

## I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for NWSISD, its staff, students, school board, and community members as to how to address a wide range of potential crisis situations that may occur. The step-by-step recommended procedures attached to this Policy will provide guidance to the NWSISD site in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Please note that, pursuant to this Policy, tailored crisis management plans will be developed for the NWSISD site and sections or procedures may be added or deleted in those crisis management plans based on NWSISD site needs. NWSISD staff will adhere to a NWSISD member school district's crisis plan when a NWSISD program or activity takes place in that NWSISD member school district's building.

## II. GENERAL INFORMATION

### A. The Policy and Plans.

NWSISD's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so the Executive Director or designee can tailor a crisis management plan to meet NWSISD site's specific situation and needs.

The Executive Director shall present a tailored crisis management plan for the site to the school board for review and approval. The NWSISD specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated year to year.

### B. Elements of the NWSISD Crisis Management Policy.

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing the NWSISD site, NWSISD site evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. NWSISD may modify these district-wide procedures when creating its crisis management plans. NWSISD will have access to a copy of the Emergency/Disaster Preparedness Planning Guide. This guide will assist in development of the site-specific crisis management plans.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the NWSISD site, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Executive Director or designee. The lock-down will be announced over the public address system or other designated system. The alert will be made using a pre-selected code word. Provisions for emergency evacuation should be maintained even in the event of a lock-down. A lock-down procedure will be part of the site-specific crisis management plan.
  - b. Evacuation Procedures. NWSISD site evacuations may be implemented at the discretion of the Executive Director or her/his designee. NWSISD's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Executive Director or designee, as appropriate. Safe areas may change depending on the emergency.
  - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the NWSISD site during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The need for sheltering will be announced over the public address system or other designated system. Sheltering procedure will be part of the NWSISD crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during NWSISD programs and activities or at its sites. These district-wide procedures are designed so that the Executive Director or designee can tailor response procedures when creating NWSISD site-specific crisis management plans.

When NWSISD programs or activities are held at NWSISD member school district sites, that member's crisis management policies and procedures shall be followed.

3. Additional Procedures. The Executive Director will present recommended early NWSISD site closure, program or activity cancellation, media and grief counseling procedures to the school board for review and approval. Upon approval, such procedures will be an addendum to this policy.

- a. Early NWSISD Site Closure and NWSISD Program and Activity Cancellation Procedures. The Executive Director or designee will make decisions about closing a NWSISD site or canceling NWSISD programs or activities. Such decisions will be made by the Executive Director or designee as early in the day as possible. The early NWSISD site closure and program and activity cancellation procedures will describe potential reasons for NWSISD site closure or program and activity cancellation (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and reopening a NWSISD site or canceling a program or activity. The early NWSISD site closure and NWSISD program or activity cancellation procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for NWSISD site closing or program and activity cancellation announcements, where possible.
- b. Media Procedures. The Executive Director or designee has the authority and discretion for notifying parents and guardians and the community in the event of a crisis, early NWSISD site closure or NWSISD program or activity cancellation.
- c. Grief-Counseling Procedures. The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as NWSISD staff and NWSISD member school districts' school psychologists, counselors, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the Executive Director or designee to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.
  - (1) Meet with NWSISD staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).
  - (2) Designate specific rooms as private counseling areas.
  - (3) Escort siblings and close friends of the victim(s) and other highly stressed NWSISD students and staff to counselors.

- (4) Prohibit the media from questioning NWSISD students or staff.
- (5) Follow-up with NWSISD students and staff who receive counseling.
- (6) Resume normal routines as soon as possible.

Upon approval, such grief counseling procedures will be an addendum to this policy.

