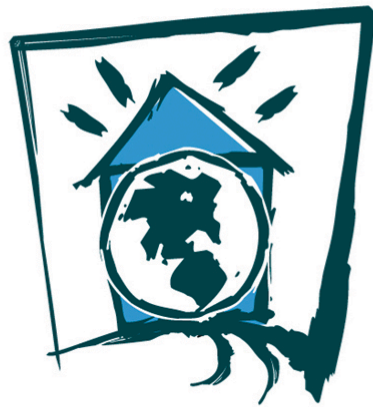


Lakes International Language Academy Emergency Plan



Lakes International
LANGUAGE ACADEMY

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INTRODUCTION

In crisis situations, it is critical that students, staff, and the public are protected and that school activities are continued with the least amount of disruption. This manual will provide key information on whom to call and recommendations on what to do if a crisis should occur.

The intent of this manual is to provide guidelines, instruction, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members. This manual provides information about what Lakes International Language Academy (LI) personnel will do to prevent and manage crises and to minimize their impact on our school community.

The Crisis Response Team at LI consists of the following staff and are listed in the order of command:

	(School Number)	(Cell Number)
1. Cam Hedlund	651-466-0579	763-226-6388
2. Shannon Peterson	651-466-0585	651-246-7331
3. Aaron Arredondo	651-464-0771	651-271-1101
4. Frank Gallegos	651-464-0771	651-746-9004
5. Kim Paugel	651-466-0585	651-329-8976
6. Patricia Steichen	651-464-0771	651-357-5940

COMMUNICATION DURING A CRISIS

When a crisis occurs, information will come from a variety of sources (media, parents, and friends). It is important that the building's director or designee is the spokesperson during a crisis.

If you are questioned about the incident, please refer questions to the director or designee. If neither is available try to appear to cooperate with the media while not giving too much information, i.e. "I understand your questions, but I don't have time to respond at the moment as we are still dealing with the crisis. I'll get back to you as soon as possible."

In the event of an incident when school is not in session, the staff phone tree may be used to communicate.

EMERGENCY PHONE NUMBERS

Fire, Ambulance, Police Emergency	911
Police (non-emergency) – Forest Lake	651-464-5877
Police (non-emergency) – Washington County Sheriff	651-439-9381
Fire Department (non-emergency)	651-464-2244
Hospitals	
Fairview Lakes Medical Center	651-982-7000
Fairview Lakes Emergency Room (ask for charge nurse)	651-982-7300
Poison Control	1-800-222-1222
City Hall (Forest Lake)	651-464-3550
Child Protection – Washington County	651-430-6457
Xcel Energy – Electric Outage	1-800-895-1999
Xcel Energy – Gas	1-800-895-2999
MN Duty Officer	651-649-5451
Hazardous Materials Spill, Natural Disasters, Terrorism / call 911 first and then this department	
Minnesota Relay Service (to call hearing impaired families)	711 or 1-800-627-3529
Qwest	1-800-603-6000
Weather Forecast	651-512-1111

Emergency Team at LI

Inside Command Centers (will occur in this order)

1. Administration Offices
2. Biblioteca
3. Gym Office

DISTRICT PHONE NUMBERS

Cam Hedlund (Director)	-----	651-466-0579
Patricia Steichen (Administrative Assistant)	-----	651-464-0771
Administrative Assistant Fax Machine	-----	651-464-4429
Transportation Department	-----	651-982-8190
Transportation Department Fax Machine	-----	651-982-8198
Health Services/District Nurse	-----	651-982-8338

School Board Members:

Melissa Martyr-Wagner (Chairperson)	-----	651-464-1238
Julene Donnay (Vice-Chairperson)		763-434-5777
Julie Lundgren (Treasurer)	-----	651-462-8108
Kaari Rodriguez (Secretary)	-----	651-493-9087
Chad Bloomberg	-----	651-464-0297
Richie Kucinski	-----	763-767-1265
Shannon Peterson	-----	651-433-3345
Amy Thorp	-----	651-329-7400
Gail Wilkey-Diez	-----	651-462-9068

BUILDING SECURITY

1. All front and side doors except the main office entrance will be locked at 8:00 a.m.
2. Visitor badges will be issued to all visitors.
3. All visitors will be required to sign in and out when entering or leaving the building.
4. All staff are instructed to challenge visitors without a visitor's badge and direct them to the office.
5. Parents should pick up their child/children in the office – not in the classroom.
6. School secretary should have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian.
7. Emergency cards of such students should be tagged.
9. Children may not be released to a non-custodial parent (s) without consent.

