

I.S.D. 756

BLOOMING PRAIRIE
JUNIOR & SENIOR HIGH SCHOOL

CRISIS MANAGEMENT PLAN OF ACTION

UPDATED September 16, 2021

Blooming Prairie High School
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Blooming Prairie, MN 55917

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TABLE OF CONTENTS

Emergency Telephone Numbers	1-2
Blooming Prairie Schools Crisis Management Plan of Action	3-4
Guidelines for Staff	5
Suggestions for Classroom Activities after A Loss	6
Manifestations of Grief during Crisis	7
CODE GREEN – Evacuation of Building	9-10
CODE RED – Threat to School Community Safety	11-12
CODE BLUE – “LOCK DOWN” (violent intruder or violent situation)	13-14
CODE YELLOW – Death of a student or Co-worker, Serious Accident, Etc.	15
Fire Procedures	17-18
Natural Disasters	19-20
Civil Defense Alert (Nuclear Emergency)	21
Bomb Threats	23-24
Disturbances or Demonstrations	25-26
Phone Tree	27

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EMERGENCY TELEPHONE NUMBERS

EMERGENCY RESPONSE TEAM – District Wide
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<u>Name</u>	<u>Title</u>	<u>Office Phone</u>
Mr. Chris Staloch	Superintendent	507-583-4426 ext. 427
Mr. John Worke	High School Principal.....	507-583-4426 ext. 434
Mrs. Mary Ann Worke	Counselor	507-583-4426 ext. 428
Mr. Jacob Schwarz	Elementary Principal	507-583-6615 ext. 223
Ms. Ali Mach	Pre-K-12 Associate Principal/Activities Director	507-583-4426 ext. 445
Mrs. Kristin Romeo	School Social Worker	507-583-4426 ext. 426
	School Social Worker	507-583-6615 ext. 228
Mr. Erik Vigeland	Technology Coordinator	507-583-4426 ext. 454
Mrs. Amanda Rennie	High School Nurse.....	507-583-4426 ext. 429
	Grade School Nurse	507-583-6615 ext. 225

The designated district wide Emergency Coordinator is the Superintendent and the Co-Alternate Emergency Coordinators are the High School Principal and the Elementary Principal. Each building has specific personnel designated as Emergency Responders.

GENERAL

Ambulance	911
Fire Department	911
Police Department	911
Hospital—Emergency	911
Allina Owatonna Hospital	507-977-2000
Mayo Clinic Health System - Austin	507-433-8758
MN Poison Control System	1-800-222-1222

EMERGENCY TELEPHONE NUMBERS

County Social Services
 Steele County 507-431-5600
 Dodge County 507-923-2900
 Freeborn County 507-377-5400
 Mower County 507-437-9701
State Fire Marshal..... 651-201-7200

Blooming Prairie City Hall (City Clerk) 507-583-7573

Weather (Greg Skillestad-Police) 507-583-7885

UTILITIES

	<u>Company</u>	<u>Phone</u>
Gas	BP Utilities	507-583-6683
Electric.....	BP Utilities.....	507-583-6683
Fire Alarm Systems		
(inspection & testing)	Custom Alarm	507-288-5522
(monitored).....	Custom Alarm	507-288-5522
(Sprinklers).....	Olympic Fire.....	507-455-1150
Security Alarm Systems		
(monitored).....	Custom Alarm	507-288-5522
Telephone.....	Metronet	877-407-3224
Internet.....	Metronet.....	877-407-3224

BLOOMING PRAIRIE SCHOOLS CRISIS MANAGEMENT PLAN OF ACTION

I. Notification Process

- A. **Building Principal:** The principal is to be notified by any staff member who becomes aware of a crisis, which affects our school. Please do not assume he/she is aware of it. Make every effort to provide as much preparation time for the principal as possible.

The Building Principal will notify all District Administrators.

- B. **Crisis Management Team:** For each event, the Principal will call a meeting with the support team prior to an all-staff meeting to plan an appropriate strategy Mr. Staloch, Mrs. Romeo, Mrs. Worke, Mr. Worke, Ms. Mach, Mr. Schwarz, Mr. Vigeland, Mrs. Rennie, Pastor Heimgartner.

