

Lock Down Procedures

One means of securing the school is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or others incidents that may result in harm to persons inside school building.

Shelter in Place

- “Shelter in Place” / “Lock-Down” will be announced over the PA system.
- Shelter in Place is used when the threat of danger is outside the building.
- We may use this procedure in situations involving a medical emergency or other Incidents that require limited hallway traffic and transitions.

1. There will be an announcement indicating **“Shelter in Place”**
2. Direct students, staff, and visitors into the classroom.
3. Teachers should close their outside blinds.
4. Teaching will go on as normal within the classroom.
5. Students shall stay in the classroom until the Shelter in Place is announced as completed.
6. Check email for all communication.

All outside doors coming into the building will be locked.

Lockdown

- A lockdown is used when the threat of danger is inside the building.

1. There will be an announcement indicating **“This is a Lockdown”**
2. Staff will initiate ALiCE procedures
 - a. Alert-Students and Staff will be notified via Public Address Announcement
 - b. Lockdown (Enhanced)-If appropriate, staff and students will enter into an enhanced lockdown. Barricade the doors, look for alternate escapes, and do not open the door for anyone.
 - c. Inform-A continuation of Alert. Use the PA system, Phones, and Email to alert staff and students in regards to What, Where, When, Who, and How.
 - d. Counter-As a last resort, students and staff are given the option to counter. This must be age appropriate and can include using distractions and other counter methods.
 - e. Evacuate-Occupants have the authority to leave the building if it is possible to avoid danger.
3. When evacuated by the officers you should move your students to the evacuation/relocation centers.
4. Rally points: High School - Bus Garage
Elementary School - Community Country Church
5. Reunification centers: High School – St. Mary’s Church
Elementary – Community Country Church

Teachers, please send names of missing or additional students to Building Secretary.

Lockdown Drill supersedes the fire alarm.

Fire and Evacuation Plan

Required by Minnesota State Fire Code

Personnel Responsibilities:

1. Teachers:
 - Go over evacuation plan at beginning of school year with students.
 - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
 - Bring Safety Bag when leaving classroom.
 - Close doors to classrooms or offices upon evacuating (do not lock the doors).
 - Ensure that all students are evacuating (you need to check restrooms and other contiguous rooms).
 - Assemble at designated point outside the building.
 - Account for all students.
 - Report any missing students to Building Secretary.
2. Other Staff:
 - Evacuate building using the closest exit.
 - Perform other duties as specifically outlined in this plan or as directed by Principal.

The Following have Special Evacuation Criteria:

1. Swimming pool occupants need not evacuate in extreme weather conditions. Upon activation of the fire alarm, all swimming activities should cease and occupants should assemble next to the exit door(s).
2. Disabled persons may be taken to safe rooms as outlined in the following section.

Evacuation of Disabled:

1. Upon activation of the fire alarm system, disabled person(s) are to be moved outside the building or to "safe rooms" inside the building.
2. "Safe Rooms" are at the following locations:
 - Wrestling/activity room if fire in Elementary School
 - Elementary gym if fire in High School
3. The following staff are assigned to stay with students in the safe rooms:
 - Elementary special education staff if disabled students in wrestling/activity room
 - Secondary special education staff If disabled students in elementary gym

Relocation of Students:

1. Should the fire or other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by contacting: Rodney Ebnet at 746-4464
2. The following is the reunification area:
 - High School – St. Mary’s Church
 - Elementary School - Community Country Church

Severe Weather/Tornado/Severe Thunderstorm

Tornado/Severe Thunderstorm Watch has been issued in our area near school:

- Monitor Emergency Alert Stations or NOAA Weather Radio (National Weather Service)
- Bring all persons inside building(s).
- Close windows and blinds.
- Review tornado drill procedures and location of safe areas.
 - Tornado safe area in the interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings. Get under a desk, if possible.
- Review “drop and tuck” procedures with students.

Tornado/Severe Thunderstorm Warning has been issued in an area near school, or tornado has been spotted near school:

- Move students to a safe area.
- Close Classroom doors.
- Teachers take safety bag.
- Ensure that students are in “tuck” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.
(Diagrams will be in classroom safety bag showing routes to areas)

Evacuation

Power Outage/Chemical Accident/Threat of Explosion/Gas Leak

Evacuation:

- Call 911, if necessary.
- Notify building administrator/acting administrator.
- Building Administrator issues evacuation procedures.
- Building Administrator determines if students and staff should be evacuated outside of building or to relocation centers. The Transportation Director coordinates transportation if students are evacuated to relocation center. Building administrator contacts the superintendent and transportation director and informs him/her that evacuation is taking place.
- Building Administrator notifies relocation center.
- Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.

Teachers:

- Call 911, if necessary.
- Direct students to follow normal fire drill procedures unless building administrators alters route.
- Take class roster and classroom safety bag.
- Close classroom doors; turn off lights and electrical equipment.
- When outside building, account for all students. Inform Building Secretary immediately if student(s) is/are missing.
- If students are evacuated to relocation center, stay with class. Take roll call again when you arrive at relocation center. Inform building administrator immediately if student(s) is/are missing.

Relocation Centers:

Alternate - Elementary/High School Building

Phone: Elementary 746-4462 High School 746-4333

Elementary Off-Site Relocation Center:

Community Country Church

High School Off-Site Relocation Center:

St. Mary's Church

Emergency Phone Numbers / Team Members

EMERGENCY	911		
Non-Emergency Sheriff	320-251-4240	St. Cloud Hospital	320-251-2700
Non-Emergency Fire	320-746-2244	Minnesota Poison Control	(800) 222-1222
Stearns Co. Human Services	320-656-3600	Avon Police	320-356-7575

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>
Superintendent	Chris Swenson	320-746-4308	701-238-0233
High School Principal	Tom Cooper	320-746-4309	
Elementary Principal	Jim Stang	320-746-4461	320-493-2148
Head Custodian	Russ Gardener	320-746-4361	320-248-1294
Dean of Students	Jason Bruns	320-746-4302	320-250-5009
Director of Technology	Carson Bettcher	320-746-4467	
High School Counselor	Lisa Jarnot	320-746-4315	
High School Counselor	Jodi Zwilling	320-746-4354	
School Social Worker	Jennifer Meemken	320-746-4496	
Psychologist	Chris Belmont	320-746-4408	
School Nurse	Kristen Bruns	320-746-4369	320-333-3603
Community Ed Director	Amanda McDonough	320-746-4465	
Transportation Director	Rodney Ebnet	320-746-4464	320-248-1289
Food Service Director	Jan Notch	320-746-4328	
High School Teacher	Zach Zierden	320-746-4319	
Elementary School Teacher	Joe Rosenberger	320-746-4355	
Spokesperson	Chris Swenson	320-746-4308	701-238-0233

Emergency Plan Information:

1. Person developing this plan: Chris Swenson, Superintendent 320-746-4308
2. Date this plan was revised: 3/31/2026