



Hennepin Schools Emergency Action Plan
1001 East 46th Street, Mpls, MN 55407
School Year 2022-23

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 to those having responsibility for the safety of students and staff. All staff should review the Emergency Action Plan.

School District Contact Person: School Director/Operations

FIRE

Procedure

- On discovery of a fire, sound the alarm by pulling the nearest red fire alarm box
- 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 room

Teachers are to quickly walk their students out in a single file and take a head count and 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.

Admin offices on level 1 of the west wing of the building including (142, 143, 144, 145, 146, 147, 148, 149, 150, 151 and 152) are to exit the building through the north exit door and proceed to the far southwest corner of the parking lot by the fence and wait for further instructions.

Admin areas on level 1 of the building including (100, 101, 102, 106, 107, 121, 140 and 141) are to exit the building through the main entrance door and proceed to the far south corner of the parking lot by the fence and wait for further instructions.

Mini cafeteria and kitchen areas on level 1 of the building including (103 and 105) are to exit the building through the south stairway door and proceed to the far south of the parking lot by the fence and wait for further instructions.

Main cafeteria area on level 1 of the building (104) is to exit the building through the southwest door of the gym and proceed to the far south of the parking lot by the fence and wait for further instructions.

Gym areas on level 1 of the building including (L1-001, L1-002, and boys/girls change rooms) are to exit the building through the emergency exit door of the gym and proceed to the soccer field and wait for further instructions.

Kindergarten classrooms, resource rooms and IT storage on level 1 of the building including (L1-013, L1-014, L1-015, L1-016, L1-017 and L1-018) are to exit the building through the east stairway (located across from Ms. Otban's classroom) down to lower level and exit out of the door and proceed to the soccer field and wait for further instructions.

First grade classrooms, resource room and collaboration space on level 1 of the building including (L1-019, L1-020, L1-021, L1-022 and L1-023) are to exit the building through the south exit door "recess door," and proceed to the soccer field and wait for further instructions.

Second grade classrooms, resource offices, and collaboration on level 1 of the building including (L1-005, L1-006, L1-007, L1-008, L1-009, L1-010, L1-011, and L1-012) are to exit the building through the south exit door "recess door," and proceed to the soccer field and wait for further instructions.

Media Center on level 1 of the building (L1-025) is to the building through the northeast door and cross over the parents pickup/dropoff driveway and remain there for further instructions.

Preschool classroom on lower level 2 of the building (L2-001) is to exit the building through the parents drop off/pickup door and proceed to cross the driveway and wait for further instructions.

Flex classroom on lower level 2 of the building (L2-005) is to exit the building through the east stairway and proceed to the soccer field and wait for further instructions.

ART room on lower level 2 of the building (L2-011) is to exit the building through the north stairwell and proceed to cross the parents pickup/drop off driveway and wait for further instructions.

Third grade SPED, Science and Art classrooms, collaboration space, and instructional coach office on level 1 of the building including (110, 111, 112, 119 and 120) are to exit the building through the main entrance door and proceed to the far south corner of the parking lot by the fence and wait for further instructions.

Third grade classrooms and resource rooms on level 1 of the building including (113, 114, 115, 116, 117 and 118) are to exit the building through the south exit door and proceed to the south corner of the parking lot by the fence and wait for further instructions.

Fourth grade classrooms and resource rooms on level 1 of the building including (125, 126, 127, 128, 129 and 130) are to exit the building through the south exit door and proceed to the south corner of the parking lot by the fence and wait for further instructions.

Fourth grade classroom and collaboration space on level 1 of the building including (123 and 124) are to exit the building through the main entrance door and proceed to the far south corner of the parking lot by the fence and wait for further instructions.

Fifth grade classrooms, admin offices, and SPED resource rooms on the second floor of the tower of the building including (200, 201, 202, 203, 204, 205, 206, 207, 207A, 207B, and 208,) are to exit the building through the stairwell next to the elevator and go down to the first floor and proceed through the main entrance door and report to the far corner of the parking lot by the fence and wait for further instructions.

Sixth grade classrooms on the third floor of the tower of the building including (300, 301, 302, 303 and 304) are to exit the building through the south stairwell and go down to the first floor and proceed through the south exit door and report to the far corner of the parking lot by the fence and wait for further instructions.

