement: Prepare a formal statement to be read aloud to students over the public address system in the school. Do not try to extemporize. If you do not read the announcement, it should be read by the person who typically makes announcements. Do not state that the death was a suicide. Do not call an all-school assembly to make the announcement, because questions could be raised and discussion develop that might cause the situation to get out of control. The statement to be read should say something like the following:

“We have just been informed that \_\_\_\_\_, a student in the \_\_\_\_\_ grade in this school, has died. The funeral arrangements have not been completed. As soon as we learn, we will let you know when the funeral will take place. Those of you who want to discuss your feelings about \_\_\_\_\_’s death may meet in Room \_\_\_\_\_, where you will receive further instruction.”

- E. Make social worker available to students and provide rooms for students to meet in small groups.
1. Social worker and nurse visit classrooms of the students to talk with students and answer questions.
  2. Establish a crisis room.
    - a. Staffed at all times
    - b. Teachers prepared to allow students access
  3. Help students: Students must have an opportunity to express their confusion and grief in a safe, supportive environment. They must be reassured that they are in the company of caring professionals. The death of a classmate may leave survivors with feelings of abandonment and rejection. The tendency to blame, common after any death, is always evident following a suicide.

Attempted suicides and completed suicides also increase after stories about suicide appear in newspapers or on television. Imitation by adolescents is common, and teachers must be cautious about discussing suicide with any young person.

If you learn about the death late in the school day, do not allow the students or staff to leave the building without informing them about the death and offering help. Be prepared for the fact that students will stream into the halls after the announcement of a death crying or sobbing uncontrollably. Have a plan for students to meet with counselors and others to discuss the death.

Arrange meetings for students who may be deeply affected by the death. Meet in small groups. Do not allow peer counselors to conduct these meetings. Have a professional present in every room. Ask, “Are there any others who should be invited?” Encourage students to express their feelings. Recognize the various stages of bereavement and recovery; denial, anger, acceptance, and resolution. Help students work through these stages.

Avoid isolated discussions of suicide. Identify healthy coping strategies available to young people and emphasize the futility of suicide as an option. Do not dramatize the death, and do not dwell on the details of how the student took his or her life. Be as truthful as possible. Help students understand the importance of protecting the privacy of the family.

Teams should discuss staff and students who are at risk for reactions-i.e. those who may have experienced recent personal loss-and determine a support system.

- F. **Contact Community Resources:**  
Specify procedures for establishing contact with officials of local agencies, who may be called on for help. Designate a person who is responsible for initiating and maintaining contact with various community agencies.  
Ask student personnel specialists from central office and others from the school and the community who are members of the School Crisis Network (for example, clergy, counselors, psychologists, social workers) to assist you and your staff in working with students and parents.
- G. Hold faculty meeting after school (Day 1)
- H. Funeral (Announce funeral arrangements when they become known)
- I. Hold small group meetings for students (Day 2)
- J. **Follow-up Plan**
1. Team should meet to determine if the following are needed:
    - a. Parent information session and how to meet students' concerns regarding the incident
    - b. Grief course
    - c. Grief groups for students
  2. Team members may want to visit with the family several weeks later.
- K. **Do's and Don'ts Regarding Suicide**  
You must know what you are going to do before a suicide occurs.

Do not allow anyone to describe the suicide as a heroic act. Do not fly the school flag at half-mast. Do not observe a moment of silence in school. Do not have a memorial service at school or an "In Memoriam" page in the yearbook. Do not glorify the death in any way.

Decide, before you are asked, if you are willing to deliver a eulogy at the funeral. What you say at such a gathering can have great impact-in positive or negative ways. The death of a young person from any cause is saddening, death by suicide is tragic. Emphasize that there are other options than taking one's own life.

By the third day, try to get things back to normal. But be sensitive to the fact that certain students may have been profoundly affected by the death. These students need special help.

## VANDALISM/BURGLARY

- A. When an act of vandalism or a break-in has been discovered, the following plans should be followed:
1. Do not enter the building; go to the nearest phone and call the police-911.
  2. If you have entered the building and you find there has been a break-in, do not touch anything. Leave everything alone and call the police and wait for them to give you the orders to clean up or to make repairs.
  3. Notify the head building custodian.
  4. Notify the building principal/program supervisor.
  5. Notify the Maintenance Supervisor.
  6. Notify the St. Peter Police Department.
- B. The custodial building head, working in conjunction with the maintenance department, should secure the building after the police or sheriff's office has completed their preliminary investigation and then should complete the cleanup and repair the damage as necessary. The building principal should compile an inventory of damage or stolen items and additional information relative to damage or loss must be reported to the Business Office on the approved vandalism form (sample attached).
- C. The maintenance supervisor should summarize the event and develop repair and replacement cost estimates relative to building damage. This report should be submitted to the Business Office no later than 48 hours following the event (excluding weekends and holidays).



District Office Information  
Police Case No. \_\_\_\_\_

**MINNESOTA VALLEY EDUCATION DISTRICT 6027**

**VANDALISM/BREAK-IN REPORT**

School: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Time and Date Problem Discovered: \_\_\_\_\_

Time and Date Reported to Authorities: \_\_\_\_\_  
(Use 911 only if emergency still exists)

Time and Date Reported to Supervisor: \_\_\_\_\_

**PLEASE BE AS DESCRIPTIVE AS POSSIBLE**

Type of Vandalism \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visible Damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Items Known To Be Missing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Principal  
Maintenance Supervisor

# EVACUATION/RELOCATION

## Critical Information

Evacuation procedures are used when conditions are safer outside the building than inside the building.

## Evacuation routes should be specified according to the type of emergency:

- Bomb threats: Building administrator notifies staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route
- Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

## When implementing Evacuation procedures:

Staff:

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for staff belongings
- Go to the assembly area

## Type of Evacuation and location:

### Non-life threatening - parking lot:

- Fire drills
- Situations that require leaving the building (but not fleeing the site)

### Life-threatening - Sunnyvale Court apartments (through trees) or Maplewood apartments (down Washington street)

- Bomb threat
- Unknown Intruder
- Active shooter

### Relocation Area: when needed and directed Armory (1120 W Swift St, Saint Peter)

- Messages will be sent via Remind app/text message/walkies

## When outside the building AND after getting to Armory:

- Check for injuries
- Take attendance for all students
- Immediately report any missing, extra or injured students to the building administration or incident command person
- Continue to contain and maintain students
- Wait for additional instructions

**IF at the Relocation site:** the Administrative Assistant or designee is the only person to release students to parents/guardians.