

## **Crisis Management Plan 2024-2025**

### **Important Phone Numbers & Address**

**FIRE, AMBULANCE, POLICE EMERGENCY: 911**

**CMS/CMES School Office:** 651-774-5000; 1611 Ames Avenue, St. Paul, MN 55105

**CMS/CMES Head of School (HOS):** Alyssa Schwartz; 651-583-4181

**Fire Department (Non-Emergency):** 651-774-7630

**Minnesota State Fire Marshal:** 651-201-7200

**Law Enforcement (Non-Emergency):**

St. Paul: 651-291-1111

School Liaison: Kathleen Brown 651-266-5788

Minnesota Department of Public Safety: 651-201-7000

FBI: 320-251-9394

**St. Paul Public Works** (street, utility, maintenance & parks): 651-266-6100

**Regions Hospital:** 651-254-3456; 640 Jackson Street, St. Paul, MN 55101

**Emergency Dental Care USA:** 651-778-9911

**Public Utilities:**

Electric: 800-895-1999

Gas: 800-895-2999

Water: 651-266-6868

**Emergency Management Agencies:**

American Red Cross: 612-871-7676

Hazardous Materials: 800-422-0798

Poison Control Center: 800-222-1222

Ramsey County Attorney: 651-266-3222

Ramsey County Child Protective Services: 651-266-4500

Ramsey County Emergency Services: 651-266-4884

Ramsey County Public Health: 651-266-2400

Ramsey County Children's Mental Health Services: 651-266-27878

**Department of Human Services (Early Childhood Program):** 651-431-6500

License Number: 1051310

Contact w/in 24 hours if one of the following occurs:

Death of a child

Injury of child that requires physician or EMT

Fire

## Emergency Procedures

These procedures are to be used in the event of emergencies as called by the Administrative office, by a fire alarm, or initiated by a classroom (in the event, for example, of an intruder or medical emergency). These procedures are not to replace common sense, although following them as closely as possible will be most efficient in an emergency.

### **On-Site Emergency Response Team (ERT)**

Alyssa Schwartz – 651-583-4181

Chris Bewell – 651-231-3257

Nora Springer – 608-780-4323

### **Media Response Team**

Julaine Roffers-Agarwal, Chair CMES board – 414-803-3195

Liza Davis, Co-Director of Pedagogy MCM – 612-423-4905

Alyssa Schwartz – 651-583-4181

### **Facilities\***

Chris McGrath, Facilities Manager MCM – [chrismcgrath@mtcm.org](mailto:chrismcgrath@mtcm.org)

Jessari Sutton, Director of Operations MCM – 651-343-2720

\*For contact in case of a hazardous material spill, for example, or a need to shut down the ventilation system.

## **On-Site Evacuation (Fire)**

On-site evacuation procedures are to be followed in any situation where there is smoke, fire, or it is safer to be outside than in the building. On-site evacuation procedures will be initiated by onset of the smoke alarm and/or by an administrator announcing a smoke/fire/evacuation situation over the PA system.

### **Administration**

- HOS
  - Call 911
  - Confirm address of school and provide exact location of smoke or fire
  - Meet with fire officer and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Determine if off-site evacuation is necessary
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to reenter building
- ERT
  - Confirm hallways and common spaces are clear
  - Ensure all internal and external doors are closed
  - Proceed to evacuation point
  - Confirm student counts with each lead teacher
  - Relay any missing persons to HOS via messaging app
- MCM
  - Evacuate trainees and visitors in MCM facility
  - Proceed to Toddler Community to assist with evacuating toddlers

### **Staff**

- Lead Guide
  - Line up children and walk to evacuation point, using closest and safest way out as posted/practiced
  - Assist children with special needs accommodations as necessary
    - Do not stop for student or staff belongings
  - Once at evacuation point, take attendance and report count to ERT via walkie talkie
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided
  - When “all clear” is signaled, lead children back inside through school building (Early Childhood and Garden) or directly to pods (Forest, Marsh, Pond)
- Assistants
  - Confirm all common spaces are emptied, including washrooms and locker rooms
  - Take emergency kit/backpack and class roster
  - Walk with children to evacuation point
  - Support lead in containing children

## **Lockdown: Lockdown/Lockout/Hold in Place**

Lockdown procedures are to be followed in any situation where there is a localized threat within the building (hazardous materials), threat in the neighborhood, incident where there should not be persons freely moving in the building (medical emergency), or when it is safer to be inside the building than outside. Lockdown procedures will be initiated by three chimes of the bell and an administrator announcing the type of situation over the PA system. This procedure is to be followed for all lockdown scenarios.

