School Mission: To provide an academically rigorous bilingual education to PreK-8 Twin Cities’ students through Korean language immersion education by using research-based curricula, high standards for accountability and by promoting an appreciation for diversity and international cultures.

Sejong Academy

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EMERGENCY ACTION PLAN

2017-2018
LETTER FROM THE EXECUTIVE DIRECTOR

Dear Sejong Academy Faculty/Staff,  January 2018

While our primary role as educators is to ensure that each child learns the knowledge and skills they need to prepare them for a successful adulthood, the most important consideration each day at school is the health and safety of our community. We all play a role in this, and there is much we can do before, during, and after any incident to best support our students and each other. Please review these procedures regularly on your own and with your students.

As a school in Minnesota, we are required to plan and prepare for emergency response. The four phases of emergency planning include:

I. **Prevention/Mitigation** – What are we doing to prevent incidents? How have we organized the physical aspects of the building and grounds to best prevent emergency situations? What routines, rituals, norms, rules, etc. do we have in place to support safe practices?

II. **Preparedness/Planning** – Do we have a comprehensive plan in place to address a wide variety of possible emergencies? Is the staff prepared to handle various emergencies? Have staff members received the proper training? Have the students participated in drills to be prepared for possible emergencies? Have we communicated and coordinated with local organizations that can support our school in times of emergency? Do families know how we plan to handle emergencies, how we will communicate with them, and what their roles are?

III. **Response** – How do we respond to emergencies when they actually happen? How do we use our resources and support students and staff during emergencies? Does everyone know and follow the appropriate procedures during emergency response?

IV. **Recovery** – How do we support our students, staff, and families after emergency response? What sorts of services do we provide to address the diverse needs of our students and families to help them cope with the after-effects of emergency response?

Throughout the year, we will address each of these phases and make sure that we can be the best supports possible for our children and each other. For more information on individual roles and how to address each of the above, please see Minnesota’s Comprehensive School Safety Guide at: https://dps.mn.gov/divisions/hsem/mn-school-safetycenter/Documents/Comprehensive%20School%20Safety%20Guide.pdf.

Emergencies happen, whether we want them to or not. We cannot prevent them all, but we can be as prepared as possible. Thank you all for playing your part in ensuring Sejong Academy’s safety!

Sincerely,

Brad Tipka
Executive Director
Definitions

**Incident**: An incident is an occurrence, natural, technological, or human-caused, that requires a response to protect life or property. The Executive Director shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Action Plan.

**Hazards**: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an inter-agency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Limitations

It is the policy of Sejong Academy that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Sejong Academy can only endeavor to make every reasonable effort to manage any given situation, with the resources and information available at the time.

I. Prevention/Mitigation

The first strategy of the emergency action is prevention. Methods you should use to prevent emergencies include, but are not limited to:

- Ensuring that the physical space in your classroom and hallways do not include hazards (i.e., no backpacks/boots that people can trip on, furniture arranged in a way that is easily navigable, etc.)
- Knowing your students’ individual health needs, behaviors, and family situations (i.e., Individual Health Plans, allergies, IEPs, 504s, etc.) and planning accordingly
- Planning and implementing age-appropriate activities
- Knowing and preparing for possible risks in classroom activities
- Having clear procedures for classroom activities
- Appropriately taking and reporting classroom attendance
- Communicating any changes in schedule to the office and colleagues
- Including systems that limit outside access to the building/classroom
- Keeping your classroom doors locked at all times
- Consistently managing students’ behavior
- Ensuring that students exhibit healthy practices (i.e., washing hands, coughing/sneezing into their arm)
- Using protection (e.g., gloves, face mask) when administering first aid
- Being proactive about possible incidents (i.e., sending an injured child to the office for assessment and treatment, getting counseling support for a student exhibiting symptoms of depression or anxiety, etc.)
- Wearing your name badge & have your keys with you at all times
• Not letting strangers into the building
• Making sure doors lock behind you when leaving the building and/or classroom

II. Preparation/Planning

The second strategy of the emergency action plan is preparation and planning. In order to ensure that we are as prepared as possible for emergencies, we will be conducting the following drills school-wide each academic year. In your classrooms, you should prepare students for these drills and other possible emergencies.

• 5 fire drills
• 5 lockdown drills
• 1 severe weather drill

If we ever need to evacuate the building, our EVACUATION SITE is:
St Columba Church
1327 Lafond Ave,
St Paul, MN 55104

Other items for preparation include:

Emergency Procedure Folders: Each teacher is required to maintain an Emergency Procedure Folder that you must keep with you at all times while with students. During any drill or actual emergency, this folder must come with you. Please make sure to update this folder with any changes immediately and inform any substitute where to locate the folder. The School Office Admin and the St. Paul Police Department will have a copy of all parent contacts and a list of student health/medical conditions.