- C. **Staff Members:** Upon notification, the Building Principals/District Administrators will use school messenger to notify staff.

In the event of a crisis, all staff can anticipate an information meeting conducted by the Principal or his/her designee.

- D. **Students:** Students will be informed in an appropriate method as decided by the Crisis Management Team.

II. Roles of Staff

- A. **Superintendent or Designated Administrator:** the Superintendent will be responsible for all contacts with the media if that situation arises. Exceptions need to be clearly defined (pool camera, personnel location). **NO OTHER STAFF PERSON SHOULD TALK WITH THE MEDIA WITHOUT PERMISSION OF THE SUPERINTENDENT.** All questions from parents should be directed to the Superintendent or Building Principal.

- B. **Teachers:** Teachers will follow the procedures outlined by the Principal at the faculty meeting. If any teacher is uncomfortable dealing with a subject with students, they are encouraged to ask for assistance from one of the support staff members.

All teachers are asked to be available as needed. Teachers should be visible for student interactions between classes, during lunch, and at bus times.

All staff should identify students who seem particularly affected, and report the names to the Principal or designee.

Staff will help identify close friends when contacted by the Crisis Management Team in an attempt to determine close associations.

Teachers will be contacted by the Crisis Management Team to review signs of anxiety/depression/grief in siblings and relatives who attend Blooming Prairie Schools.

Staff will identify severely affected students and refer those names to the Principal or Crisis Management Team. Staff will watch for signs of stress, guilt, depression, or extreme concern by students.

Staff will help disseminate information as identified by the Crisis Management Team via classrooms, PA system, class meetings, school website, School Messenger, etc., to the student body,

GUIDELINES FOR STAFF

The classroom teacher and other staff will be responsible to share information and to comfort students during a crisis.

Staff need to:

- Understand that grief affects everyone.
- Acknowledge their own feelings/thoughts about the crisis so they are better prepared to deal with student reactions. Staff struggling with their needs are encouraged to discuss issues with support staff and even request assistance with their class.
- Wait for confirmation from administration (staff meeting) before discussing the incident with students.
- If students discuss or question details, inform them that accurate information will be shared as soon as it is confirmed.
- Be complete and accurate in giving information. Present in as calm and objective manner as possible.
- Remind students to deal with facts - not rumors.
- Inform students they may be contacted by news media and that it is appropriate to decline comment. If the student chooses to be interviewed, remind them of the importance of accuracy and sensitivity.
- Do not discourage the emotions of grief.
- Staff may need to exercise extraordinary flexibility in allowing students to react to the situation (i.e., the need to leave the classroom; alter lesson plans to accommodate their need to talk, etc.).
- Staff is encouraged to offer support to students, as they are comfortable in so doing.
- Observe the verbal and nonverbal reaction of the students; refer anyone who appears to be at risk to the Crisis Management Team.

SUGGESTIONS FOR CLASSROOM ACTIVITIES AFTER A LOSS

- Writing a eulogy.
- Designing a yearbook page commemorating the deceased.
- Honoring the deceased by collecting memorabilia for the trophy cabinet. Writing stories about the victim or the incident.
- Drawing pictures of the incident.
- Debating controversial issues.
- Investigating laws governing similar incidents.
- Creating a sculpture.
- Creating a class banner in memoriam.
- Building a fitness course, a sign for the school, or a bulletin board in memory.
- Discussing ways to cope with traumatic situations.
- Discussing the stages of grief.
- Conducting a mock trial if laws were broken.
- Starting a new school activity such as a SADD unit if a drunk driver killed a child.
- Encouraging students to keep a journal of events and of their reactions, especially in an ongoing situation.
- Placing a collection box in the class for notes to the family.
- Urging students to write the thing they wish they could have said to the deceased.
- Practicing and composing a song in memory of the deceased.
- Discussing alternatives for coping with depression if suicide is involved.
- Analyzing why people take drugs and suggesting ways to help abusers if substance abuse-related.
- Writing a reaction paper. Writing a "where I was when it happened" report.
- Discussing historical precedents about issues related to crisis.
- Reading to the class (bibliography in the appendix).
- Encouraging mutual support
- Discussing and preparing children for funeral (what to expect, people's reactions, what to do, what to say).
- Directing energy to creative pursuits, physical exercise, or verbal, expression when anger arises.
- Creating a class story relevant to the issue

