

## Emergency Management Safety & Security

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### A Parent's Guide to What We Do

#### **Develop and Monitor District Site Emergency Plans**

The site emergency plans are a web based application that is outlined by the District Emergency plan. The purpose of these plans is to assist district buildings respond to emergencies. They are submitted annually by each site's administrator. Each plan is monitored for completion and accuracy.

#### **Provide Staff Training**

We provide training opportunities and workshops for building administrators and staff covering areas of need and interest. Examples of some training conducted include topics such as gang awareness, personal safety, personal property protection, how and when to call 911, verbal de-escalation and lockdown procedures.

#### **Monitor School Site Emergency Drills**

Each school is mandated by law to conduct a specific amount of emergency drills including: 5 Lockdown, 5 Fire/evacuation and 1 Tornado.

#### **Consultation**

Provide consultation and referral service to building administrators and staff in areas of safety, security, and planning.

#### **Incident Command for the MPS Emergency Operations Center**

Coordinates resources and provides support to ongoing critical incident response during and after an emergency.

#### **Site Assessments**

We conduct physical security site assessments with building administrators to identify areas of concern. We then make recommendations for improvements and/or changes.

#### **Threat Assessments**

Threats of targeted violence are presumed to involve both issues of safety & security and mental health concerns and therefore must be evaluated by a comprehensive and multidisciplinary team. Steps to this process include securing and managing the scene, gathering data, evaluating the event and supporting recovery of the school community.

## **What do parents need to know about school emergencies:**

### **What system or methodology is used to train the staff?**

At MPS we take prevention as seriously as we do response. We offer staff training in Non-Violent Crisis Intervention through the Crisis Prevention Institute, we have the R.E.A.C.T. framework that guides staff through any critical incident, and we follow FEMA/NIMS protocols when it comes larger scale critical incident coordination.

### **What is R.E.A.C.T.?**

In 2015 MPS rolled out R.E.A.C.T. to empower staff to manage any level of critical incident. It stands for Recognized the situation, Evaluate options, Act, Communicate, and Take inventory. Through this systemic process staff are allowed to utilize whatever options are best suited for the situation and not locked into rigid protocols that could lead to indecision.

### **What is a Lockout (Code Yellow)?**

A lockout takes place when there is a safety concern that is not an immediate threat to a school. For example, the police may be pursuing a vehicle in the neighborhood around a school, and the principal determines that the school should enact a lockout as a precautionary measure. In lockouts, students and staff should remain inside the school building, and school activities may continue as normal with students and staff moving securely within the school. A lockout means no one comes in without a deeper screening and no one goes out of the building, and students and staff are unlikely to notice a difference unless the lockout occurs near a transition time.

### **What is a Lockdown (Code Red)?**

A lockdown takes place when there is a safety concern regarding a potential threat to a school. For example, the police may be pursuing a suspect on foot and the suspect is on school property. A lockdown will also be enacted if there is a perceived threat within the school. In a lockdown, school business and classroom activities should cease, and everyone should be down, quiet and out of sight. Students remain quiet in their classrooms until the lockdown is lifted.

*\*Note: In both a lockout and lockdown, the district coordinates with emergency responders to determine the appropriate time to release a school.*

### **What is Shelter-in-place?**

Shelter-in-place is when students and staff take shelter in a safe space in the school; that could be a classroom or a hallway. This occurs when there is a hazard, such as a tornado or a severe weather warning, and evacuation or early dismissal could place students in danger.

### **What is Evacuation?**

An evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside of the school, such as a fire. In extreme cases staff and students will move to an evacuation site if it is necessary to prevent harm or injury due to a hazardous situation inside or outside the school.

## **What is Reunification?**

When students are moved to an alternative location or dismissal is severely disrupted due to a lockout/lockdown, district staff will respond to the site and assist in making sure the right student is given to the right guardian. This takes more time than standard dismissal but is done to ensure safety and accountability after a severe critical incident.

## **How will I know lockouts/lockdowns are going on at my child's school?**

Our goal is to be sensitive to the needs of families and to communicate accurate and timely information without interfering with ongoing emergency responses or jeopardizing the integrity of investigations. In addition, it's important to balance the need to communicate with the risk of creating additional anxiety or concerns for our students, staff and families. In the case of a lockout, protocol is that the school leader decides the level of communication necessary for their school community. If the lockout occurs near a dismissal time, arrival time or otherwise impacts families, we encourage the school leader to send a communication to families. The type(s) of communication should be determined by the school leader based upon the preferences of families in the school. For lockdowns, MPS Communications coordinates parent notifications in collaboration with the school leader. Since a lockdown results in significant disruption to the normal school environment, it is important that families are notified. In most cases, MPS uses School Messenger, visit [www.mpls.k12.mn.us/school\\_messenger](http://www.mpls.k12.mn.us/school_messenger) to update your information for more information on how to determine which calls, texts and emails you receive from MPS.

## **What should I do if a lockout/lockdown is occurring at my child's school?**

If you are notified of a school lockdown/lockout at your child's school, do not come to the school. Stay where you are able to be notified with additional information of your child's situation. Students will not be released until the incident has ended or the scene is safe for release. Although this does not happen often, be prepared to retrieve your child at a reunification site if students have been removed from a school. By keeping your contact information up-to-date with your school, you will receive an automated email message and automated phone call when there are emergencies at your child's school.

## **What can families do to help?**

Talk to your children about school emergency response procedures so they will know what to expect in the event of an emergency or crisis. Ensure your child's emergency contact information is up-to-date with your individual school. Students will not be released from school to unauthorized individuals, and we will not be able to reach you in an emergency if your information is incorrect or outdated. If your child takes medication, make sure the school has a minimum of a three-day supply.

## **Dos and Don'ts around a critical incident or emergency at a school:**

- DO check the MPS website at [www.mpls.k12.mn.us](http://www.mpls.k12.mn.us) for updated information. Also, check the MPS Twitter @MPS\_News and Facebook @Minneapolis.Schools as they are typically the first line of communication used during crisis situations.
- DO listen for information regarding reunification with your child if students are removed from a school. Remember bringing valid government identification with you to the reunification site if possible will make the process much smoother.
  - Please note that reunification does not happen often.
- DON'T come to your child's school unless notified to do so. This could create traffic congestion and hamper efforts of emergency personnel.
- DON'T call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.
- DON'T spread information from social media sites other than directly from MPS, even news organizations have had incorrect information at times.
- DO [SPEAK UP](#) if you or your student have information about a potential threat or other safety risk, you can report it anonymously. Call/Text 612-416-1162

### **Important Phone Numbers**

Your School:	_____
MPS Main Line:	612-668-0000
Emergency Management Safety & Security:	612-668-0177
Transportation:	612-668-2300
District Communications Center (emergency only 24/7):	612-668-0322
Speak Up Tip Line:	612-416-1162