This folder contains the most recently updated:

• Class rosters
• Teacher schedule
• Red and green sign
• A copy of the Sejong Academy 2017-2018 Safety Manual

Walkie Talkie/Cell Phone Use: Walkie talkies are carried by all teachers at all times during the school day. They are also on the desk in the main office. Walkie talkies allow us to communicate any possible situations that might present a hazard to staff, students, and/or visitors. Any staff member supervising students on the playground, in the parking lot area (i.e., during arrival, recess, dismissal, PE class, or outside class activity), will need to carry a Sejong Academy walkie talkie. These are available from the school office and must be picked up on your way out of the building and returned immediately upon your return to the building. Please use these only to communicate emergency situations and communicate professionally while using them. Remember that any
information communicated on a walkie talkie is heard in multiple locations by numerous staff and students. Whenever possible, use the school telephone before using a walkie talkie.

Walkie talkie norms/language:
- **Identify yourself** – Make sure to identify yourself as the speaker during non-emergency situations. During emergencies, use caution on the information you provide.
- **1-way communication vs. 2-way communication** – If you are just providing information, please make sure to state the name of the person you are trying to contact. Repeat yourself at least once to ensure that communication is received. 2-way communication should be kept to the point and short.
- **Multiple speakers** – When multiple speakers on the walkie talkies, make sure to only speak if absolutely necessary.
- **Tone** – Speak as slowly, calmly, and clearly as possible to ensure clear communication.
- **Important information** – Make sure to include your location, the incident/issue, and whose assistance you are requesting in any communications.
- **Student names** – Only use a student’s name if absolutely necessary to identify an emergency situation or if requested by an administrator.

If you are going on a field trip (including the local park), it is imperative that at least two chaperones bring a cell phone with them and leave their cell phone numbers with the School Office Admin. Please make sure to follow all required field trip protocols and check in at the main office upon leaving and arrival for any trip.

Field trips must be officially requested at least six weeks in advance. Field Trip Request Forms are available in the main office. All trips must include at least two chaperones (one of whom must be a Sejong Academy teacher or administrator), with a minimum ratio of 1 adult to 10 students. Please make sure that any planned field trip is able to accommodate all students, including those with special needs.

III. Response

The third strategy of the emergency action plan is response.

1. **Response to Health Emergencies**: The below information pertains to health emergencies that occur for anyone in the building.

Please be aware of any student under your supervision with health conditions. This includes not just in your classroom, but also during recess or any other duty or extracurricular activity. This information is available in the student record system or from the office. This information is confidential and must not be printed.
If a child sustains a minor injury or feels ill in your classroom, please send the child down to the main office. Since the entire staff is trained in First Aid and CPR, the office staff will address any issues outside of those times.

If anyone has a major injury or illness occurs in your classroom, please attend to the affected person and have someone call the office immediately. At that point, we will announce a “CODE BLUE” with the location in which the medical emergency is happening. During a Code Blue, all teachers with students should remain in their classrooms and not allow students out until an “All Clear” is called. Teachers and administrators who are not actively supervising students should go to the area where there is an emergency. If an ambulance is needed, please have an adult call 911 from the classroom and have someone else inform the office immediately. The office will contact the person’s family if any Code Blue is called and a staff member will accompany the patient in the ambulance if a family member is not available.

If any blood or bodily fluids are present, please follow all procedures according to your Bloodborne Pathogens (BBP) training. BBP stations (where you can find gloves, CPR masks, etc.) are located in the following locations: 1) the school office, and 2) outside the gym. Please get any resources you need from these locations and inform the staff office of any used materials so they can be replenished.

2. Response to Severe Weather: In case of a tornado or severe weather event, please follow the below procedures. (We will run at least one drill.)
   - Listen for a “Severe Weather Warning” call announced over walkie talkies, calls to each classroom, and announced in hallways
   - Any classes outside the building must re-enter the building immediately
   - All students/staff/visitors will proceed quickly and quietly to the nearest shelter area. Please refer to the map near your classroom door.
     - Gymnasium
     - Bathrooms
     - Small commons area
   - Students take a safety position and make sure to cover their neck with their hands.