MANIFESTATIONS OF GRIEF DURING CRISIS

• SHOCK AND DENIAL

Youth may not at first accept the fact that the crisis has really occurred and act as though it did not. Thoughts of loss can be so overwhelming! Youth are not unfeeling or hardhearted if they initially seem to take the crisis lightly. They simply need time to cushion themselves from the impact of the crisis.

• PHYSICAL SYMPTOMS

Youth may express various complaints such as stomachaches or headaches. Anxiety is often expressed in bodily distress.

• ANGER

Being most concerned with their own needs, youth may be furious with the person who was injured or died, thus causing themselves and their family much grief. Hostility may be directed toward God or others because a "miracle" did not keep the person from the crisis. Feelings of rage are a normal response to crisis. Youth should know that "nice" people do sometimes become angry.

• GUILT

Youth may believe that they caused the crisis by behaving inappropriately. They may feel responsible for not having been "better" in some way or another. Perhaps they had angry thoughts about the person, or were not quiet enough in the house. Reassure them again and again that they did not in any way cause the event.

• ANXIETY AND FEAR

Youth may fear that another family member will also be injured or die. They may panic at the thought that they will become ill or injured with the same sickness or injury that caused the crisis. They may cling to those who play an important role in their life.

• SADNESS AND LONELINESS

It is normal to feel empty and alone because it is difficult to adjust to a new situation of life. Allow for crying. But be aware that tears are not the only measure of a child's grief. Unfortunately, the crying, boisterous youth receives the most sympathy. Less demonstrative youngsters also need adult attention and support.

There is no single way for youth to grieve. Just provide the environment in which emotions can be shared freely.

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CODE GREEN

EVACUATION OF BUILDING

Code Green will be implemented in the following situations:

- ✓ Bomb Threats
- ✓ Chemical Spills
- ✓ Unsafe internal building environment
- ✓ Unforeseen harm to those remaining in building

Procedure once CODE GREEN is called:

- I. Teachers will escort students out of building using nearest available exit.
 - A. Remind students not to touch anything.
 - B. Take attendance information with you.
 - C. Don't touch anything, including light switches, closets, backpacks, etc.
- II. Escort students away from building first and then to First Lutheran Church. Have students go to the Sanctuary for attendance.
- III. Upon arrival at First Lutheran, take attendance.
- IV. Stay with students at all times.
- V. All school time missed for a code green will be made up (unless the school board determines otherwise).

NO ONE RE-ENTERS THE BUILDING

Procedure for person receiving message via telephone:

- I. When a call comes in, try to keep caller on line as long as possible. **DO NOT HANG UP.**
- II. Get attention of some other adult.
- III. Contact Administrator in charge as soon as possible.

- IV. Administrator will call police (911)
- V. Try to get as much information as possible:
 - Male or female
 - Sounds like what age
 - Type of language used
 - Background sounds
 - Etcetera

Administration duties:

- I. Administrator will notify Blooming Prairie Police Department, Fire Department, and the Steele County Sheriff.
- II. Administrator will make a quick walk through to establish the building is clear.
- III. Administrator will meet with the following outside main school entrance:
 - A. All School Administrators
 - B. Police Department
 - C. Fire Department
 - D. Steele County Sheriff's Department
 - E. Custodians

At this point, immediate plan of action will be implemented to safely search the building and to determine student activity for rest of day.

