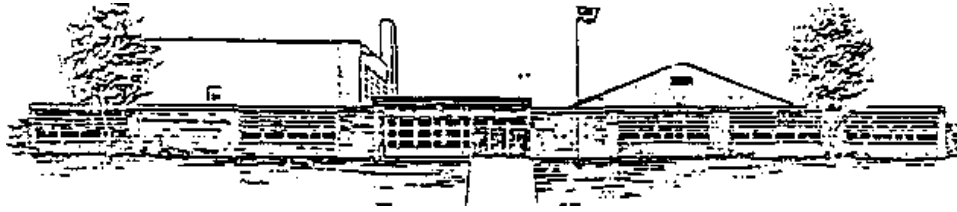


STARKWEATHER SCHOOL DISTRICT #44

Larry Volk
Superintendent
Secondary Principal

Alysson Groves
Elementary Principal

Julie Wass
Business Manager



505 E Main Street
P.O. Box 45
Starkweather, ND
58377-0045

Phone: 701-292-4381
Fax: 701-292-5714

Starkweather Public School Crisis Management Guide for Timely Response to School Emergencies

Revised & Adopted: February 20, 2019

Contents

- Section 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES 3
 - Purpose 3
- Section 2: School Drills & Protective Actions 4
 - ❖ Evacuation: fire, bomb threat & gas leak 4
 - ❖ Lockdown: 4 & 5
 - ❖ Drop, Cover and Hold: 5
 - ❖ Releasing Students Following a Crisis Situation:..... 5
 - ❖ School Closings and Winter Storms 6
 - ❖ North Dakota State Fire Marshall has established fire drill guidelines for public schools 7
- Section 3: Fear Management 7
- Section 4: All School Faculty and Staff 8

Section 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Starkweather Public School District supports the development of this Emergency Response Plan in order to prepare and train for potential crisis that may affect the District's staff and students. **A School's Central Goal** in the midst of a crisis is to ensure the safety and comfort of students, faculty and support staff. Rational and effective thinking on the part of each school staff person is key to that goal. This guide is intended to help maximize safety by reducing panic and facilitating effective action during the **critical first ten minutes** of a school crisis. This guide can also be used as a school safety *training tool* as part of the District's crisis management plan.

Listed in this school crisis guide are suggested action steps for school faculty and support staff that must make quick, timely decisions to safely manage students in their care.

Emergency Numbers

Phone Number	Emergency Agency
911	Emergency Fire, Police, Ambulance, Rural Fire, & Sheriff
701-662-0700	City Police or Law Enforcement Center
701-968-2541	Cando Clinic
701-968-4411	Cando Hospital
701-662-2131	Devils Lake Hospital
701-662-5781	Water Department
701-292-5440	Elfman's Gas Company
701-662-4021	Ottertail Electricity
701-223-4582	National Weather Service
701-662-7001	County Emergency Management
701-328-8100	ND State Emergency Management
701-665-2200	Lake Region Human Service Center

Section 2: School Drills & Protective Actions

EVACUATION: Fire, bomb threat, & Gas Leak

- ❖ Stay calm; your attitude/actions will be mirrored by students
- ❖ Take **CLASS ROSTER** when evacuating the classroom/building
- ❖ Remember structural damage may block usual evacuation routes
- ❖ Care for emotionally, medically fragile students
- ❖ If **bomb threat**, do not touch, move or disturb unidentified packages. Do not use walkie-talkies or cell phones as they have the potential to detonate bomb(s)
- ❖ If bomb threat, the IC will determine how far and where to move students from danger. If ordered to evacuate, close, but do not lock, doors behind you
- ❖ Transport students with limited mobility
- ❖ Account for 100% of students and staff after evacuation
- ❖ Do not consider the “bell” system as a signal to return to the school
- ❖ Return to building only if directed by a recognizable staff person

The designated evacuation location is the **Trinity Bergen Lutheran Church** located two blocks directly west of the school.

Evacuation Code – Trinity Lutheran Church
Incident Commander (IC) Superintendent

LOCKDOWN: Stranger in building, gunfire, police helicopter circling overhead, civil disruption and/or active shooter in the building

- ❖ Stay calm; your attitude/actions will be mirrored by students
- ❖ Teachers will take attendance to account for all students
- ❖ Bring students from outside and hallways into pre-designated areas (interior windowless rooms if possible)
- ❖ Close and **lock** all **windows/doors** immediately; **close blinds** and **turn of lights**. Sit students out of sight of **windows** and **doors**. (Hallway doors in the high school must also be closed and locked)
- ❖ Do not follow PA announcements or open windows and doors
- ❖ Care for emotionally, medically fragile students (reassure them all will be ok)
- ❖ Allow no one to leave the room once secure
- ❖ Take student attendance and communicate to the **Incident Commander** the names of missing and/or extra students (phones on silence – using texting)
- ❖ Remain in Lockdown mode until a recognizable school staff person directs you to resume normal activities.

Lockdown/Fight/Run protocol

- ❖ Lockdown is first option
- ❖ Where/when age appropriate – Teachers/classroom staff may give or instruct all students to have something to throw at an intruder if needed

- ❖ Teacher will need to decide if it is safer to stay in lockdown or flee the building. If fleeing the building, staff and students will gather at Trinity Lutheran church two blocks west of the school. As soon as possible – teacher will text administration letting it know they have left school grounds.

