

# I.

## GENERAL PLANS & RESPONSIBILITIES

### General Crisis Responsibilities

Superintendent: Kyle Edgerton

Telephone: 218-630-5311

Media Spokesperson: Kyle Edgerton

#### Superintendent or Designee

- \* Verify information
- \* Call 911 (if necessary)
- \* Seal off high-risk areas (if possible)
- \* Convene administrative team and implement crisis response procedures
- \* Notify staff and students (depending on emergency)
- \* Evacuate students and staff or relocate them to a safe area within the building
- \* Notify community agencies (if necessary)
- \* Refer media to media spokesperson (Superintendent)
- \* Implement post-crisis procedures
- \* Keep detailed notes of the event

#### Teachers/Staff

- \* Verify information
- \* Warn students, if advised
- \* Implement lockdown or evacuation procedures as directed
- \* Account for all students
- \* Stay with students during an evacuation
- \* Take class roster
- \* Refer media to media spokesperson (Superintendent)
- \* Limit use of telephone, lines should be clear for communication with the police/fire department
- \* Keep detailed notes of the event

**Office Staff**

- \* Verify information
- \* Implement lockdown or evacuation procedures as directed
- \* Account for all office staff members after lockdown or evacuation
- \* Stay together during an evacuation
- \* Refer media to media spokesperson (Superintendent)
- \* Limit use of telephone, lines should be clear for communication with the police/fire department
- \* Keep detailed notes of the event