CODE RED

THREAT TO SCHOOL COMMUNITY SAFETY

When a threat of harm to students or staff is identified by school or community personnel, a **CODE RED** status will be implemented immediately. A **CODE RED** is implemented at the sole discretion of the Building Administrator. At that point, the Administrator will call together the Crisis Management Team

- I. The following notifications will occur immediately upon implementing a **CODE RED**:
 - A. Law enforcement will be called concerning the threat/crisis with a request for a police officer to be present on the school site.
 - B. The Crisis Management Team will be notified immediately of the CODE RED if that status is implemented prior to a team meeting.
 - C. The Crisis Management Team will coordinate notification of all needed agencies.
 - D. The Crisis Management Team will decide how community should be informed.
- II. An emergency staff meeting will be called to brief the entire staff of the CODE RED and the reason for implementation. If schedule does not allow for a faculty meeting, then the Crisis Management Team will be responsible for notification of staff concerning the situation.
- III. **Procedures that will be followed during a CODE RED**
 - A. All exterior doors including the main entrance to the building will be locked with adult monitors stationed throughout the building.
 - B. An adult monitor (preferably a police officer) will screen entrance to the building at main entrance only.
 - C. Staff will lock all classroom doors; only by the intercom will a door be authorized to be opened during the code; classes will not leave the room until released by the administrator.
 - D. Notification of all school buildings will occur; administration will communicate with key city personnel for appropriate action to be taken.
 - E. Contact all students in community – based programs not to return to the school site until notified by administration. This includes school to work students, PSEO students, and any other student activities outside of school.
 - F. The Crisis Management Team will determine if CODE RED should be implemented in other school district buildings.

- G. The code will be removed once the threat/crisis is determined to have passed by the Crisis Management Team.
 - H. The Crisis Management Team will determine whether changes in school transportation are needed.
- IV. The Crisis Management Team will convene at some point after the code to discuss the implementation and if changes need to be made.

CODE BLUE

“LOCK DOWN”

When a violent intruder is identified, or a violent situation is occurring, a **CODE BLUE** status will be implemented immediately.

- I. Inform the school office immediately once a problem has been identified.
 - A. Give your location in the building.
 - B. Give a description of the situation.
 - C. Without putting yourself in danger, keep an eye on the situation.

- II. The **CODE BLUE** status will be announced over the intercom and the following notification will occur:
 - A. The office will call police (911) and stay on the line.
 - B. Pertinent information will be given to law enforcement authorities:
 - Nature of Problem
 - Location
 - Injuries
 - Suspect information if possible
 - Weapons

- III. **PROCEDURE for CODE BLUE**
 - A. If possible, staff and students should evacuate the building through a window and meet at First Lutheran Church. **Do not go into hallway.** If the intruder is located, an attempt will be made to identify their location.
 - B. If you are in the hallway, go immediately to nearest secure room and evacuate the building through a window. Meet at First Lutheran Church.
 - C. Upon arrival at First Lutheran Church, take attendance.
 - D. If you are unable to evacuate the building:
 1. Go to classroom/locker room and lock doors; make sure it is safe to do so.
 2. Turn off lights
 3. Go to the most remote part of the room so you cannot be seen from door/hall.
 4. Close shades (if present in room).
 5. Be very quiet.

6. Remain in classroom until all clear is sounded or directed by law enforcement official.

IV. WAIT

- A. Once you have secured your room, do nothing until the all clear signal is given or a police officer has given you directions
- B. If asked to do something, do it in pairs only. Use the buddy system.

IF AN ARMED INDIVIDUAL COMES INTO CLASSROOM:

- I. Try to call the office on a cell phone to allow office to hear interaction.
- II. If possible, call a **CODE BLUE**.
- III. Do as the intruder demands.
 - A. Do not make sudden moves, which could frighten subject.
 - B. Never argue.
 - C. Take your time.
 - D. Keep your students as calm as possible.
 - E. Physical force should not be used unless someone's life is in imminent danger.
- IV. Talk to the intruder
 - A. Learn as much as you can about the intruder.
 - B. Keep intruder's attention on you, not your students.
- V. Be observant
 - A. Mentally record all the data you can.
 - B. Identify a distinctive feature and continue to concentrate on that one item.
 - C. Try to remember what objects the intruder touches.
 - D. It is critically important to preserve the crime scene and never touch or move any possible evidence or objects at that site.
- VI. If gunman starts shooting:
 - A. Tell students to get down and lie on the floor.
 - B. Take cover on the floor and/or behind equipment.