STAFF RESPONSIBILITY – ANY EMERGENCY

Building Director or Designee:

- Verify Information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene the Crisis Response Team and Director will implement crisis response procedures – announce over the P.A. system “Response Team to _____” (area of need). * Once convened the team member with the highest ranking number is in charge as listed on page 3.
- Meet police or other emergency professionals upon their arrival.
- Evacuate students and staff or relocate to a safe area within the building, if necessary.
- Refer media to LI director or designee.
- Notify community agencies, if necessary.
- Implement post-crisis procedures.
- Keep detailed notes of the crisis event.
- The director or designee will handle notifications of parent/guardian, in accordance with LI policies.
- Office personnel will take emergency cards and meds if building is evacuated.
- Walkie-talkies and cell phones will be taken by the Safety Team.

Teachers/Staff:

- Verify information.
- Lock or block classroom doors when appropriate, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation.
- Take emergency folder.
- Refer media to director or designee.
- Keep detailed notes of the crisis event.
- Stay on site, if possible, for local investigator or interviews and accurate documentation of the events can be completed, if event warrants.

SERIOUS INJURY

Procedures:

1. Do not leave the victim unattended.
2. Contact a first aid provider (health assistant or administrative assistant) and the director.
3. Office staff will announce, “Response Team to _____”, to get a member of the Crisis Response Team, if necessary.
4. Contact 911, if necessary.
5. Clear onlookers and isolate the victim.
6. Perform preliminary first aid, if trained.
7. Do not move the victim unless an immediate emergency situation dictates evacuation.
8. Designate a staff person (or other adult, if no staff person is available) to accompany the injured or ill person to the hospital taking along a copy of the injured or ill person’s emergency card.

FIRE

Fire Drills

A fire exit plan must be readily visible in each classroom. All students should be instructed in the fire drill procedure on the first meeting of class. This information should be repeated frequently throughout the school year. Know where your students are so you can get an accurate count once outside the building.

Instructions

1. Teachers: Post instructions on bulletin board and explain proper procedure to you class. Have a practice session for your room before a drill is conducted for the entire building.
2. Teachers are to be sure that students know how to leave the building from every class in which they are enrolled.
3. **WALK, DO NOT RUN OR TALK.** Classroom teacher needs to take their class emergency folder with them.
4. Close windows, turn off lights, and shut door.
5. All staff not supervising students when the fire alarm sounds should report outside to the east or back communication points to see if help is needed.
6. Clear the building as quickly as possible and get a safe distance (at least 100 feet) from the building. Each classroom teacher is required to send a student to notify the administrative assistant or health assistant of any missing students. The administrative assistant will be located at the east end of the building and the Director, or designee, will be located in the back of the building by the blacktop. They will let each other know of any missing children.
7. If a child is away from the classroom when the alarm sounds, the child must exit the building and find the nearest adult. The adult then escorts the child to the classroom teacher.
8. When on the playground, classes will remain in their separate groups.
9. Know where ALL your students are. We must be sure that everyone is out of the building.
10. Adults and students may return to their respective areas when building director or designee announces the ALL CLEAR.
11. Parents wanting to pick up their child/children need to report to the administrative assistant. Available personnel will escort the children to the adult.

A **TORNADO WATCH** occurs when weather conditions favor the development of a tornado, but none have been sighted.

A **TORNADO WARNING** condition exists when a tornado has been sighted in the area.