4. NWSISD Site Diagrams and Plans. NWSISD will have a site diagram and plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the site fire alarms, fire extinguishers, hoses and water spigots. The site diagrams and plans will be available in the site's administrative office and in appropriate areas and will be kept on file in NWSISD's administrative office.
5. Emergency Telephone Numbers. NWSISD will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate.
6. Crisis Response Teams.
  - a. Composition. The Executive Director will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out NWSISD's crisis management plans and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. NWSISD will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the NWSISD administrative office.
  - b. Leaders. The Executive Director or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that NWSISD staff assume a resource role and are available to the emergency response personnel.

7. NWSISD Staff. NWSISD staff generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. All NWSISD staff should be aware of the NWSISD Crisis Management Policy and their own NWSISD site's crisis management plan. In addition, NWSISD staff should be aware that a NWSISD member school district's Crisis Management Policy will be followed when a NWSISD program or activity is held in NWSISD's member school district's building.

**Legal References:** 42 U.S.C. § 5121 et. seq. (Disaster relief and emergency assistance)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 121A.57 (Crisis Management Policy)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Stat. § 299F.011, Subd. 5 (Variance from Uniform Fire Code)  
Minn. Stat. § 299F.30 (School District Fire Drill Requirements)  
Minn. Stat. Ch. 299F.452 (Reporting Malicious False Fire Alarm)  
Minn. Rules, Pt. 3530.4400 to 3530.4700 (Civil Defense)  
Minn. Rules, Pt. 7510 (Fire Safety)  
Uniform Fire Code

**Cross References:** NWSISD Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
NWSISD Policy 413 (Harassment and Violence)  
NWSISD Policy 501 (School Weapons Policy)  
NWSISD Policy 506 (Student Discipline)  
NWSISD Policy 803 (Warning Systems and Emergency Plans)  
NWSISD Policy 804 (Bomb Threats)

*Adopted: November 19, 2003*

**NWSISD SITE CRISIS MANAGEMENT POLICY**

**I. CRISIS AREAS COVERED BY THIS POLICY**

This Crisis Management Policy provides sample procedures for addressing the following crises:

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NWSISD crisis management plans will include such procedures and any other appropriate procedures.

**II. CRISIS-SPECIFIC PROCEDURES**

These sample procedures are to be used by NWSISD when tailoring response procedures in their crisis management plan. As provided in Section II, A of this policy, tailored crisis management plans for each NWSISD site will be presented to the school board for review and approval and then will become an addendum to Policy 806 Crisis Management Policy, that will be maintained and updated year to year.

- A. Fire.  
Site preparation before the emergency:
  - 1. Designate a safe area at least 100 feet away from the building in which the NWSISD program or activity is located in, and away from fire lanes. (Minn. Stat. §§299F.391 and 299F.011; Uniform Fire Code §1303.3.3.1)
  - 2. NWSIS’s site diagram and plan will be available in appropriate areas of the site showing the most direct evacuation routes to the designated safe areas, and the location of fire alarms, fire extinguishers, hoses, and water spigots.

3. NWSISD staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the site. NWSISD will develop a universal signal to indicate a blocked entrance. When this signal is given, the responsible NWSISD staff member must immediately identify an alternate route.
4. NWSISD will conduct fire drills, which include practicing how to move safely through blocked entrances and using alternate alarm systems. Fire drills will also include instruction/review of the use of fire extinguishers. The drills will emphasize the use of fire extinguishers to assist in evacuation.
5. Fire drills will be conducted periodically and at irregular times without warning. State law requires a minimum of nine drills each school year, unless a variance has been granted. (Minn. Stat. §299F.30 and §299F.011 subd.5; Uniform Fire Code §1303.3.3.2.)
6. A record of fire drills conducted at the will be maintained in the NWSISD administrative office.
7. NWSISD will arrange for emergency shelter sites and transportation as needed.