CODE YELLOW

When death of a student, co-worker, serious accident, or other situations deemed necessary to call together the Crisis Management Team occur, a **CODE YELLOW** status will be implemented immediately.

- I. Contact the Administrator
- II. The Administrator will contact the Crisis Management Team
- III. The Crisis Management Team will meet and determine what steps need to be taken. These steps may include but are not limited to:
 - A. Contact needed teachers.
 - B. Contact other schools if additional counseling services will be needed.
 - C. Contact other outside resources (i.e., law enforcement and pastoral services).

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FIRE PROCEDURES

On discovery of fire, proceed according to the following plan:

- I. Sound the alarm using the pull switches in the hall.
- II. Notify the principal of the nature and the location of the fire.
- III. Attempt to extinguish the fire by the available fire extinguishers if possible.
- IV. Upon activation of the fire alarm system the principal/head custodian will call 911.

All teachers are expected to know how to evacuate from the room in which they are teaching during the various school hours. They are also expected to know the whereabouts and the operation of the fire extinguisher in the areas of the various classes.

Complete fire drill instructions are as follows:

All teachers are expected to instruct their class during the first week of school as to proper procedures for vacating the building in case of fire. Students are to leave the rooms single file, moving quickly but not running, to the designated exit. The teacher should be the last person to leave the room. **All windows and doors should be closed, and the teacher should have the current Classroom RED folder in his/her possession.** Immediately upon clearing the building, all students will move out to the sidewalk and wait for a signal to return. The building should be evacuated to at least **100** feet.

A copy of the fire drill regulations should be on the bulletin board of each room. Teachers are to be sure that all students under their supervision are accounted for outside the building.

FIRE DRILLS

Fire drills are designed to make the exits of pupils from the building as nearly automatic as possible and take precedence over every other school activity. Teachers are responsible for the group in their charge and are expected to take an active part in the enforcement of the regulations.

ROOMS	EXITS TO BE USED
MAIN OFFICE	Commons Door 1 (Alternate=Northeast Door 15)
101-105	Southeast Door 16 (Alternate=Northeast Door 15)
MEDIA CENTER	Southeast Door 16 (Alternate=Northeast Door 15)
106-110	Northeast Door 15 (Alternate=Southeast Door 16)
111-114	Northeast Door 15 (Alternate=Northwest Door 13)
201-205	Commons Door 1 (Alternate=Northwest Door 13)
206-209	Northwest Door 13 (Alternate=Commons Door 1)
211-213	Northwest Door 13 (Alternate=Northeast Door 15)
COMMONS & GYM	Commons Door 1/North Gym Door 12 (Alternate=Southeast Door 16)
GYM / P.E.	West Door 10/ North Gym Door 12 (Alternate=Southeast Door 16)
LOCKER ROOMS	West Door 10/South Door 9
301 – 303	West Door 10 (Alternate=Hallway by Receiving Room Door 4)
304	South Door 7 (Alternate=West Door 10)
Woodshop	West Door 10 (Alternate=South Door 7)
AG SHOP	South Door 8 (Alternate=South Door 7)
GIRLS LOCKER ROOM STAGE	West Door 10 (Alternate=Commons Door 1)
WEIGHT ROOM	West Door 10 (Alternate=Commons Door 1)
MULTIPURPOSE ROOM	North Door 11 (Alternate=West Door 10)

All teachers must remain with their students outside the building. Be prepared to take roll call (Red folder) if necessary.

NATURAL DISASTERS

TEACHERS ARE TO SUPERVISE THEIR ASSIGNED STUDENTS UNTIL NOTIFIED BY THE PRINCIPAL.

