



**Hennepin Middle School Emergency Action Plan
School Year 2021 - 2022**

INTRODUCTION

It is imperative that 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 for those having responsibility for the safety of students and staff. All staff should review the Emergency Action Plan.

School District Contact Person: Hennepin Schools Executive Director: Julie Henderson

FIRE

Procedure

- On discovery of a fire, sound the alarm by pulling the nearest red fire alarm box
- Notify the main office and the Director 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 walk their students out in a single file and take a headcount/attendance immediately before and after leaving the building.

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.

Classes on the north side of the building are to proceed to the far north corner of the parking lot and wait for further instructions.

Classes exiting on the south side (including 208 and 207) of the building are to cross the street and wait on the other side of the street facing the school (either south or west).

If any students are missing, notify the Director or the Executive Director or fire department personnel immediately. Teachers should show/use the green side of their emergency sheet if all students are accounted for once outside. Teachers should show/use the red side of their sheet if any students are unaccounted for.

Fire Drills in Cafeteria: Students/classes in the cafeteria use the hallway toward the Gym and take the stairs adjacent to the elevator and exit the building using the main entrance door and use the sidewalk to proceed to the church parking lot.

Fire Drills in the Gym/Bethel Room: Students should exit using the west stairs to Keewaydin Street. Cross the street and go directly to the church parking lot.

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

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

Teachers are to walk their students out in a single file and take a headcount/attendance immediately before and after leaving the building.

Classes in rooms 411, 412 and 211 and 212 will use the side door of the building. They will walk using the sidewalk on 50th Street E then turning west on 31st Avenue S., crossing Keewaydin Place, reach the parking lot, and wait for further instructions.

Classes in rooms 408, 410, 201, 202, 203, 204, 205, 206, 208, and 210 will use the main entrance door of the building. They will walk using the sidewalk on 50th Street E then turning west on 31st Avenue S., crossing Keewaydin Place, reach the parking lot, and wait for further instructions.

Classes in the Bethel room and gym should use the emergency exit in the far corner stairwell inside the gym; cross Keewaydin Place to reach the parking lot, and wait there for further instructions.

Any staff, students or classes in the cafeteria will exit out the stairs next to the kitchen and cross Keewaydin Place to the parking lot and wait for further instructions.

Staff and visitors, vendors in rooms 402, 403, 404, and 401 will exit using the main entrance. They will walk using the sidewalk on 50th Street E then turning west on 31st Avenue S., crossing Keewaydin Place, reach the parking lot, and wait for further instructions.

If any students are missing, notify the HMS Director or fire department personnel immediately. Teachers should use the green side of their emergency sheet if all students are accounted for once outside. Teachers should use the red side of their sheet if any students are unaccounted for.

If it is impossible to evacuate the building, staff is to remain with students in their classrooms and wait for further directions from the 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:

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

In case of a natural disaster or threat of natural disaster, all classrooms are to proceed to the cafeteria. Teachers are to walk their students to the cafeteria in a single file and take attendance in the cafeteria.

Classes are to sit along the interior walls of the cafeteria basement floor. If there is no time to reach the basement, seek safe shelter along inner walls and away from windows and open spaces.

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, HS 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 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:
 - WCCO TV – Channel 4
 - KARE-11 TV / website
 - KSTP TV– Channel 5
3. Additionally, families and staff will be notified of school closings via the automated phone system.

LOCKDOWN WITH WARNING

This occurs when the school is notified of a potential threat outside of the school building.

- Administrator or designee will announce “lockdown with warning” several times on the phone system and/or using the manual radios.
- 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.
- Email the HMS Staff email the names of missing students and the names of any additional students typically not in your class. If you are all present and accounted for, write ALL CLEAR and your LAST NAME in the subject line.
- Clear hallways, 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.
- Control all movement. Do not allow students to leave your classroom.
- Building administration will announce “all clear”, three times via radios.

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 phone system or manual radios.
- 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, yet away from the building.
- **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. Ignore bells.
- Exterior doors will be locked.
- Close window shades.
- Move people away from windows and doors.
- Turn off lights. Keep out of sight.
- Keep everyone very quiet.
- Staff should use the best judgment in a lockdown with intruder emergency situation. Staff will be shown video (<https://www.youtube.com/watch?v=5VcSwejU2D0>) and trained annually.
- Take attendance and note any missing students (i.e. any students who had left the room).
- If possible, use your computer to email the HMS Staff email the names of missing students and the names of any additional students typically not in your class. If you are all present and accounted for, write ALL CLEAR and your LAST NAME in the subject line.
 - Also, write any additional emergency information in regard to safety or medical concerns, e.g. “Need immediate emergency assistance.”
 - This information would be to aid law enforcement/public officials/administration of any outlying situations or concerns, without opening the door to a possible threat.
- Do not allow cell phone use by anyone.
- Do not allow students to use the classroom phone.
- 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 notifying individual classrooms in person.

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

1. If children are in the cafeteria during the call for a lockdown with intruder, the following should occur: quickly move all students into the Bethel room
2. If children are in the gymnasium during the call for a lockdown with intruder, the following should occur:

The teacher should bring the students to the Bethel Room.

SERIOUS INJURY/ACCIDENT

- Call **911**, but do not leave the victim unattended.
- Contact HMS Director and first aid provider.
- 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 a 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 make phone calls. Lines must be kept open for emergency communications only.

Upon notification, all students and staff will load onto school buses to be transported to:

East Phillips Park Cultural and Community Center
2307 17th Ave. S.
Minneapolis, MN 55045

Contact: Paul Jaeger, Recreation Manager – Upper South Service Area, Minneapolis Parks, and Recreation Board, at 612-499-3014 OR 911. All Park Police squads have keys to all the buildings.

Procedures for Emergency Classification – ALERT

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

Keep all information about a possible evacuation confidential. Students and staff will not be allowed to make phone calls. Lines must be kept open for emergency communication only.

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

Procedure for Emergency Classification – SITE AREA EMERGENCY

Teachers will receive Site Area Emergency notice from the HMS Director. Information will come to students and staff via the phone 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. Buses will leave for their destination as soon as they are loaded. **Classroom teachers must document the 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 automated phone system.

TRAINING

Staff will be trained annually on this Emergency Action Plan each fall. Any new staff arriving after the training will review these procedures with the Executive Director or her designee before beginning employment at HMS.

(Approved by the Board of Hennepin Elementary School on April 3, 2013. Revised after implementation drill on November 20, 2013. Revised again for building expansion to

basement level on September 11, 2014. Updated September 2015. Updated August 2016. Updated August 2017. Revised for the new Middle School building in August 2018 and August 2019.)