Procedures at the time of the emergency:

1. Pull the fire alarm, notify NWSISD site occupants and any other building occupants of the evacuation, and evacuate the site.
2. The first person who is aware of the fire should contact the site administrator and attempt to evacuate the area. Check site diagrams for the nearest evacuation route and safe area.
3. The site administrator will call **911**, evacuate the site and notify the Executive Director.
4. Designate a responsible NWSISD staff member to meet with local fire or law enforcement agents upon arrival. Give them an update, a site diagram and plan, if possible, when they arrive.
5. The site administrator or Executive Director will report the incident (even if it is a false alarm) to the local fire department as required by state law. (Minn. Stat. §299F.452).

Procedures for NWSISD staff:

1. During an evacuation, take the NWSISD student roster. Make sure all students and adults have left the room. Close the room door but leave it unlocked.

2. Lead all students in an orderly manner to the safe area. Do not allow students to stop to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it **is not** hot, open it and proceed slowly and low to the floor. If it **is** hot, the staff will quickly find an alternate route and lead the students in an orderly manner along the alternate route.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the site administrator.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, staff will supervise the group closely.
4. Do not re-enter the site until fire department officials declare it safe.
5. Transport students as needed.

B. Severe Weather.

1. Tornado/Severe Thunderstorm/Indoor Shelter. These procedures are for any weather situation in which students and NWSISD staff should remain in the site's building and seek shelter.

Procedures before the emergency:

- a. NWSISD staff will identify both potential problem areas in the site's building and areas with the highest degree of safety for students and staff. *Unsafe* areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind. *Safe* areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, basements and closets.
- b. Site diagrams will be prepared for each area of the site showing the most direct evacuation route to the safest areas of the building.
- c. Provide training to appropriate NWSISD staff, including the crisis response team, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.



- d. Review “drop and tuck” procedures with students.
- e. Keep a record of all tornado drills performed at the site in the NWSISD's administrative office.

Procedures when a tornado/severe thunderstorm watch has been issued:

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

- a. Monitor Emergency Alert Stations.
- b. Bring all persons inside the site's building. Keep students, staff, and visitors inside the building.
- c. Close windows and blinds.
- d. Review tornado drill procedures and the location of the closest safe areas.
- e. Review “drop and tuck” procedures with students.

Procedures when a tornado/severe thunderstorm warning has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

- a. Evacuate unsafe rooms and offices. NWSISD staff take student rosters. Close the room door but do not lock it.
- b. Move along inside walls to the safest areas of the site.
- c. Ensure that students are in the “tuck” position.
- d. Account for all students and staff. Report any missing students or staff to the site administrator, when it is safe to do so.
- e. The Executive Director or her/his designee will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the emergency:

- a. Notify the utility company if a break is suspected in the site's gas, water, or electrical lines.
  - b. Check utilities and electrical devices for damage due to any outage.
2. Flooding/Evacuation. These procedures are for any weather situation, which requires students and staff to evacuate the building.

Procedures for the Executive Director if a NWSISD site's building is in an area where a flood watch has been issued:

- a. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.
- b. Keep NWSISD staff posted of changes or emergencies.
- c. Review evacuation procedures with NWSISD staff and prepare students.
- d. Check relocation centers and secure transportation to them.

Procedures for buildings in an area where a flood warning has been issued:

- a. If advised by local emergency management officials to evacuate, do so immediately.
- b. Follow evacuation procedures; NWSISD staff take student rosters.
- c. Turn off utilities in the site and lock the doors.
- d. Take attendance after evacuation to the shelter. Report any missing students to the site administrator.
- e. Notify parents or guardians per NWSISD policies.
- f. Stay with the students until released to a parent or guardian.

C. Assault/Fight.

These procedures apply to close contact physical confrontations including fistfights, knife assaults, and the use of other weapons, which require close proximity to result in a significant physical threat.

Procedures:

1. Ensure the safety of all students and NWSISD staff.
2. Contact the site administrator, police liaison, if applicable, or **911**, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. Contact CPR/first aid certified persons in the site to handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the site's office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the site administrator or Executive Director's designee, who will:
  - a. Notify the Executive Director and combatants' parent(s) or guardian(s), as appropriate.
  - b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with NWSISD and its member school district's discipline and harassment and violence policies, as appropriate.
  - c. Notify law enforcement or police liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).
9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
10. Document all activities.

