



Building Emergency Plan & Response Procedures

NaWayEe



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FIRE, SMOKE, GAS ODOR

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull fire alarm and notify building occupants by means of: **Group TEXT**
- Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located: **In classrooms and on all doors & included in this manual.**
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located: **In classrooms and on all doors & included in this manual.**
 - Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If by fire, go to **Shelter-in-Place Procedures.**

Building administrator:

- Building administrator notifies fire department (**call 911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at **NE Corner of 24th Street & Bloomington Avenue**
- If weather is inclement or building is damaged.
 - **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
 - Building administrator notifies staff and students of termination of emergency.

HAZARDOUS MATERIALS

Incident occurs in school:

- Notify building administrator/office.
- **Call 911.** If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

SEVERE WEATHER

Tornado Severe Thunderstorm/Flooding

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Flooding

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, **call 911. Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator:

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians or family.
 - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

UTILITIES - LOSS or FAILURE

A loss of a utility is not automatically a reason to evacuate. The safest place during a utility loss may be the school. Gather information, assess the situation and formulate an action plan

Prior to an outage:

- Staff needs to identify students with special needs.
- Formulate a communication plan to all staff using radios or face to face communication.

If an outage occurs:

- Call the Executive Director or Business Manager and report the loss/failure they will assist you in contacting the utility company.

Depending upon the severity of the loss/failure you may need to wait out the loss/failure.

- Call the Executive Director.
- Teachers may need to remain in classrooms with students until further notice (no changing of classes).
- All teachers/staff not in class, report to the main office for further information and assignments.
- Wait for instructions from the Executive Director if it is necessary to dismiss the students unless there is a direct threat to students.
- If the decision is made to close the building, the Emergency Response Team will contact families and assist with transportation.
- The Executive Director will coordinate media announcements regarding when the school will re-open and the reunification site if applicable.
- In a power outage, classes located in rooms without windows or emergency lighting should be moved to a location with lighting.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. Work as a team, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator.
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency Procedures**.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder — an unauthorized person who enters school property:

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave:

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

*Minnesota State Statute 609.605 subd. 4 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

*Should the situation escalate quickly, the building administrator may decide at a time to initiate lockdown procedures.

WEAPONS

Staff or students who are aware of a weapon brought to school:

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator:

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, DO NOT try to disarm him/her. Back away with your hands up. STAY CALM.
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- **Call 911.**

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement:

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- **Call 911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- **Call 911.** Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the school, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

- By phone call
 - Complete the Checklist for Telephone Threats on next page.
- By written note
 - Preserve evidence.
 - Place note in plastic bag, if available.
 - Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed anywhere on school property — inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

Checklist for Telephone Threats

If you receive a telephoned threat (bomb/chemical/other):

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like?

Caller information: male female adult juvenile age

Call origin: local long distance internal cell phone

Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm Excited Loud Soft Deep Nasal Raspy Distinct Slurred Normal Crying Laughter Slow Rapid
Disguised Accent Lisp Stutter Drunken Familiar Incoherent Deep breathing

Background sounds: Check all that apply.

Voices Airplanes Street noises Trains Quiet Bells Clear Static Animals Party Vehicles Horns House noises PA system Music Factory machines Motor Phone booth Other:

Threat language: Check all that apply.

Well-spoken (educated) Foul Taped Incoherent Irrational

Message read from script?

Did caller indicate knowledge of the building? Give specifics:

Person receiving call: _____ **Phone number where call received:** _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

CHEMICAL OR BIOLOGICAL THREAT

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat. If a telephone threat references a chemical or biological device or package, complete the Checklist for Telephone Threats procedures and refer to safety procedures in Bomb Threat and Hazardous Materials sections.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat but no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post crisis procedures as necessary.

DEMONSTRATION

If demonstrators are near but not on school property:

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - If demonstrators leave, continue to monitor the situation.
 - If demonstrators do not leave, notify law enforcement. Building administrator may initiate "lockdown with warning." (See Lockdown Procedures)

SUICIDE

Suicide Threat

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

Suicide Attempt in School

- Notify building administrator, school nurse or other appropriate professional staff.
- **Call 911** if the person needs medical attention, has a weapon, needs to be restrained or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian or other appropriate adult supervision.