### **Lockdown**

A lockdown occurs when there is a threat to the school community either within the building or in the immediate vicinity and there is immediate risk (previously “duck and cover”).

### **Administration**

- HOS
  - Call 911 or relevant authority
  - Confirm address of school and provide exact location of incident
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Determine if further response is necessary
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to resume activity
- ERT
  - Initiate PA announcement: chime three bells and say “Lockdown”
  - Relay instructions regarding duck and cover via messaging app
  - Pull blackout curtains in common spaces and ensure all internal and external doors are closed and locked
  - Confirm hallways and common spaces are clear and direct children/staff to nearest available classroom or shelter area
  - Confirm student counts with each lead teacher via messaging app
  - Relay any missing persons to HOS via messaging app
- MCM
  - Support trainees and visitors to shelter in place

### **Staff**

- Lead Guide
  - Move all children to shelter point
  - Assist children with special needs accommodations as necessary
  - Instruct children to assume duck and cover position and remain silent
    - Face an interior wall
    - Drop to your knees and roll forward to the balls of your feet
      - If physically unable, sit on the floor
    - Tuck your head down and place your hands on top of your head and neck
      - Do not lie flat on the ground
  - Once at shelter point, take attendance and report count to ERT via messaging app
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided – do not allow anyone to leave the classroom or shelter area

- When “all clear” is signaled, release children to activity in safe way
- Take attendance (via head count) and report count to ERT via messaging app
  - Relay any missing, extra, or hurt individuals via messaging app
- Assistants
  - Pull blackout curtains and ensure all internal and external doors are closed and locked
  - Turn off lights
  - Confirm all common spaces are emptied, including washrooms and locker rooms
    - Take emergency kit/backpack and class roster
    - Move children to shelter point
    - Support lead in containing and quieting children

## **Lockout**

A lockout occurs when there is a threat to the school community near the school and there is potential risk (previously “shelter in place”).

## **Administration**

- HOS
  - Call 911 or relevant authority
  - Confirm address of school and provide exact location of incident
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Determine if further response is necessary
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to resume activity
- ERT
  - Initiate PA announcement: chime three bells and say “Lockout”
  - Relay instructions regarding containing children via messaging app
  - Pull blackout curtains in common spaces and ensure all internal and external doors are closed and locked
  - Confirm hallways and common spaces are clear and direct children/staff to nearest available classroom or shelter area
  - Confirm student counts with each lead teacher via messaging app
  - Relay any missing persons to HOS via messaging app
- MCM
  - Support trainees and visitors to shelter in place

## **Staff**

- Lead Guide
  - Move all children to shelter point
  - Assist children with special needs accommodations as necessary
  - Once at shelter point, take attendance and report count to ERT via messaging app
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided – do not allow anyone to leave the classroom or shelter area
  - When “all clear” is signaled, release children to activity in safe way

- Assistants
  - Pull blackout curtains and ensure all internal and external doors are closed and locked
  - Confirm all common spaces are emptied, including washrooms and locker rooms
    - Take emergency kit/backpack and class roster
    - Move children to shelter point
    - Support lead in containing children

## **Hold in Place**

A hold in place occurs when there is a threat to the school community in the general neighborhood and there is no immediate risk, or when there is reason to avoid unnecessary movement within the building.

## **Administration**

- HOS
  - Call 911 or relevant authority
  - Confirm address of school and provide exact location of incident
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Determine if further response is necessary
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to resume activity
- ERT
  - Initiate PA announcement: chime three bells and say “hold in place”
  - Relay instructions regarding continuing activity via messaging app
  - Pull blackout curtains in common spaces and ensure all internal and external doors are closed and locked
  - Confirm hallways and common spaces are clear and direct children/staff to nearest available classroom or shelter area
  - Confirm student counts with each lead teacher via messaging app
  - Relay any missing persons to HOS via messaging app
- MCM
  - Support trainees and visitors to shelter in place

## **Staff**

- Lead Guide
  - Take attendance (via head count) and report count to ERT via messaging app
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Children may continue working unless otherwise directed – do not allow anyone to leave the classroom or shelter area
- Assistants
  - Pull blackout curtains and ensure all internal and external doors are closed and locked
  - Confirm all common spaces are emptied, including washrooms and locker rooms
    - Take emergency kit/backpack and class roster
    - Support lead in containing children

### **Shelter Points for Lockdown/Lockout (children inside)**

Toddler Community: hallway to mudroom

Children's Houses: locker rooms

Garden: science area

Pond: windowless area on classroom's south wall

Marsh: science area

Forest: kitchen/science area

Prairie: windowless corner

River: library

### **Shelter Points (children outside)**

If children are outside, immediately bring them to nearest indoor space with use of both whistle and raised hands

If children are at the Boys and Girls Club and a lockdown/lockout is required, the recess lead is to use the key and codes provided in the emergency backpack to duck and cover/shelter in place at the facility. Walkie talkies should be used to relay situation updates to administration unless information is confidential or disturbing to children, in which case it should be relayed via messaging app.