Seventh and eighth grade classrooms on the fourth floor of the tower of the building including (400, 401, 402, 403 and 404) are to exit the building through the south stairwell and go down to the first floor and proceed through the south exit door and report to the far corner of the parking lot by the fence and wait for further instructions.

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

Fire Drills in Cafeteria: The mini cafeteria can exit out the building through the south stairway and proceed to the far south of the parking lot by the fence. The main cafeteria can exit out the southeast door of the gym and proceed to the far south of the parking lot by the fence. Kitchen staff in the kitchen (105) can exit out the building through the south stairway and proceed to the far south of the parking lot by the fence.

Fire Drills in the Gym: K-4 should exit by the east emergency exit door and proceed to the soccer field. Grades 5-8 should exit by the southwest door and proceed to the far south of the parking lot. If there is just one grade level in the gym, students should exit by the east gym door and proceed to the playground area.

Fire Drills in the Media Center: Staff and students should exit through the north door and cross over the parents pickup/dropoff driveway and remain there for further instructions.

Based on location of fire, classes closer to the fire location should proceed to the opposite side of the building away from the fire for alternate exits. Do not re-enter the school building until the fire department official and/or Director 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 above evacuation routes and as posted in each classroom, office and assembly room.

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

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

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, all classrooms are to proceed to the tunnel in the basement using north- and south-side stairs, following the evacuation routes posted in each classroom, office and assembly room. Teachers are to walk their students to the basement 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 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:
 - 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. Staff will also be notified by email.

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 p.a. 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.
- Email to the HSStaff 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 ROOM NUMBER in the subject line.
- Clear hallway, restrooms, and other rooms that cannot be secured.
- Keep students away from windows.
- **Continue with class instruction.**
- Do not pass/transfer students from class to class until directed to do so by announcement. Ignore bells.
- Control all movement. Do not allow students to leave your classroom.
- Building administration will announce “all clear” via the p.a. system, then follow the schedule.

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 p.a. system.
- Immediately direct all students, staff, and visitors into the nearest classroom or securable space in your class.
- Classes that are outside of the building should NOT re-enter the building. Keep class together, on campus, 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.
- Move people away from windows and doors.
- Turn off lights. Keep out of sight.
- Keep everyone very quiet and absolutely no instruction
- Staff should use best judgment in a lockdown with intruder emergency situation.
- Take attendance and note any missing students (i.e. any students who had left the room).

- If possible use your computer to email the HS 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 ROOM NUMBER in the subject line.
 - Here you would 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 concern, without opening the door to a possible threat.
- Do not allow cell phone use by anyone and make sure that your phone is on silent mode.
- 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 p.a. 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 administration

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

2. If children are in the gymnasium during the call for a lockdown with intruder, the following should occur:

SERIOUS INJURY/ACCIDENT

- Call **911**, but do not leave the victim unattended.
- Contact 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 the victim is transported to the hospital, designate a staff person to accompany the injured or ill person.
- Ask the front office to contact the family immediately with an update.

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 Director/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:

McRae Park and Recreation Center
906 E 47th Street.
Minneapolis, MN 55407

Rachel Hoben, CPRP

Recreation Supervisor
(Office) 612-370-4943 | (Mobile) 612-791-2793
McRae Park and Recreation Center

Procedures for Emergency Classification – ALERT

Teachers will receive an Emergency Classification Alert notice from the 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 will ensure 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 Director. Information will come to students and staff via the intercom system. If students are out of the classroom, they should return to their classroom.

Office should be always ready with the most updated list of students, their parents' contacts and addresses. Office is to handover a copy of the list to every classroom teacher upon their exit. Teachers make sure to count 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. Staff on each bus must assign a Teacher to be the bus Leader to be in contact with the Director. The Bus

Leader must count all students and keep records. 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 the teacher or staff assigned to supervise them 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.

COVID- 19 Guideline:

See links below for **MDE** and **CDC**.

MDE:

<https://education.mn.gov/MDE/dse/health/covid19/>

<https://www.health.state.mn.us/diseases/coronavirus/schools/#youth>

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

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 Director or his/her designee before beginning employment at HS.

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. Updated August 2018. Updated August 2019. Updated July 2020 and 2021. Updated July and August 2022.