Building Administrator

- Call parent(s) or guardian(s) if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

Code Yellow Lockdown

When to implement a Code Yellow Lockdown:

- A threat or potential threat is OUTSIDE of the building

How to implement a Code Yellow Lockdown:

- Lock all exterior doors
- Security is increased at the main entrance of the building; visitors are screened
- Lock all interior doors; admit students/staff
- Classroom instruction and work continue
- Normal bell schedule; allow students to pass from class to class
- Site Emergency Team (SET) will clear halls and direct students/staff to classrooms and workspaces

Outside procedures during a Code Yellow Lockdown:

- Scan the area; if it is safe to do so, get into the building
- If access to the building is compromised, seek nearest shelter

Code Red Lockdown

When to implement a Code Red Lockdown:

- A threat is INSIDE of the building

How to implement a Code Red Lockdown:

- Lock all exterior doors; no access allowed into the building
- Lock all interior doors
- NO ONE is allowed access into or out of classrooms/workspaces

If it is safe to do so:

- Site Emergency Team (SET) will clear halls and direct students/staff to a secure • Stay out of sight away from windows and doors
- Be silent, remain calm and wait for further direction

Outside procedures during a Code Red Lockdown:

- Stay OUTSIDE; wait for directions to relocate
- If access to the building is compromised, seek nearest shelter

Code Green - All Clear

- Wait for the ALL CLEAR - Code Green
- Resume normal classroom instruction/work

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency.

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation:

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of a device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Use student release forms for students who are picked up from a relocation center.
- Notify superintendent's office and district public information office of relocation center address.

Relocation Centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center:

American Indian Center
Address:
1530 E Franklin Ave, Mpls, MN 55404
Phone:
(612) 879-1700

Secondary Relocation Center:

Mercy Wellness Services
Address:
2647 Bloomington Ave, Mpls, MN 55404
Phone:
(612) 236-4567

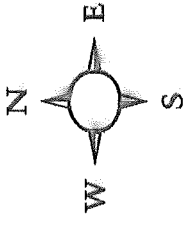
POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students and families.
- Provide post-crisis briefings for staff, students and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment if necessary

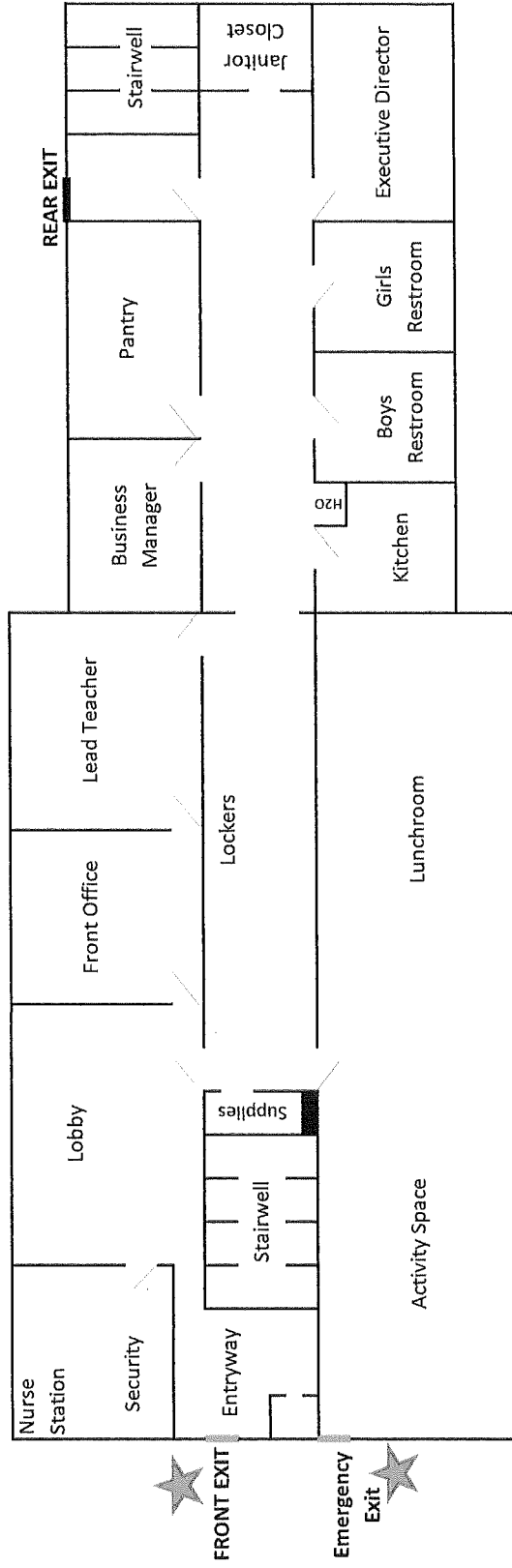
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Building Emergency Contact	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Building Emergency Contact	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Building Emergency Contact	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
Building Emergency Contact	Family Engagement Specialist	Nickolas Miller	(612) 465-9946	M-F	(651) 746-9586