## Off-Site Evacuation

Off-site evacuation procedures are to be followed in any situation where it is not safe to be on the Cornerstone/MCM premises. Off-site evacuation procedures will be initiated by an administrator announcing an off-site evacuation situation over the PA system.

### Administration

- HOS
  - Call 911
  - Confirm address of school and provide exact location of incident
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to reenter building
- ERT
  - Initiate PA announcement: chime 3 bells and announce “evacuate off-site”
  - Confirm hallways and common spaces are clear
  - Ensure all internal and external doors are closed
  - Proceed to evacuation point (Boys and Girls Club)
  - Confirm student counts with each lead teacher
  - Relay any missing persons to HOS via messaging app
- MCM
  - Evacuate trainees and visitors in MCM facility
  - Proceed to Toddler Community to assist with evacuating toddlers

### Staff

- Lead Guide
  - Line up children and walk to off-site evacuation point (Boys and Girls Club), using closest and safest way out as posted/practiced
  - Assist children with special needs accommodations as necessary
    - Do not stop for student or staff belongings
  - Once at evacuation point, take attendance and report count to ERT via walkie talkie
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided
  - When “all clear” is signaled, lead children back inside through school building (Early Childhood and Garden) or directly to pods (Forest, Marsh, Pond)
- Assistants
  - Confirm all common spaces are emptied, including washrooms and locker rooms
  - Take emergency kit/backpack and class roster
  - Walk with children to evacuation point
  - Support lead in containing children



## Hazardous Materials

Hazardous material emergencies occur either inside or outside the building. Appropriate steps are developed in consultation with first responders. Hazardous material procedures will be initiated by onset of the smoke alarm and/or by an administrator announcing a situation and the initial response over the PA system.

### Gas Leak or Odor

#### Administration

- HOS
  - Call 911
  - Confirm address of school and provide exact location of leak or spill and type of material (if known)
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Determine if off-site evacuation is necessary
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to reenter building
- ERT
  - Make announcement over loudspeaker for immediate evacuation
  - Confirm hallways and common spaces are clear
  - Proceed to evacuation point
  - Confirm student counts with each lead teacher
  - Relay any missing persons to HOS via messaging app
- MCM
  - Evacuate trainees and visitors in MCM facility
  - Proceed to Toddler Community to assist with evacuating toddlers

#### Staff

- Lead Guide
  - Line up children and walk to evacuation point, using closest and safest way out as posted/practiced
  - Assist children with special needs accommodations as necessary
    - Do not stop for student or staff belongings
  - Once at evacuation point, take attendance and report count to ERT via walkie talkie
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided
  - When “all clear” is signaled, lead children back inside through school building (Early Childhood and Garden) or directly to pods (Forest, Marsh, Pond)
- Assistants
  - Confirm all common spaces are emptied, including washrooms and locker rooms
  - Take emergency kit/backpack and class roster
  - Walk with children to evacuation point
  - Support lead in containing children

## Hazardous Material (inside building)

### Administration

- HOS
  - Call 911
  - Confirm address of school and provide exact location of leak or spill and type of material (if known)
  - Determine immediate action plan (evacuation, shelter in place, shut down ventilation systems)
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Notify families of emergency and determine appropriate response
- ERT
  - Make announcement over loudspeaker for appropriate action plan (evacuation or shelter in place)
  - Ensure all persons are moved away from immediate danger zone
  - Proceed according to type of response determined (evacuation or shelter in place)
- MCM
  - Support trainees and visitors in MCM facility to appropriately respond
  - Proceed to Toddler Community to assist with evacuating toddlers as needed

### Staff

- Lead Guide
  - Notify administration if hazard is present in environment
  - Move students away from immediate danger zone
  - If safe, close doors to affected area
  - Take attendance and report missing, extra, or injured students to administration
  - Proceed according to type of response announced over loudspeaker (evacuation or shelter in place)
- Assistants
  - Support lead in moving students away from immediate danger zone
  - Secure emergency kit/backpack and class roster