Lockdown code: **Lockdown**

All Clear Code: **Lockdown All Clear**

Incident Commander (IC): Superintendent, currently Mr. Volk

Contact information: 701-490-1463

DROP, COVER and HOLD: Severe Weather, Explosion

- ❖ Stay calm; your attitude/actions will be mirrored by students
- ❖ Teachers will take attendance for the purpose of accounting for all students
- ❖ Move all students away from classroom doors and windows
- ❖ Students will be moved to the boys & girls locker rooms where they will remain until the all clear is given
- ❖ Teachers will take attendance for the purpose of accounting for all students
- ❖ Direct students as follows
 1. Once inside the locker rooms students will:
 2. Drop to your knees and make your bodies as small as possible and bury your face in your arms
 3. Close your eyes, cover your ears and as much skin surface as possible
- ❖ Care for emotionally, medically fragile students
If outside: try to move behind an object, lie on your stomach with face away from the source of the event and initiate above actions
- ❖ Maintain **Drop, Cover and Hold** position until a recognizable staff person directs you to relocate or resume normal activities
- ❖ Important Note: If it is not possible to get to the locker rooms, direct students to kneel down and cover up facing the interior wall where there is no glass – wait for the all clear. High school students come down stairs and follow same protocol as elementary.

RELEASING STUDENTS: following a crisis when school and/or school grounds are considered unsafe

- ❖ Coordinate Student Release process (Use separate staging area from where the entire student body is gathered)
- ❖ All students should be present and the Incident Commander must approve before **Student Release** process can be initiated
- ❖ Care for emotionally, medically fragile students
- ❖ Use runners to get students once their caregivers arrive
- ❖ Release students to persons whose name appears on the student emergency information care only (ID and signature is required)
- ❖ Keep a list of all students names and times of release to caregiver
- ❖ Families requesting information on an individual who has been injured/killed should be escorted to the a pre-designated area where clergy/trauma counselors are present

The designated evacuation location is the Trinity Bergen Lutheran Church located two blocks directly west of the school.

Evacuation Code – Trinity Lutheran Church

Incident Commander: Superintendent

School Closings & Winter Storms

- ❖ When conditions arise where impending weather may affect the safety of school children, the Superintendent and Transportation Director will secure information concerning weather conditions.
- ❖ After receipt of this information, the Superintendent will make the decision regarding school closings. The Superintendent will follow the district procedures for school closing or postponement.
- ❖ If school is closed for the day, the local radio and television stations will be notified as early as possible in the morning or, in extreme cases, the proceeding evening.
- ❖ If serious storm conditions develop during the day when children are already at school, the Superintendent will follow the general policy of not allowing students to leave the building unless called for by an authorized adult.
- ❖ Students who drive their personal vehicles must have parental permission prior to departure.
- ❖ Parents are expected to use their own judgement as to whether or not the weather is suitable for their child to make the journey to school on any given day. If school is in session and it is the judgment of the parent that their child should remain at home, the judgment will be respected by the school. There will be no penalty incurred as a result of the parent exercising this judgment.

Fire Drill Protocol

The North Dakota State Fire Marshall has established fire drill guidelines for public schools. Starkweather Public School will initiate the following Fire Drill protocols in accordance with State Code requirements, as outlined in the Fire Marshall's report dated 03/31/2015.

Starkweather Public School, District #44 Fire Drill Protocols

Starkweather Public School will conduct and log 4 fire drills annually. Fire Drills will review student and staff evacuation procedures:

- Two of which will be conducted during the first 30 days of the school year
- One more to follow during the cold months of the year (November – February)
- One to be conducted during the last 30 days of the school year (Late April through mid-May)

The building custodian will keep a log of all fire drills that includes the date and time of the fire drill.

Fire Drill Teacher Check List

Teacher Check lists -

1. Classroom windows closed - limit the flow of oxygen
2. Lights turned off - cut power to room
3. Doors closed (not locked for access) - contain fire
4. Classroom teachers must account for each student in class at the time of the drill and or actual fire (once out of the building take student roll)

Section 3: Fear Management

There are many important things school administrators, faculty, and staff can do together when confronted by school crisis. The most critical is what is mentioned more than a few times in this guide: ***“stay calm; your attitude/actions will be mirrored by students.”*** This is referred to as *fear management* or remaining calm in the midst of chaos. Fear management skills can minimize harm and even save lives. Without fear management, the effectiveness of the strategies described in this guide is minimized. Training and practice of crisis response and the use of tools such as this, increases the likelihood of ***optimal fear management.***

Section 4: All School Faculty and Staff

Until outside help arrives, we must wear many hats – educator, responder, and temporary caregiver until families are reunited. This requires extra effort, skill, preparation, and *fear management*. Efforts include: addressing students and staff with special needs, feeding, sheltering, possibly administering first aid, and translating safety information to non-English speaking students. Special attention is needed for students with visual/hearing impairments, physical and/or mental challenges; they must be handled with care while being evacuated, relocated, and/or sheltered-in-place. Finally, special circumstances such as crisis situations that occur during class changeover, before and after school hours, off-campus field trips, and sporting events must be addressed in each school's crisis management plan.