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Inclement Weather Contact	Front Office Manager	Vicki Hollow	(612) 721-1655	M-F	(612) 200-8955
Inclement Weather Contact	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Inclement Weather Contact	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Inclement Weather Contact	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
Inclement Weather Contact	Family Engagement Specialist	Nickolas Miller	(612) 465-9946	M-F	(651) 746-9586
Inclement Weather Contact	Lead Teacher	Mardryka Adzick	(612) 465-9179	M-F	(612) 819-3846
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
SETeam	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
SETeam	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
SETeam	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
SETeam	Family Engagement Specialist	Nickolas Miller	(612) 465-9946	M-F	(651) 746-9586
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Crisis Recovery Team	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Crisis Recovery Team	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Crisis Recovery Team	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
Crisis Recovery Team	Family Engagement Specialist	Nickolas Miller	(612) 465-9946	M-F	(651) 746-9586
Crisis Recovery Team	Lead Teacher	Mardryka Adzick	(612) 465-9179	M-F	(612) 819-3846
Crisis Recovery Team	Special Ed Teacher	Reid Anderson	(952) 491-1601	M-F	(952) 491-1601
Crisis Recovery Team	Cultural Coordinator	Victor "Rocky" Ma	(612) 466-0999	M-F	(612) 859-5440
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Visitor Management Lead	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Security Annex Lead	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Security Annex Lead	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Contact Information Lead	Front Office Manager	Vicki Hollow	(612) 721-1655	M-F	(612) 200-8955
Contact Information Lead	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Contact Information Lead	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Incident Commander	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Incident Commander	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Incident Commander	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Operations	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Operations	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Planning	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Planning	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333
Planning	Safety Coordinator	Gary Spears	(612) 208-3066	M-F	(651) 447-1987
Planning	Family Engagement Specialist	Nickolas Miller	(612) 465-9946	M-F	(651) 746-9586
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Public Information/Liason	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
	Job Title	Name	Direct Office Phone	Days in the building	Cellular Phone
Finance/Logistics	Executive Director	Paula Foley	(612) 552-2632	M-F	(320) 980-1780
Finance/Logistics	Business Manager	Angela Christian-N	(612) 367-7028	M-F	(612) 707-6333