Tornado Watch

1. Announce over the P.A., “We are having a weather watch, please stay in the building.” Instruct any classrooms outside the building to come inside.
2. Wait for further instructions or an ALL CLEAR is announced.

Tornado Warning

1. Tornado warning will be announced over the PA, “There is a tornado warning in effect, staff members please make sure that all students are returned to their respective class”.
2. Close Windows, turn off lights, and shut door.
3. Staff and students will move to the designated area shown on the emergency plan posted in the room.
4. Take attendance and notify the office of any missing children.
5. Ensure that students know and are ready to assume the “tuck” position.
6. If a child is away from the classroom when the alarm sounds, the child must find the nearest adult. The adult then escorts the child to the classroom teacher.
7. All team members should access a walkie-talkie.
8. Remain in the emergency area until the director or designee announces ALL CLEAR.
9. Take attendance again and report any missing children to the office. The teacher should have another adult watch their class while they notify the administrative assistant.
10. Report all injuries to the administration.
11. Follow procedures for the student dismissal during an emergency, if necessary.

INTRUDER/HOSTAGE

Intruder – an unauthorized person who enters school property

1. If you feel uncomfortable approaching the intruder alone, ask another staff person to accompany you before approaching the intruder.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder the purpose of his/her visit.
4. Attempt to get them to check in at the office.
5. Make a mental note of the physical description of the intruder – height, weight, clothing and facial hair.

If the intruder refuses to leave or check in at the office.

1. Notify building director if the intruder refuses to check in at the office. If indicated, the Director will call 911 and give the police a full description of the intruder.
2. Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in the school, whether he/she is carrying a weapon or package, description of weapon, etc.).
3. In extreme situations any staff member may issue lock-down procedures (see Lock-Down Procedures section)

Witness to hostage situation.

1. If a hostage taker is unaware of your presence, do not intervene.
2. Call 911 immediately. Give the dispatcher details of the situation; ask for assistance from a hostage negotiation team.
3. Seal off area near hostage scene if possible without jeopardizing the safety of students and staff.
4. Notify the director. (The director may wish to evacuate the rest of the building, if possible)
5. Give control of the scene to police and the hostage negotiation team.
6. Keep detailed notes of events.

If taken hostage.

1. Follow instructions of hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible.
4. Be respectful to the hostage taker.
5. Ask permission to speak and do not argue or make suggestions.

LOCK-DOWN PROCEDURES

Intruder INSIDE the Building

1. P.A. announcement, “Attention all staff, we are in immediate lock down.” or continuous whistle blowing. Upon hearing this announcement or whistle, office staff or emergency team members will use a walkie-talkie to inform any classes that may be outside. “Outside classes we are in immediate lock down, please go to Grace Alliance Church and wait for an all clear.” Once at Grace Alliance Church the classroom teachers will wait and/or reassess, if necessary.
2. The Director or designee will call 911 immediately.
3. All classroom doors and windows must be locked. If a door cannot be locked, it should be barricaded.
4. Students need to be moved to a secure, non-visible area in the classroom, lying face down on the floor. Students who are in the hallway by themselves (i.e. coming back from the bathroom, etc.) need to go to the nearest classroom.
5. Teachers may use their discretion in moving their students to a more secure place.
6. Blinds must be shut. Lights should be turned off.
7. Students remain with specialist. Classroom teacher remains in the classroom.
8. All office staff will move to the administrative offices behind the glass door. If dialing 0 does not answer, dial Cam (222), Shannon (228), or Frank (227),
9. The phrase “Lock down has ended” or short blasts of the whistle is the all clear signal. Teachers need to take attendance and call the office report any missing children as soon as it is safe to do so.
10. Follow procedures for Student Dismissal during an Emergency.

LOCK-DOWN PROCEDURES

Intruder OUTSIDE the Building

This is if the school is notified of a possible intruder anywhere within the school community or a suspicious person is seen by us on or near school property.