## Hazardous Material (outside building)

### Administration

- HOS
  - Call 911
  - Confirm address of school and provide exact location of leak or spill and type of material (if known)
  - Determine immediate action plan (shelter in place, shut down ventilation systems, or off-site evacuation)
  - Meet with first responder and direct to location
  - Provide names of any missing persons and advise location of injured persons
  - Notify families of emergency and determine appropriate response
- ERT
  - Make announcement over loudspeaker for appropriate action plan (off-site evacuation or shelter in place)

- Ensure all persons are moved away from immediate danger zone
  - Proceed according to type of response determined (off-site evacuation or shelter in place)
- MCM
  - Support trainees and visitors in MCM facility to appropriately respond
  - Proceed to Toddler Community to assist with off-site evacuation as needed

## **Staff**

- Lead Guide
  - Notify administration if hazard is present
  - Move students away from immediate danger zone (bring inside)
  - Take attendance and report missing, extra, or injured students to administration
  - Proceed according to type of response announced over loudspeaker (shelter in place or off-site evacuation)
- Assistants
  - Support lead in moving students away from immediate danger zone
  - Secure emergency kit/backpack and class roster

## **Cardiac Emergency**

A cardiac emergency or suspected cardiac emergency is to be treated as any health emergency. The adult closest to the situation should call 911 and then notify the Head of School. An adult must stay with the affected individual, providing any needed first aid or CPR, until emergency services arrive.

### **Administration**

- Call 911 (if not already completed)
- Confirm address of school and provide exact location of incident
- Meet with first responder and direct to location
- Communicate with family members of affected individual
- Provide support to any individuals who witnessed the emergency
- Communicate with families of children who witnessed the emergency, without sharing identifying information, what occurred and what actions were taken

### **Staff**

- Lead Guide
  - Notify administration of health emergency
  - Move students away from affected individual
  - Take attendance and report missing, extra, or injured students to administration
- Assistants
  - Support lead in moving students away from affected individual
  - Secure emergency kit/backpack and class roster

## Severe Weather

Severe weather procedures are to be followed in any severe weather event, including tornado and severe thunderstorm. In a severe weather *watch*, conditions are right for development of a weather hazard. Children should not be outside under a severe weather watch. In a severe weather *warning*, a weather hazard is imminent or has been spotted nearby. Severe weather *watches* will be indicated to staff via walkie talkie. Severe weather *warnings* will be initiated by an administrator announcing a severe weather situation over the PA system.

### Administration

- Initiate PA announcement: chime 3 bells and announce “Severe weather warning: take shelter”
  - Move children in hallways and common spaces to shelter areas (see below)
  - Ensure all internal and external doors are closed
  - Confirm student counts with each lead teacher
  - Relay any missing, extra, or hurt individuals to HOS via messaging app
  - Notify families of emergency and determine appropriate response
  - Signal “all clear” when safe to resume activity
- MCM
    - Support trainees and visitors in MCM facility to take shelter
    - Proceed to Toddler Community to assist with relocating toddlers

### Staff

- Lead Guide
  - Line up children and walk to shelter areas, using closest and safest way out as posted/practiced
  - Assist children with special needs accommodations as necessary
    - Do not stop for student or staff belongings
  - Once at shelter area, instruct children to assume drop and tuck positions
  - Take attendance and report count to ERT
    - Relay any missing, extra, or hurt individuals via messaging app
  - Render first aid as needed
  - Contain children until additional instructions provided
  - When “all clear” is signaled, lead children back to environments
- Assistants
  - Confirm all common spaces are emptied, including washrooms and locker rooms
  - Take emergency kit/backpack and class roster
  - Walk with children to shelter areas
  - Support lead in containing children

### Shelter Areas

Toddler Community – school office

Children’s House 1 – multi-purpose room

Children’s House 2 – multi-purpose room

Pond – enter through Garden, shelter in multi-purpose room

Marsh – enter through main back door, shelter in MCM hallway

Forest – enter through Children’s House 1, shelter in MCM hallway

Garden – children’s bathrooms

## **Active Shooter**

While unlikely, an active shooter emergency is possible. Each active shooter emergency is different and the necessary response may differ by environment. If possible, active shooter procedures will be initiated by an administrator announcing a situation over the PA system. Adults should be alert to the location of gun shots and proceed accordingly.

### **There are three recommended actions in an active shooter situation:**

#### **Run**

- Have an escape route in mind
- Proceed away from the sound of gun shots
- Do not stop for student or staff belongings
- If possible, take emergency backpack and class roster
- Keep hands visible

#### **Hide**

- Pull shades and ensure all doors, interior and exterior, are closed and locked
- Hide in area out of view (most likely the environment's designated duck and cover area)
- Turn off walkie talkies and keep children quiet

#### **Fight**

- Attempt to incapacitate the shooter
- Act with physical aggression and throw items, knock down shelves, etc.