D. Bomb Threat.

A bomb threat should always be considered a real and immediate danger to students and NWSISD staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the NWSISD. No bomb threat will be disregarded as being a prank call.

It is important that all NWSISD staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All NWSISD staff should be aware of the location of bomb threat procedures.

If the Executive Director or designee determines it is necessary to evacuate the site, the Executive Director should consult with local law enforcement agents to determine how parents and guardians can be notified, sites be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each NWSISD program year. Because evacuation of NWSISD students and staff is the response used for a number of other crises in addition to bomb threats, NWSISD staff will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting rooms or work areas for any kind of drill, all NWSISD staff should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

**Never attempt to touch, move, dismantle, or carry any object that is suspicious.**

Procedures for bomb threat recipient:

1. ***If you receive a bomb threat by written message***, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

***If you receive a bomb threat by telephone:***

- a. Record exactly what the caller says. Activate caller ID where available. Complete the "*Bomb Threat Phone Report*" and the "*Caller Identification Checklist*."
- b. Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
- c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.

2. Notify the site administrator and/or Executive Director or designee.
3. Call **911** and report the bomb threat.
4. Call the Executive Director if not already notified, to report the incident and any action taken so far.
5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention “bomb threat.”
6. NWSISD students and staff may be evacuated from the site and proceed to the designated safe area away from the building. Close the room's door but leave it unlocked. NWSISD staff will take student rosters. Once evacuated, roll call should be taken. Notify the site administrator of any missing NWSISD students or staff.
7. If the bomb threat message contained a specific time of detonation, the site's buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
8. When reentry is permitted, NWSISD staff should once again visually inspect their rooms and work areas for unusual items before allowing students to enter.
9. Notify parents and guardians per NWSISD policies.

E. Demonstration or disturbance.

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the site: individual students, student groups, or outside individuals or groups not associated with the NWSISD site or the building where the site is located.

Procedures:

1. Notify the Executive Director or designee of the disturbance.
2. During the disturbance, a designated NWSISD staff member will take corrective action, such as:
  - a. Ask the demonstrators to disperse.
  - b. Notify the Executive Director.
  - c. Notify the local law enforcement agency, if necessary.
  - d. Contain the disturbance by sealing off the area, to the extent possible.

- e. Secure the NWSISD site, if necessary.
  - f. Shut off bells, if appropriate.
  - g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, NWSISD staff should:
    - a. Keep students in their rooms and lock the door. Do not allow NWSISD students out of their room until the site administrator gives an all-clear signal.
    - b. Make a list of students absent from the NWSISD program or activity.

F. Hazardous Materials.

If a major chemical accident necessitates a NWSISD student and staff evacuation, the fire department or other appropriate agency will be consulted and may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, janitorial closets). NWSISD sites should maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals used during NWSISD programs or activities. State law, federal law, and OSHA require that pertinent NWSISD staff are aware of where to access these sheets in the case of a chemical accident.

Procedures for on-site chemical accidents:

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. NWSISD staff should not attempt to clean up or remove the spill – leave that for trained personnel. Refer to the M.S.D.S. for guidance.
2. Notify the NWSISD site administrator and/or Executive Director or designee about the accident.
3. Relocate NWSISD students and staff to safe areas, upwind of the accident. NWSISD staff bring the student roster. Take roll call and immediately report any missing students to the NWSISD site administrator.
4. Call **911** (the fire department will contact the local hazardous materials team).

5. Seek treatment for any NWSISD students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. Designate a responsible NWSISD staff member to meet with fire or law enforcement agents upon arrival. Give them an update, a site diagram and plan when they arrive.
7. Notify the Executive Director.