1. P.A. announcement, “It is time for a director’s activity period, all staff without students please report to the office.”
2. All outside classrooms will be called into the building. If it is during recess at the noon hour, supervisors will escort all students into the school.
3. All exterior doors including the main entrances to the building will be locked. All teachers will make sure the exterior door closest to their room is shut and latched tight.
4. The Director or designee will call 911 immediately, if appropriate.
5. All classroom doors and windows must be locked. The custodian will lock classrooms. If a door cannot be locked it should be barricaded.
6. Blinds must be shut. Lights should be turned off.
7. Teachers take attendance and report any missing students to the office.
8. If a student needs to use the restroom, call the office for an escort or send students in pairs.
9. Follow procedures for Student Dismissal during an Emergency.
10. The Director or designee will announce the ALL CLEAR when the emergency has ended.

WEAPONS

Staff or student who is aware of a weapon brought to school.

1. Immediately notify director or teacher.
2. Tell the director or teacher the name of the suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
3. If a teacher suspects that a weapon is in the classroom, he/she should confidentially notify the office without leaving the classroom.

Director

1. Will consider calling the police if a weapon is suspected.
2. Isolate the student by accompanying him/her to a private office to search or wait for police.
3. Inform suspect of his or her rights before you conduct a search of their property, if appropriate.
4. Ask another administrator or emergency team member to join you in questioning the suspect.
5. Keep detailed notes of all events and why the search was conducted.
6. Notify parents/guardian if suspect is a student. Explain why a search was conducted and the results of the search.
7. Document the incident, and report it, if appropriate, per reporting requirements established in Minnesota Statutes.

ASSAULT/FIGHT

These procedures apply to physical confrontations including fistfights, knife assaults, and the use of other weapons.

1. Ensure the safety of students and staff first.
2. Contact the director. Notify the Crisis Response Team.
3. The Crisis Response Team will approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. The Crisis Response Team will control the scene and demand that the combatants stop; and clear onlookers.
5. Escort the combatants to the office keeping them away from each other and other students.
6. Seal off the area where the assault took place.

SUICIDE ATTEMPT IN SCHOOL

Suspected suicide attempt in school.

1. If attempted suicide is suspected, contact school director or designee. Director or designee should contact appropriate crisis intervention teams.
2. Verify information.
3. Try to isolate suicidal person from the general population.
4. Call 911, if the person requires medical attention, has a weapon or needs to be restrained, use appropriate security measures as dictated by Emergency Plan.
5. Calm the suicidal person.
6. Stay with the person until suicide intervention team arrives. Do not leave the suicidal person alone.
7. The director should call the parents/guardian if the suicidal person is a student.
8. The director may schedule a meeting with parents and psychologist/counselor to determine course of action.
9. Determine method of notifying staff and students. Initiate a grief counseling plan as appropriate.

If attempt results in death/serious injury.

1. **Call 911.** Do not leave victim unattended.
2. Notify CPR/first aid certified person in school building of medical emergency (names listed in the Crisis Response Team section).
3. Isolate victim, if possible.
4. Director should notify parents/guardian if victim is a student.
5. Activate the Crisis Response Team. Designate a staff person to accompany the victim to the hospital.
6. Direct witness(es) to the main office. Contact the parents if the student (s) are involved.
7. Determine method of notifying students, staff, and parents.
8. Implement a grief counseling plan as appropriate.

DEATH OF A STUDENT OR ADULT

1. In dealing with a death the director assumes management of the situation. The director will activate the calling tree when school is not in session.
2. A faculty meeting will be held to provide known facts.
3. School personnel, counselors, and county social services will provide assistance for grieving students.
4. Students who are having difficulty dealing with the situation should be sent to the office where assistance will be available.
5. The director or designee will handle external communication.

BUS ACCIDENT

1. Notify administration at bus transportation building (John Gray) 651-982-8190.
2. These people will report to the scene of the accident:
 - a. Director
 - b. Shannon
 - c. Aaron
3. Notify parents and staff as needed.

CHILDNAPPING

1. Make note of a description of the suspect: height, weight, clothing, facial hair, etc.
2. Contact the director who will check for legal custody. Announce “Response Team to the office”. Director will call 911.
3. Phone student’s parents/guardian.
4. Be able to describe the child (name, age, address, physical characteristics, clothing last seen in, close friends, etc.).
5. Work in cooperation with the police to develop plans for press releases.