When it is safe to do so, any and every adult should call 911. It cannot be assumed that administration will have been able to do so.

#### **When police arrive:**

- Follow officers' orders
- Keep hands visible at all times
- Avoid quick movements, screaming, and pointing
- Indicate injured persons when asked to do so
- If in lockdown, remain so until you are directed to a secure location by officers

Administration will notify parents/guardians when it is safe to do so. Officers will establish a secure perimeter outside of which parents/guardians can gather. Children will be transferred to parents/guardians according to the Reunification policy.

Officers will coordinate a media response, in conjunction with the Media Response Team

## Reunification Policy

After an emergency, parents will be notified when it is safe to do so and either invited/encouraged to leave their children at school (for example, a nearby tornado that does not impact the school and the warning has been lifted) or to pick up their children (for example, an active shooter). Parents may be emotional when arriving at school – **administration** will be the primary contact with them and will remind them that safety is our utmost priority. Student services staff will be available if possible.

- Designate a location for reunification of students with authorized adults
- Work with emergency responders to provide traffic control
  - Ensure responders have access to the scene
    - Direct traffic away from the emergency responders' primary routes
    - Remove any vehicles blocking emergency responders' routes
- Assign staff to escort children between assembly area and students' location
  - Use walkie talkies to communicate which child is ready to be released
- When an adult requests the release of a student, ensure they are authorized
  - Ask for the name of the student(s)
  - Request a picture ID to verify the identity of the adult
  - Verify that he/she is authorized to receive the student on the Student Emergency card
  - Document to whom the student is released, along with date, time, and the adult's signature
- Use walkie talkie to communicate that student be prepared to depart and direct assigned staff to escort child
- If child is in first aid area, escort parent to that area for reunification
- Inform parents of the location and availability of student services staff

## Media Policy

In certain types of emergencies, external media may be asked to be involved or will take it on themselves to come to the school. It is important that staff be open and responsive, while also referring inquiries to the Media Response team (Liza Davis, Julaine Roffers-Agarwal, Alyssa Schwartz).

- Establish a media information center away from the affected area
  - Media need timely and accurate information. However, protect the privacy of staff and children when necessary
  - Media should not be close enough to the situation to hinder responders or interact with children
- Before holding a news conference, brief the participants and coordinate information
  - Determine the message you want to convey. Create key messages for target audiences: parents, students, the community
  - Emphasize the safety of children and staff
  - Engage media to help distribute important information. Explain how the emergency is being handled
  - Respect privacy of victims and families of victims. Do not release names to the media
- Update media regularly. Do not say “no comment.”
- Maintain log of all telephone inquiries for future use



## Post-Crisis Intervention Procedures

The goal of post-crisis intervention is to reestablish the learning environment and restore the infrastructure of the school as soon as possible. It is essential that these procedures be in place as part of the emergency planning process. Effective post-crisis management requires a team approach, including staff from the school, training center, and community agencies that can assist with all components of recovery.

- 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
- Reestablish school and classroom routines as quickly as possible
- Consider interventions:
  - Defusing – provide brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incidents. Defusing should be conducted by trained individuals such as social workers, school psychologists, or counselors
  - Debriefing – conduct critical-incident stress debriefing (CISD) three to four days after the emergency. CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for students’ developmental level. CISD should only be conducted by trained individuals, such as social workers, school psychologists, or counselors
  - Counseling – provide grief counseling
- Provide on-going support as necessary for staff, students, and families
  - Monitor and support staff
  - Provide on-going 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

## **Emergency Speaker System**

Administration will use emergency loudspeakers, as well as walkie talkies and messaging app, to relay information during an emergency or drill. Fire drills and fire emergencies will be initiated primarily by the fire alarm. Other emergencies/drills will be announced as follows.

- Bell (3 chimes); Severe Weather Warning – Take Shelter (2x)
- Bell (3 chimes); Lockdown (2x)
- Bell (3 chimes); Lockout (2x)
- Bell (3 chimes); Hold in Place (2x)
- Bell (3 chimes); Evacuate Off-Site (2x)

## **Emergency Kits/Backpacks**

Every environment will be equipped with an emergency kit/backpack to be carried by an adult during regular outside activities and emergency procedures. The backpack must contain the following items:

- Class roster
- Copy of this emergency manual
- Copy of each student's emergency card
- Accident report forms
- Bottles of water
- First aid kit
- Disposable gloves, sanitizer, sanitary wipes
- Tissues
- Duct tape
- Whistle
- Flashlight and fresh batteries
- Small blanket
- Red marker
- Pen and paper