Locations of vital infrastructure or to help first responders best support you during a critical incident.

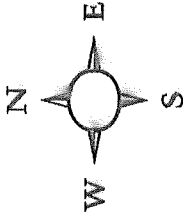
Purpose	Location (address, room number, or description)	Updated MOU (if applicable)
Main Visitor Entrance (not just door number)	2421 Bloomington Ave S, Minneapolis, MN 55404	
Primary Internal command center	Security Office	
Secondary Internal command center	Executive Director Office	
Designated Safe Rooms	BASEMENT - Art / Music Room	
Rally Points	Lunchroom	
Severe Weather designated areas	BASEMENT - Art / Music Room	
Primary Walking Evacuation Point	NE corner of 24th Street & Bloomington Ave	
Secondary Walking Evacuation Point	2647 Bloomington Ave	
Staging area for media	MAIN FLOOR - Activity Space	
Gas shut off	BASEMENT - Phone Room / Utility Room	
Water shut off	BASEMENT - Phone Room / Utility Room	
Fire panel	MAIN FLOOR - Security Office	
Alarm key pad	MAIN FLOOR - Security Office	
Admin Go Kit		



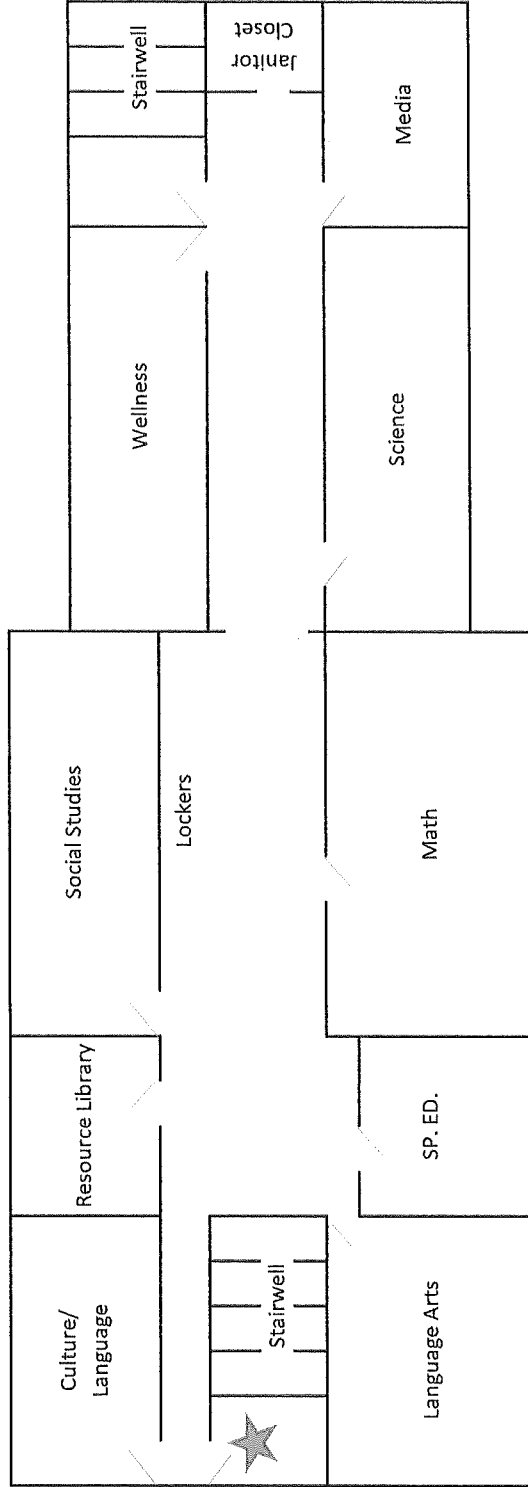
FIRE ESCAPE ROUTE



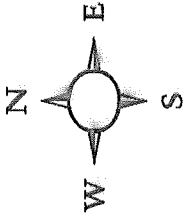
MAIN FLOOR



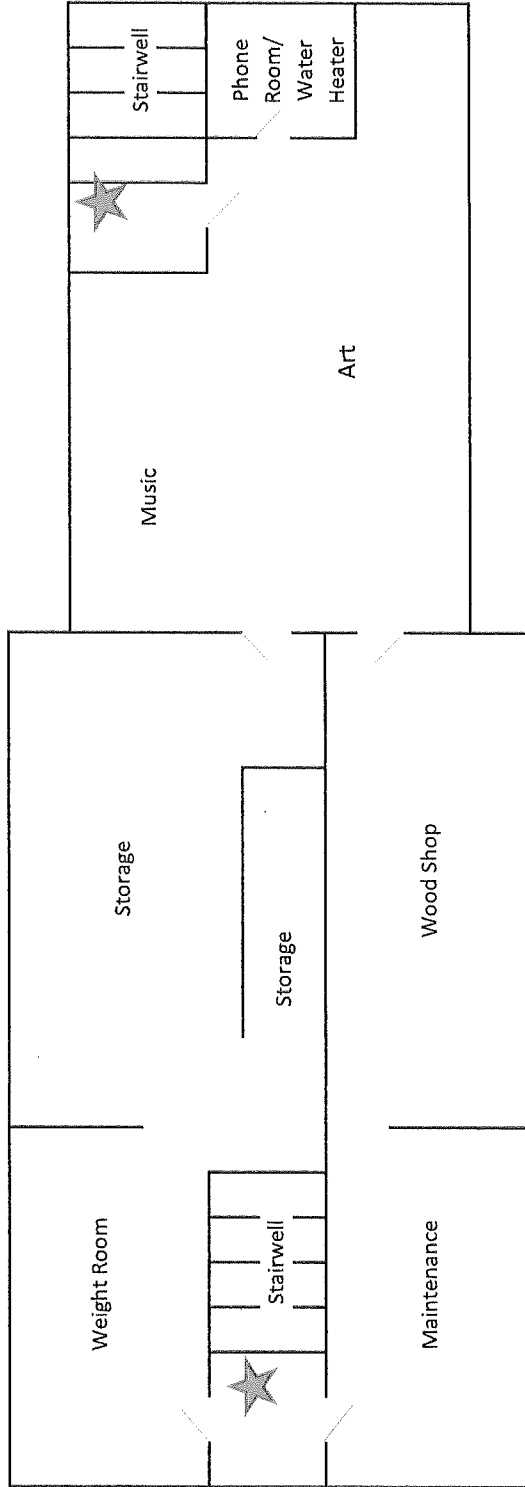
FIRE ESCAPE ROUTE



2ND FLOOR



FIRE ESCAPE ROUTE



BASEMENT