DEMONSTRATION OR DISTURBANCE

1. Alert the director or designee. Announce "Response Team to the office".
2. As deemed necessary, call 911 and notify police.
3. Ask demonstrators to disperse.
4. Contain unrest. Seal off area of disturbance.
5. Warn staff. Director may initiate lock-down procedures
6. Move people involved in disturbances to an isolated area.
7. Director or designee will announce ALL Clear.

SHOOTINGS

If a person threatens with a firearm or begins shooting.

1. Code for lock-down procedures will be given.
2. Students, staff and visitors should hide without talking and remain there until the director or designee gives an all clear.
3. Call 911.
4. Check the halls for wandering students and bring them immediately into your classroom, even if they are from another classroom. Notify the office if you have students from another class in your room when it is safe to do so.
5. Teachers take attendance and immediately notify the director of any missing students or staff when it is safe to do so.
6. The director or designee will assess the situation as to the shooter's location, any injuries, and potential for additional shooting.
7. The director or designee will call 911 and give as much detail as possible about the situation.
8. Follow Emergency Dismissal Procedures.
9. Hold an information meeting with all staff.
10. Initiate a grief-counseling plan.

TERRORISM, CHEMICAL OR BIOLOGICAL THREAT

Upon receiving a phone call that a chemical or biological hazard has been planted in the school.

1. Complete the “Bomb/Terrorism Threat Phone Report”. (See page following Bomb Threat)
2. Listen closely to the caller’s voice and speech patterns and to noises in the background.
3. Notify the director or designee. Announce Response Team to the office:.
4. The director orders evacuation of all persons inside the school building, if deemed necessary.
5. If evacuation occurs, teachers should take emergency folders.

Upon receiving a chemical or biological threat letter.

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
2. Ask the person who discovered/opened the letter to place it into another container, such as a plastic zip-lock bag or another envelope.
3. Separate “involved” people from the rest of the staff and students for investigation purposes.
4. Ask “uninvolved” people out of the immediate area to a holding area.
5. Ask “involved” people to minimize their contact with the letter or their surroundings, because the area is now a crime scene. See following document for specifics with handling of materials.
6. Limited decontamination and change of clothing for a person who opened or handled the letter without any gloves may be appropriate. Get advice of public safety officials.

Evacuation procedures.

1. Director notifies students and staff if evacuation is deemed necessary. Do not mention “terrorism” or “chemical or biological agent”.
2. Report any unusual activities immediately to the appropriate officials.
3. “Uninvolved” students and staff will be evacuated to a safe distance outside the school building. After consulting with appropriate officials, the director may move students to an offsite evacuation location. (see page 28)
4. Teachers take attendance after being evacuated noting any absences and reporting them immediately to the director or designee.
5. Students and staff “involved” in a letter opening or receiving a phone call will be evacuated as a group, if necessary per consultation of the director and public safety officials.
6. The director notifies students and staff of termination of emergency. Resume normal operations.
7. Notify parents/guardian according to district policies.

BOMB THREATS

Most bomb threats come in by telephone. It is IMPORTANT to listen carefully to what the caller is saying.

1. Keep the caller on the line and complete as much of the “Bomb Threat Report Form” as possible. DO NOT attempt to transfer the call. Note the precise time the call came in and on what line. *If the person is kept on the phone, write down message “I need help now!” and send a messenger to the office with the note.
2. Notify the director or designee who will announce “Response Team to the office”.
3. Write down all information obtained, in exact words using the Bomb Threat Report Form.
4. The director or designee will contact the police.
5. Director or designee will personally notify the staff to evacuate the building, if deemed necessary.
6. Building staff and students should NOT use portable phone, fire alarm, pagers, or other radio-type equipment. **Do not touch light switches or any electrical device.** These signals may trip radio-activated explosive devices.
7. Classroom teachers should make a visual check of classrooms as they evacuate the classroom. The teacher should note anything different or unusual about their room.
8. Nothing is to be touched or altered including backpacks and coats. Do not open desks or lockers while leaving the building. Teachers bring emergency numbers with them.
9. If a child is away from the classroom, the child must exit the building and find the nearest adult. The adult then escorts the child to the classroom teacher.
10. Any recommendation to close school will be made by the director.
11. Do not have students and staff re-enter the building until authorized. The building will remain vacated until an “ALL CLEAR” signal is given by the director or designee.
12. In the event that it is unsafe for students to remain on school grounds or if the weather does not allow prolonged exposure, the students will evacuate the school grounds and follow evacuation procedures. (see page 28)
13. Follow procedures for Student dismissal during an Emergency.