Procedures for off-site Chemical Accidents:

1. When evacuation of the area is necessary, NWSISD students and staff will be directed to a specific relocation area by local emergency management officials involved.
2. If NWSISD students are evacuated, notify parents and guardians per NWSISD policies.
3. Evacuation may be made to a relocation center designated in advance by the Executive Director or designee, if a specific alternative assignment is not made by response agency officials.

G. Intruder/hostage.

Individuals who pose a possible threat could include a sniper in the building a NWSISD site, program or activity is located, someone who may attempt to abduct or injure a NWSISD student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies NWSISD staff or its site of the dangerous situation, or it may be NWSISD staff who first recognize the danger.

Procedures before the emergency:

1. Implement lock-down procedures to secure the NWSISD site, to keep NWSISD students inside and keep the danger outside of the site away from NWSISD students and staff. A code word should be predetermined to alert NWSISD staff when the site will be secured and lock-down procedures initiated.

Procedures for the NWSISD staff member who sees an unauthorized intruder:

1. If possible, have another NWSISD staff member accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify himself or herself and to state what is the purpose of his or her visit.

4. Inform the intruder that all visitors must register at the site's main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on NWSISD controlled property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify the site administrator or police liaison and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving the NWSISD site or site's building if possible.
9. Call **911** and provide law enforcement agents with as much identifying information as possible (physical description, location in the NWSISD site where the person is going, if the intruder is armed).

Witness to a hostage situation:

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call **911** immediately, if possible. Give the dispatcher details of the situation, ask for assistance from the hostage negotiation team.
3. Seal off the area near hostage situation, to the extent possible.
4. Notify the site administrator and/or the Executive Director or her/his designee, who may elect to evacuate the rest of the site's building.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

If taken hostage:

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



Procedures after the emergency:

1. Designate a NWSISD spokesperson to handle media calls, questions, and contacts. If the incident occurred at a NWSISD member school district site, that member school district's spokesperson should handle all media calls, questions and contacts.
2. Prepare a news/information release, as appropriate.
3. Prepare a NWSISD parent and guardian letter, as appropriate.
4. Hold an information meeting with all NWSISD staff.
5. Initiate the grief-counseling plan, if appropriate.

H. Serious injury/death.

Procedures:

1. Call **911**, but do not leave the victim unattended.
2. Contact a first aid provider (school nurse if at a NWSISD member school district site and one is available) or a member of the crisis response team.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first aid, if trained.
5. Do not move the victim unless an immediate emergency situation dictates evacuation.
6. Notify the site administrator and/or Executive Director or her/his designee.
7. Designate a NWSISD staff member to accompany the injured or ill person to the hospital.
8. Administrative follow-up may include the following:
  - a. Notify parent(s) or guardian(s) of an injured or ill NWSISD student or a family member of an injured or ill NWSISD staff member.
  - b. Notify the Executive Director.

- c. Determine method of informing NWSISD staff, students, and parents, if appropriate.
  - d. Prepare an accident report.
  - e. Initiate the grief-counseling plan, if appropriate.
  - f. Prepare a news media release with the Executive Director, if appropriate.
- I. Shooting. These procedures apply to snipers inside or outside of the building the NWSISD site, program or activity is located, or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

Procedures for NWSISD staff and students if a person threatens with a firearm or begins shooting:

1. **If outside**, NWSISD staff and students should go inside the nearest building as soon as possible. If NWSISD staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.
2. **If inside**, NWSISD staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
3. NWSISD staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the site administrator.
4. If safe to do so, NWSISD staff should check the halls for wandering students who are not the threat and bring them immediately into the room, even if they are from another room. When it is safe to do so, NWSISD staff should notify the site administrator if students from another room are in their room.
5. Take roll call and notify the site administrator of any missing NWSISD students or staff, when it is safe to do so.