I. Blizzards

- A. When a blizzard is anticipated, a warning will be issued by the Weather Bureau through the Civil Defense, Radio, and TV.
- B. The School Superintendent (or Principal) will determine if and when school will close and permit buses to deliver children to homes.
- C. On days when it is impossible for the school buses to operate or the weather conditions deteriorate during the school day, a notice will be broadcast over the following radio and TV stations
 - KAAL – TV Channel 6, Austin
 - KARE – TV Channel 11, Minneapolis/St Paul
 - KATE (AM 1450 & KCPI FM 94.9), Albert Lea
 - KAUS (FM 100), Austin
 - KIMT – TV Channel 3, Rochester
 - KMSP – TV Channel FOX 9, Minneapolis/St Paul
 - KOWZ (FM 100.9), Blooming Prairie
 - KRFO (FM 105 & AM 1390), Owatonna
 - KROC (AM 1340 & FM 106.9), Rochester
 - KSTP – TV Channel 5, Minneapolis/St Paul
 - KTTC – TV Channel 10, Rochester
 - WCCO – TV Channel 4 and AM 830, Minneapolis/St Paul

II. Gas Line Break

- A. The School Principal will determine if school is to be evacuated.
- B. If school is to be evacuated, the normal fire alarm system and procedures will be used.
- C. The Principal will call the gas company and the local fire department immediately.
- D. The custodians on duty should report to the School Principal.

III. Tornadoes – WHERE TO GO

- A. During a tornado the most dangerous problem is flying debris. Since that is the major cause of injury, all occupants of our school will be asked to get into a closed interior room. This may cause some over-crowding problems in rooms, but it is definitely safer than being in the halls or outside
- B. When students/staff are in these rooms, complete quiet is needed. Staff will be in charge of the area they are in.
- C. This is where people will be directed:

ROOMS

DESIGNATED SAFE AREA

ROOM	DESIGNATED SAFE AREA
Main Office Area	Boardroom
101	101
102, 103 & Staff Lounge	Staff Lounge
104 & 105	104
106, 107 & 108	107
109, 110 & 111	109
Conference room	Conference room
Media Center	Media Center Office
201	Men's Restroom by Commons
202	Women's Restroom by Commons
203 & 204	101
205, 206 & 207	205
208	Men's Restroom – North
209	Woman's Restroom - North
210, 211 & 212	210
213	Susan Arnold's Office
Commons	Gymnasium
Kitchen Servery	Kitchen
Commons, Gymnasium, Weight Room & Girls Locker Room/Stage	Gymnasium
301	301
302, 303	302
Boys' Locker Room	Boys' Locker Room
Girls' Locker Room	Girls' Locker Room
Multipurpose Room	Gymnasium
304, Ag shop & Wood shop	Storage rooms in 304

Anyone standing out in halls needs to get into one of the safe areas immediately.

CIVIL DEFENSE ALERT (NUCLEAR EMERGENCY)

The Steele County Civil Defense organization will advise the School Superintendent through the local Civil Defense Director as to declared Readiness Conditions.

Reason 3 – International Situation degenerates to the point where a break in diplomatic relations may occur.

1. The School Superintendent will make the final decision as to whether or not school should be held. Recommendations will be received from the state, county, and local Civil Defense organizations.

Reason 2 – Serious deterioration of international relationships with a break of diplomatic channels and possibility of hostile action.

1. The School Superintendent will immediately make a decision to close all district schools.
2. Children living within the city limits will be sent home immediately.
3. Transported students will be dismissed as buses arrive.
4. Parents are encouraged to come to the school to pick up their children with this alert.

Reason 1 – War is imminent, or hostilities may have already occurred. This declaration may be announced prior to or concurrently with an “attack warning”.

1. The School Superintendent will immediately make a decision to close all district schools.
2. Children living within the city limits will be sent home immediately.
3. The School Superintendent in cooperation with the Civil Defense authorities will make a decision as to whether or not the transported students should be kept at school or transported home. If the decision is made to transport the students home, the same procedure will be followed as under Reason 2.
4. Parents are encouraged to come to school to pick up their children.