BOMB/TERRORISM THREAT REPORT FORM

Questions to Ask:

- 1. When is the bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
- 4. What will cause it to explode?
- 5. What kind of a bomb is it?
- 6. Did you place the bomb?
- 7. Why did you put it in the building?
- 8. What is your address?
- 9. What is your name?

Callers Voice:

- Calm Nasal
- Angry Stutter
- Excited Lisp
- Slow Raspy
- Rapid Deep
- Soft Ragged
- Loud Cleared Throat
- Accent Laughter
- Crying Deep Breathing
- Normal Cracking Voice
- Distinct Disguised
- Slurred Familiar
- Whispered

Exact wording or threat:

Threat Language

- Well Spoken (educated)
- Foul
- Taped
- Message read by threat maker
- Irrational
- Incoherent

Background Sounds:

- Street
- Static
- Voices
- Motor
- Local
- Booth
- Animal Noises
- PA System
- Music
- House Noises
- Office Machinery
- Long Distance

Time: _____ Date: _____ Length of call: _____

Sex of caller: _____ Age: _____ Culture: _____

Remarks: _____

HAZARDOUS MATERIALS ACCIDENTS

School staff will receive warnings of a hazardous materials accident from the fire or police departments when such accidents occur close enough to the school to be a threat to the safety of the occupants.

Whether the accident occurs in the school or near school grounds, use the following procedures:

1. Contact the director. The director or designee will notify the Crisis Response Team and determine the need to evacuate the building or turn off the air exchange system.
2. If it is necessary to evacuate, the director or designee will give directions and method of evacuation.
3. The director will take further action as required.
4. The director or designee will call **911**.

BURGLARIES

If there is a noticeable break in at Lakes International Language Academy:

1. Do not enter the building.
2. Go to the nearest phone and call **911**.
3. If you have entered the building and you find there has been a burglary, do not touch anything. Leave everything alone, call the police and wait for further directions. If you suspect someone may be in the building, immediately leave and call the police.
4. Notify the director.

STUDENT DISMISSAL DURING AN EMERGENCY

1. Director or designee will communicate with the media and send an Instant Alert to all parents and guardians.
2. All non-classroom personnel are to report to the office or announced command center to assist with the dismissal.
3. Children will be released to the custodial parent only, unless the individual custodial parent has given permission otherwise.
4. Parents must report to the stated command center to check out students.
5. Students should not be released from the classroom to the parents. School personnel will escort students to the command center when a parent arrives.

EVACUATION OFF SCHOOL GROUNDS

1. In the event that it is unsafe for students to remain on school grounds or if the weather does not allow prolonged exposure, the students will evacuate the school grounds.
2. The director or designee will make the decision to evacuate the grounds. An announcement will be made or staff will be notified individually. An Instant Alert will immediately be sent notifying all parents.
3. All staff without a classroom will report to the command center to assist with the evacuation. Office personnel will take emergency cards, meds, walkie-talkies and cell phones with them.
4. All teachers will walk students to Grace Alliance Church.
5. Once evacuated to the new location teachers will take attendance. Report any missing students to the secretary.
6. Follow procedures for student dismissal during an emergency.
7. Director or designee will notify the bus garage.

Revised: August 23, 2007
August 21, 2008 – Phone numbers updated

School Floor Plan on this page.