

**STEAM Academy Emergency Action Plan**  
**4100 66<sup>th</sup> St. E. Inver Grove Heights MN 55076**

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**INTRODUCTION**

It is imperative all students and staff be protected in case of emergency situations and the educational process of the school be carried out with the least amount of disruption. Common sense should dictate the reaction of school authorities to emergency situations. Individual, professional judgment may need to be exercised in given situations to ensure student safety. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the main, daily focus. The following procedures are guidelines to those having responsibility for the safety of students and staff.

**School District Contact Person:** STEAM ACADEMY Executive Director

**FIRE**

**Procedure**

- On discovery of a fire, sound the alarm by pulling the nearest fire alarm
- Notify the main office of the nature and location of the fire

**Evacuation**

In case of fire or threat of fire, all classrooms are to proceed to the **nearest exit**, following the evacuation routes posted in each classroom, office and assembly room.

Teachers are to quickly take a head count/attendance before leaving the classroom. Take a class roster with you when leaving the building. **Close all doors** when leaving the classroom. Teachers are to quickly and calmly walk their students out of the building in a single file. Retake attendance upon arriving at the designated location. Students are to remain silent and in line throughout the evacuation and listen carefully for directions from an adult. Should an alarm sound during lunch or during a teacher's prep, teachers should meet their class outside and take attendance.

Close all doors upon exit.

The first person to reach any closed door should feel the door to see if it is hot.

- If it is **not** hot, slowly open it and move forward, walking low to the floor.
- If it **is** hot, quickly proceed to an alternate route and lead the students in an orderly manner along the alternate route.

Kindergarten, Grade 1, 2, 3, 4, 5, 6 and PE classes are to proceed to the far south-west corner of the parking lot. Students should remain in line and quiet while waiting for further direction from an adult.

If any students are missing, notify the Executive Director or fire department personnel immediately.

Do not re-enter the school building until the Executive Director or fire department official declares it safe to return.

Schedule for Fire Drills (five drills are required per Minnesota law): TBD annually by administration

## UTILITY DISASTER

In case of a utility disaster, all classrooms are to proceed to the **nearest exit**, following the evacuation routes posted in each classroom, office and assembly room.

Teachers are to quickly take a head count/attendance before leaving the classroom. Take a class roster with you when leaving the building. **Close all doors** when leaving the classroom. Teachers are to quickly and calmly walk their students out of the building in a single file. Retake attendance upon arriving at the designated location. Students are to remain silent and in line throughout the evacuation and listen carefully for directions from an adult. Should an alarm sound during lunch or during a teacher's prep, teachers should meet their class outside and take attendance.

Kindergarten, Grade 1, 2, 3, 4, 5, 6 and PE classes are to proceed to the far south corner of the parking lot and wait for further instructions. Students should remain in line and quiet while waiting for further direction from an adult.

If any students are missing, notify the Executive Director or emergency personnel immediately.

Do not re-enter the school building until it is declared safe to return.

If it is impossible to evacuate the building, staff is to remain with students in their classrooms and wait for further directions from the Executive Director, Fire Marshall or other first respondent.

## NATURAL DISASTER

The National Weather Service has defined two classes of severe weather alerts regarding tornadoes/severe thunderstorms with which all building personnel should be familiar:

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.*

Tornado/Severe Thunderstorm Warning *is issued when a tornado or severe thunderstorm has developed and has been spotted in the area.*

In case of a natural disaster or threat of natural disaster the Administration will announce over the phones that there is a Tornado or severe Thunderstorm please proceed to the gym, all classrooms are to proceed to **the gym**, following the evacuation routes posted in each classroom, office and assembly room.

Teachers are to quickly take a head count/attendance before leaving the classroom. Take a class roster with you when leaving the building. **Close all doors** when leaving the classroom. Teachers are to quickly and calmly walk their students out of the building in a single file. Retake attendance upon arriving at the designated location. Students are to remain silent and in line throughout the evacuation and listen carefully for directions from an adult. Should an alarm sound during lunch or during a teacher's prep, teachers should meet their class outside and take attendance.

Students are to remain with their teacher and sit crisscross applesauce along the **interior walls** of the gym floor. Students should have their head in their lap with their arms over them for protection. If there is no time to reach the gym, seek safe shelter along inner walls of classrooms or hallways and away from windows and open spaces.

When the Tornado or Severe Thunderstorm is cleared the Administration will announce in the gym and over the phones that all is clear and you may go back to the classroom.

Schedule for Tornado Drills (one drill is required per Minnesota law): TBD annually by administration

If the school is required or requested to shelter students in school; evacuate students to their homes; or use the school as a congregate care center in support to emergency operations, STEAM ACADEMY will coordinate with the leaser, the city, the Department of Education, and/or other designated public officials to ensure all students remain safe and all laws are followed. Please see the OFF SITE EVACUATIONS section of this action plan for more information.

## BLIZZARD/WINTER STORMS

1. Public warning of impending blizzard conditions will be made through the local media. The Executive Director is responsible for early dismissal decisions.
2. School closings/delays will be broadcast by 6:00 a.m. on the following stations:
  - KARE-11 TV / website
3. Additionally, families and staff will be notified of school closings via either the One Call Now or JMC automated phone system.