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BOMB THREATS

Because of the increased possibility of a school emergency caused by a bomb scare, the following set of emergency procedures will be followed:

- I. When a call comes in, the person who answers the telephone will attempt to keep caller on the phone as long as possible. He or she will attempt to get the attention of an Administrator who, in turn, will call the local Police Department and the local telephone
- II. The person taking the call should note the following:
 - Sex and age of the caller
 - Background sounds (such as music, giggling, etc.)
 - Whether it is a local or a long distance call
- III. The person taking the call should attempt to solicit the following information from the caller:
 - In which building the bomb is located
 - Where in the building the bomb is located
 - What time the bomb is set to detonate
- IV. The person taking the call should attempt to talk the caller out of this endeavor. Stressing the worthlessness of the whole attempt or stressing the fact that a large number of deaths or injuries may result to innocent parties, etc., may do this.
- V. The Building Administrator will immediately contact the Blooming Prairie Police Department, the local Fire Department, and the Steele County Sheriff, and as briefly as possible, tell the nature of the emergency. The Building Administrator or secretary will then evacuate the building. After the students have cleared the building, the Administrator or secretary will clear the building of stragglers by using the intercom unit to make the following announcement: "We have received a call that a bomb has been placed in the building. All personnel leave the building immediately." At this point, students will be sent directly to First Lutheran Church where attendance will be taken and all absentees will be reported to the Principal as soon as possible.
- VI. Teachers will act in the following manner:
 - A. Usher your students out as described in the fire drill instructions. Before you leave, quickly check your room to note any unusual objects. Close all classroom doors and windows.
 - B. Do not close closets; do not touch light switches; do not pick up briefcases.
 - C. Leave the building and escort students to First Lutheran Church.
 - D. Teachers will not allow any student to reenter the building until given proper instructions.
 - E. Any teachers who have discovered any unusual objects should go to the main office entrance to report this to the personnel gathered there.
 - F. Teachers are to be in the company of their students at all times.

- VII. The following officials are to report to the main school entrance;
 - A. All School Administrators
 - B. The Blooming Prairie Chief of Police and his staff
 - C. The Blooming Prairie Fire Chief and his staff
 - D. The Steele County Sheriff
 - E. The Custodians

At this point, a plan of action will be selected to search and to completely clear the building.

- VIII. Reentry into the building will be allowed only after a proper search has been conducted. At this time, the all clear will be sounded in the same manner as in a fire drill. No one is to reenter until notified to do so.

- IX. All School time missed because of a bomb scare will be made up.

DISTURBANCES OR DEMONSTRATIONS

Prevention of possible disturbances through sound and relevant educational programs and open lines of communication with students, staff, parents, and community is essential and should be the prime concern of the school community.

The Administration should assess the situation to determine its seriousness and its affect on the safety of students and staff before taking any action.

Procedure (after determination that a situation is threatening to the safety of students and staff):

- I. Principal is in complete charge of the building and facility.
 - A. If the Principal is absent from the building, the high school counselor will be in charge.
- II. The local Police Department and the County Sheriff should be placed on the alert and immediately called if the situation appears to be getting out of control.
- III. Faculty and Staff Relations
 - A. The faculty should be kept fully informed of the situation, using all available means of communication.
 - B. Classes should be continued as usual as much as possible.
 - C. All faculty should record events that occur in their vicinity with the names and places of events and action taken.
 - D. All faculty can have a calming effect by their actions and reactions to the situation. Good judgment and sound action will minimize the disturbance. Individual staff fear or emotion should be controlled.
 - E. All staff not assigned to a particular class at the time of a disturbance should report to the general office for possible assignment.
 - F. The custodial staff is responsible to the principal for assigned duties. Report to the general office
 - G. The clerical staff should keep the telephone open for emergency calls. The vault should be locked and records should be protected without jeopardy to their own safety and well-being.
 - H. All faculty should keep an accurate record of all students absent form the classroom.
- IV. Student Relations
 - A. The students should be kept informed of the situation through the normal channels of communication.
 - B. Conferences with student leaders representing all points of view should be held 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 should be encouraged to remain in the classrooms.
 - D. If disturbance is outside of the building, students should be kept away from the windows (shades should be drawn).