Procedures for the Executive Director or designee, site administrator or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:
  - a. shooter's location,
  - b. injuries, and
  - c. potential for additional shooting.

2. Call 911 and give them as much detail as possible about the situation.
3. Secure the site if appropriate.
4. Assist NWSISD students and staff in evacuating from immediate danger to a safe area.
5. Care for the injured to the extent practicable until emergency personnel arrive.
6. Refer media calls, contacts, and questions to the NWSISD spokesperson. If the incident happens at a NWSISD member school district site, that member school district's spokesperson should handle all media calls, contacts and questions regarding the incident.
7. Meet with the Executive Director to prepare a news or information release.
8. Notify parents and guardians per NWSISD policies, if appropriate.
9. Hold an information meeting with all NWSISD staff, if appropriate.
10. Initiate the grief-counseling plan, if appropriate.

J. Suicide.

Procedures for a suicide attempt:

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
3. Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify the appropriate NWSISD staff, and the school psychologist or counselor, building administrator from the suicidal student's home school district or the NWSISD member school districts of the NWSISD students who may have witnessed the attempt or who knew the victim, or appropriate crisis intervention or mental health hotline.
5. The Executive Director or designee will activate the crisis response team.

6. Stay with the person until counselor/suicide intervention arrives. DO NOT LEAVE A SUICIDAL PERSON ALONE.
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. The Executive Director or designee will notify the parent(s) or guardian(s) if the suicidal person or victim is a NWSISD student, or a family member if the person is a NWSISD staff member.
9. The Executive Director or designee will consult with the appropriate staff of the student's home school district regarding the appropriate action for NWSISD staff to take after the incident.
10. Determine method of notifying NWSISD students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

K. Terrorism (Chemical or biological threat).

Upon receiving a chemical or biological threat phone call:

1. Complete the "*Chemical/Biological Threat Phone Report*" and "*Caller Identification Checklist*."
2. Listen closely to the caller's voice, speech patterns, and to noises in the background.
3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
4. Notify the Executive Director or designee who is responsible for notifying the local law enforcement agency.
5. The Executive Director or designee may order an evacuation of all persons inside the NWSISD site or other actions, per NWSISD policies.
6. If evacuation occurs, NWSISD staff should take the student roster.

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 area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.

3. Call **911** first, then the Minnesota Duty Officer at 1-800-422-0798.
4. Separate “involved” people from the rest of the NWSISD students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
5. Remove “uninvolved” people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask “involved” people to remain calm until emergency response officials arrive.
7. Ask “involved” people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation Procedures:

1. The Executive Director or designee should notify NWSISD staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the NWSISD site.
3. NWSISD staff take roll call after the evacuation. Immediately report any missing students to the NWSISD site administrator.
4. NWSISD students and staff who were “involved” in receiving the threat (by telephone or letter) will be evacuated as a group, separate from “uninvolved” students and staff.
5. The Executive Director or designee will announce the termination of the emergency after consulting with emergency response officials.
6. Notify parents and guardians per NWSISD policies.
7. Notify the media per NWSISD policies, if appropriate.

L. Weapons.

If a NWSISD student or staff member is aware of a weapon brought to a NWSISD program, activity or site:

1. Immediately notify a NWSISD staff member.
2. Tell them the name of the person suspected of bringing 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 or herself.
3. If a NWSISD staff member suspects that a weapon is in the room or at a NWSISD site, he or she should confidentially notify a neighboring NWSISD staff member or other person in the nearby vicinity. Do not leave the room.

Procedures for the Executive Director or designee if a weapon is suspected:

1. Call the local law enforcement agency if a weapon is reasonably suspected to be at a NWSISD program or activity site.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another appropriate NWSISD staff member or NWSISD member school district's police liaison to join in questioning the suspected NWSISD student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 - Reports of dangerous weapon incidents in school zones.)
7. Notify parents or guardians if the suspect is a NWSISD student and explain to them why a search was conducted and the results of the search.