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## 802 Emergency Procedures

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### Purpose

The purpose of this policy is to ensure the safety and well-being of students, staff, volunteers, and visitors by establishing clear procedures for responding to injuries, medical emergencies, severe weather, fire, lockdowns, missing students, and other emergency situations.

Three Rivers Montessori Public Charter School ("the School") is committed to maintaining a safe learning environment and complying with Minnesota law, Minnesota Department of Education (MDE) guidance, and authorizer expectations.

### I. General Emergency Response Expectations

#### A. Staff and Volunteer Responsibilities

1. Remain calm and follow established procedures
2. Prioritize student safety and supervision
3. Immediately notify designated school staff or administration
4. Complete required documentation following any incident

#### B. Incident Reporting

1. Incident Reports are required for all injuries and significant incidents
2. Reports must be submitted to the designated school staff member

### II. Injuries and Medical Emergencies

#### A. Minor Injuries

For minor injuries, staff shall:

1. Listen to and reassure the student
2. Determine basic needs
3. Clean the area using water only
4. Use available first aid supplies (first aid kits and cold packs located in designated areas, including the kitchen)
5. Complete and submit an Incident Report

## **B. Serious Injuries**

If the injury is life-threatening:

1. Call 911 immediately
2. Notify a designated TRM staff member or administrator

If the injury is not life-threatening:

1. Notify a TRM staff member or administrator immediately

Care should proceed in the following order:

1. Call 911 if required
2. Administer first aid or CPR only if trained and appropriate
3. Do not move the student if a neck or back injury is suspected
4. Reassure the student continuously
5. Do not administer oral or topical medications (including over-the-counter medications)
6. Contact parents/guardians
7. Assist in completing an Incident Report

If hospital transport is required and a parent/guardian is unavailable, a TRM staff member shall accompany the student

## **III. Medications**

### A. OTC Medication Policy

The School does not administer over-the-counter medications to students

### B. Prescription Medications

Prescription medications may be administered only with a written plan developed collaboratively with families and the schools Licensed School Nurse (LSN). A medication form must be signed by the prescribing Doctor and kept on file with the schools designated Health Aide

### C. Emergency Medical Plans

For students with severe or life-threatening conditions (e.g., asthma, allergies), an Individual Emergency Plan must be on file. All Emergency Medical Plans will be developed with the LSN and the Primary Care Doctor of the student. Emergency plans and any related rescue medications will be kept in the front office under the supervision of the Health Aide. Rescue medications shall be kept in an unlocked location that all staff can access in case of an emergency.

## **IV. Fire and Severe Weather Procedures**

### A. Evacuation Information

Evacuation and shelter routes are posted in each classroom. All staff must familiarize themselves with these routes.

### B. Emergency Procedures

During fire or severe weather emergencies, staff shall:

1. Remain calm
2. Count students before leaving the classroom
3. Check all areas (including bathrooms and under furniture)
4. Follow posted routes
5. Reassemble in the designated safe area
6. Count students again
7. Do not release students until all are accounted for
8. Do not release students to anyone other than a parent or legal guardian
9. Wait for the “all clear” from designated school staff

### C. Communication

School closures or cancellations will be communicated through official TRM communication channels.

## **V. Lockdown Procedures**

### A. Lockdown Response

In the event of an intruder, active threat, or situation requiring a lockdown, staff shall:

1. Close and lock classroom doors
2. Turn off lights and close blinds
3. Gather students away from doors and windows
4. Count and account for all students
5. Remain quiet and calm
6. Reassure students using developmentally appropriate language

### B. Clearance and Release

1. Do not open doors, turn on lights, or leave the classroom until an official “all clear” is given

2. Do not release students except to a parent or guardian after clearance

## **VI. Missing Student**

### A. Immediate Actions

If a student is unaccounted for:

1. Notify school administration immediately

### B. Administrative Response

Administration will:

1. Coordinate a building search
2. Notify parents/guardians
3. Engage additional staff

### C. Escalation

If the student is not located promptly, administration will contact appropriate authorities and parent/guardians will be contacted.

## **VII. Media Response**

### A. Staff and Student Communication

1. Staff, volunteers, and students shall not provide statements to the media

### B. Media Inquiries

1. All media inquiries must be directed to the Executive Director or designee

## **VIII. Check-In / Check-Out Procedures**

### A. Visitor Procedures

All visitors, parents, and guardians must follow the School's check-in/check-out procedures at the main entrance.

1. Visitors must sign in in the front office and receive a volunteer sticker or lanyard that must be visible at all times for the duration of their visit.
2. Visitors must sign out in the front office before departure

All visitors must enter and exit the school through the front office. Staff should redirect and accompany any visitors who have not checked in to the office to be checked in.

### B. Student Arrival and Departure

Students arriving late or leaving early must be signed in/out by a parent or guardian in accordance with our policies laid out in our Student/Family Handbook.

## **IX. Emergency Evacuation Maps**

### A. Posting Locations

Emergency evacuation maps are posted in each classroom, office, and hallways.

## **X. Training and Review**

### A. Staff Training

Emergency procedures are reviewed annually with staff.

### B. Drills

Drills are conducted in accordance with Minnesota law and recorded and kept on file.

### C. Policy Review

This policy shall be reviewed periodically and updated as needed

## **XI. Legal Authority**

This policy is adopted pursuant to, and shall be interpreted consistent with, including but not limited to:

Minn. Stat. §121A.035 – Crisis Management Policy

Minn. Stat. §121A.04 – Student Injury and Accident Reporting

Minn. Stat. §121A.03 – Health, Safety, and Sanitation

Minn. Stat. §124E – Minnesota Charter School Law