- E. Students should be advised of the threat to their welfare that may be occasioned by leaving the classroom or building.
 - F. No student or student group should be utilized in calming any disturbance that might place them in jeopardy or physical harm or disturbing the normal relationship held with their fellow students.
- V. News Media Relation
- A. The Superintendent or Principal has the specific responsibility for dealing with all new media. All other staff members should refrain from giving any news releases.
 - B. A room will be provided for press conferences, and the news media will be informed of all decisions suitable under the circumstances.
 - C. Cameras or TV equipment may only be used in the press conference room.
- VI. Police Relations
- A. The Principal should alert the local Police Department and the County Sheriff for possible action.
 - B. The Principal should designate an entrance and room where uniformed police may enter and remain until called for duty.
 - C. Where the law enforcement agencies are stationed and the method they use to quell actual disturbances is basically not a school decision.
- VII. Suggestions when Confronting Students
- A. The Principal is solely responsible to confront student dissident groups.
 - B. Request students to disband.
 - C. Give them a time limit to disband.
 - D. Inform them officially of their violation of School Board regulations, civil laws, and etcetera. Inform them of the consequences and the folly of the continuance of their action.
 - E. Threaten police involvement as a lever to disband the students.
 - F. If time permits, request the presence of the parents of the dissident students.
 - G. Request a representative from the dissident group to the office to air grievances, but never agree to a mass meeting or offer to bargain with the group.
- VIII. Closing of School
- A. If the decision has been made to close school, the students should not be dismissed until the buses have arrived to take the students home.
 - B. Students should not simply be turned loose on their own. An attempt should be made to identify the dissident students from the innocent bystanders and to separate the two. The dissident leaders should be identified as soon as possible.

TELEPHONE TREE FOR BLOOMING PRAIRIE HIGH SCHOOL

Chris Staloch 507-381-5265					
		John Worke		507-456-7293	
Alison Mach	507-440-1663			Mary Worke	507-279-1818
Nancy Clark	507-583-2305			Barb Kaplan	507-456-7831
Group #1		Group #5		Group #9	
Monica Anderson	507-363-1809	Michelle Southworth	507-390-8401	Kari Bottin	651-301-0148
Tammy Wurst	507-438-6698	Nathan Piller	507-475-0455	Ross Reishus	507-456-5257
Amanda Rennie	612-363-4923	Cory/Gina Hendrickson	507-438-8920 (C) 507-402-1062 (G)	Bill Rinkenberger	507-456-4907
		Camden Heimerman	507-676-7219	Ryan Slack	507-460-8811
Group #2		Group #6		Group #10	
Kristin Romeo	507-412-9266	Kurt Foster	507-363-2962	David Pfiefer	507-475-2947
Jen Flemming	507-456-8665	Jennifer Thomas	507-383-4236	Sarah Oelkers	507-259-9324
Lisa Poe	507-676-1731	Jennifer DeKok	507-217-1290	Erik Vigeland	507-475-2343
Hannah Hessler	608-201-4087	Elenore Jones	507-438-9364	Ranell Kittelson	507-327-8438
Stacy Magnus	507-402-2982				
Group #3		Group #7		Group #11	
Kelsey Vanderhorst	507-438-8207	Missy Taylor	507-261-6968	Lee Peterson	507-438-1166
Chad Gimbel	507-456-0607	Missy will call Kitchen staff		John Shoden	507-219-8681
Sara Reinke	507-475-0808			Rob White	366-426-1999
Anna McIntosh	507-456-8418			Karen Inwards	507-440-4210
Group #4		Group #8			
Ann Stephenson	507-440-2669	John Bruns	507-440-1194		
Briana Goskesen	507-438-9269	David Lassahn	507-456-3170		
Frank Caich	612-799-9707	Cameron Rutledge	507-208-9053		
Susan Arnold	507-301-1238	Darren Pauly	952-836-8252		
Aron Welch	507-459-4463				