## LOCKDOWN WITH WARNING

**The threat is outside of the school building. The school may have been notified of a potential threat outside the building.**

- Administrator or designee will announce “lockdown with warning” several times on the phone intercom system.
- Classes that are outside of the school building should return to the building right away. Move students to a secure location.
- Exterior AND interior doors will be locked.
- **Phones should not be used for any reason. Cell phones should be turned to ‘silent.’**
- Teachers should have an ‘Emergency Email’ ready in their drafts. The email should be addressed to Luli. The subject line on the email should say the following:
  - “All Here” if all students are present in the room.
  - “X (number of students) Missing” if any students in attendance that day are not in the room.
  - “X (number of students) Extra” if there are students in your classroom from another grade.

**Email should be sent with this information as quickly as possible.** Include any additional emergency information in regard to safety or medical concerns in the body of the email.

- Clear hallway, restrooms, and other rooms that cannot be secured.
- Close window shades. Keep students away from windows.
- **Continue with class instruction.**
- Do not pass from class to class until directed to do so by announcement through the phone system.
- Control all movement. Do not allow students to leave your classroom.
- Building administration will announce “all clear” via the phone system.

## LOCKDOWN WITH INTRUDER

**The threat is inside the building. The following procedures need to happen rapidly, yet calmly.**

- Administrator or designee will announce “lockdown with intruder” several times on the intercom phone system.
  - Immediately direct all students, staff, and visitors into the nearest classroom or securable space.
  - Classes that are outside of the building should NOT re-enter the building. Keep class together, on campus, yet away from the building.
  - **Phones should not be used for any reason. Cell phones should be placed on ‘silent.’**
  - **Lock all classroom doors.** Once your classroom door is locked, **do not open it for anyone under any circumstances.** To do so would expose all individuals in your room to the threat. Do **NOT** respond to anyone at your door.
  - Exterior doors will be locked.  
Lock classroom windows.
  - Move people away from windows and doors.
  - Turn off lights. Keep out of sight.
  - **Keep everyone very quiet.**
  - Teachers should have an ‘Emergency Email’ ready in their drafts. The email should be addressed to Luli. The subject line on the email should say one of the following:
    - “All Here” if all students are present in the room.
    - “X (number of students) Missing” if any students in attendance that day are not in the room.
    - “X (number of students) Extra” if there are students in your classroom from another grade.
- Email should be sent with this information as quickly as possible.** Include any additional emergency information in regard to safety or medical concerns in the body of the email.
- Ignore fire alarms unless you actually see a fire.
  - In a drill setting, the “all clear” will be given via the phone system.
  - In a non-drill setting, the “all clear” will be given by administration or law enforcement by sliding a piece of green paper under the classroom/office door.

Schedule for Lockdown Drills (five drills are required per Minnesota law): TBD annually by administration

1. If children are in the gym / cafeteria during the call for a lockdown with intruder, the following should occur:

**All students and adults should be taken to the PE office immediately. Students and staff should remain quiet. The door should be locked and remain locked until given the all clear.**

## **SERIOUS INJURY/ACCIDENT**

- Send someone to alert the Executive Director or Director of Instruction while you remain with the child/adult who is injured.
- **911** will be called by the ED or DI. At no time should the victim be left unattended.
- Contact any first aid provider in the building.
- Clear onlookers and isolate the victim.
- Perform preliminary first aid, if trained.
- Do not move the victim unless an immediate emergency situation dictates evacuation.
- If victim is transported to the hospital, designate a staff person to accompany the injured or ill person.

## **OFF-SITE EVACUATIONS**

### **Notification**

All students and staff will be kept at the school until given the notice to evacuate the building.

School buses will be called to the school by the Executive Director.

**Students or staff will not be allowed to use the school phones.** Lines must be kept open for emergency communications only.

Upon notification, all students and staff will load onto school buses to be transported to the TBD.

### **Procedures for Emergency Classification – ALERT**

Teachers will receive an Emergency Classification Alert notice from the Executive Director.

All staff should review the Emergency Action Plan.

Keep all information about a possible evacuation confidential. Students and staff will not be allowed to make phone calls.

Main office staff ensures any student medications are prepared and ready to be sent with students, if evacuation is ordered.

### **Procedure for Emergency Classification – SITE AREA EMERGENCY**

Teachers will receive Site Area Emergency notice from the Executive Director. Information will come to students and staff via the phone intercom system. If students are out of the classroom, they should return to their classroom.

Obtain a list of all students in your classroom to take on the bus. Account for all students before the buses leave. Class lists will be used to check into the designated location, until all students have been released to parents.

Buses will be loaded to capacity. This will mean that individual classes may split between two buses; additional staff should be available to supervise the portion of the class which cannot remain with the homeroom teacher. Non-homeroom teachers and assistants will be assigned as needed. In a real emergency, buses will leave for their destination as soon as they are loaded. **Classroom teachers must document names of students on split buses and all students who leave with their parents from school grounds.**

Adult volunteers who may be in the school building may leave in their own cars.

All regular employees are to evacuate with the students and remain with them at the designated location until their parents pick them up.

In an emergency evacuation, parents will be notified of our designated evacuation location and address via the One Call Now automated phone system.

### **TRAINING**

Staff will be trained annually on this Emergency Action Plan each August. Any new staff arriving after August will review the STEAM ACADEMY procedures with the Executive Director or his/her designee before beginning employment at STEAM ACADEMY.

Approved by the Board of STEAM Academy on September 14<sup>th</sup>, 2023.