3. Response to Fire Emergency: In case of a fire emergency, please follow the below procedures.
   - Fire alarms will sound and light up. (*If you observe any smoke or fire, please notify the office immediately so we can sound the alarm.)
   - Teachers are to bring their emergency folders with them, and line students up quickly and quietly to leave the building in an orderly and safe manner.
   - Exit the building using the nearest exit. Please refer to the map near the door on your classroom. (**Make sure to know your alternate exit(s) as well in case your primary exit is blocked.)
   - Whenever possible, have an adult at the head and tail of the line. If only one adult is available, please lead students out of the building.
   - Make sure the lights are turned off and the door is closed after the last person has left the room.
• Any student who is in the hallway or another unsupervised area should join the students in the closest classroom to exit the building. Adults should help them find their own class after exiting the building.
• Staff members who are not currently supervising students should provide support as needed.
• Anyone exiting the doors off of Blair Avenue should head east toward the far end of the parking lot and line up there.
• Anyone exiting the doors off of Hamline Avenue should head south toward the playground and line up along the fence on Lafond Avenue.
• As soon as possible after exiting, teachers should take attendance and do the following:
  o Hold up the green sign from your Emergency Folder if everyone is accounted for and fine.
  o Hold up the red sign from your Emergency Folder if anyone is missing and/or in crisis.
• Administration will call the “All Clear”, and all students and staff should return to their assigned locations quickly and quietly.
• If we are unable to return to the building, we will all head to our evacuation site (St Columba Church).

4. Lockdown Procedures: Lockdown procedures are to be followed if there is a suspicious person in the building or in the area. Please follow the below procedures whenever possible. The three rules to remember in case of intruder emergencies, according to the St. Paul Police Department, are: Run, Hide, Fight.

**Standard Lockdown**
• An announcement will be made via walkie talkie and/or phones: “This a lockdown.”
• Classroom doors are locked.
• Lock exterior doors to the building.
• Keep students away from windows.
• Recess and outside activities will be held indoors until the alert is over.
• Cautious monitoring of hallway and transition time.
• Place the red card under your door if you are missing a student.
• Send email or text to “Mr. Si and Brad” or call our cell phones with the following in subject line:
  o GREEN (all students and staff assigned to that classroom are accounted for)
  o RED with missing student or staff names or additional students taken into the classroom

**Lockdown with out-of-building issue - Threat is outside attempting to get in the building**
• An announcement will be made over walkie talkies and/or phones, “This is a code orange lockdown.”
• Exterior doors locked
• Bring any people outside your door into your classroom quickly as possible
• Close and lock door
- Turn off lights
- Cover your door windows
- Students huddle close together away from doors and windows
- Any classes outside must go into the building immediately and into nearest classroom
- Send email or text to “Mr. Si and Brad” or call our cell phones with the following in subject line:
  - GREEN (all students and staff assigned to that classroom are accounted for)
  - RED with missing student or staff names or additional students taken into the classroom

**Lockdown with intruder – Threat inside the building. Emergency Evacuation.**
- An announcement will be made over the intercom and/or phones, “This is a code red lockdown.”
- **Bring any people outside your door into your classroom quickly as possible**
- Close and lock door
- Turn off lights
- Door windows covered
- Students huddle close together away from doors and windows
- **Any classes outside must go immediately to St. Columba Church or nearest building. Do not enter the school. Call 612-590-6540 with head count and location.**
- Send email to “Office” (office@sejongacademy.org) with the following in subject line:
  - GREEN (all students and staff assigned to that classroom are accounted for)
  - RED with missing students or staff names or additional students taken into the classroom

5. Emergency Communications: Families will be notified by the school of emergencies and emergency drills by the Office Admin or another member of the office staff. It is extremely important that communications be as centralized as possible. Please do not communicate independently with families about emergencies, unless it is specifically about their child.

Communications may be carried out through:
- Text to Sawlwin or Brad
- Walkie Talkie
- Email
- Website
- Phone

In case of emergency outside of school hours, an email or text will be sent informing all staff members of the situation, and the School Admin will provide a phone tree which we will use to contact staff, if needed.

6. Student and Parent/Guardian Reunification
There are a wide variety of emergency situations that may require Sejong Academy to activate the student/parent reunification plan. Student/Parent reunification may be needed if the school or district facility is evacuated or closed as a result of a hazardous materials accident, gas leak, major fire, inclement weather, school violence, or other circumstances that could jeopardize the safety of students and staff by remaining on a school campus.

Whenever possible Sejong Academy will perform reunification at or near the school building. In the event that reunification cannot occur at or near school due to proximity of the unsafe situation, the school’s evacuation site (St Columba Church, 1327 Lafond Ave, St Paul, MN 55104 will be used. Sejong Academy will communicate the reunification location to parents and guardians by the phone, the school website, and Facebook. Please click on the following link for additional information on the standard reunification method:


IV. Recovery
The fourth strategy of the emergency action plan is recovery. Recovery includes:

- Physical/Structural Recovery
- Fiscal Recovery
- Academic Recovery
- Social Emotional Recovery

Emergencies and/or emergency drills can be traumatic for students, staff and families. Please be aware of the responses of the students in your care and follow up accordingly. School Counselors are available for support; parents and guardians will be notified of their child’s response, and other support resources will be utilized as needed. Each situation will be different, but it is important that we take care of ourselves, our students, and each other after any emergency or drill.

The following procedures may be implemented by staff/faculty when directed by the Executive Director or when deemed appropriate by the situation:

Immediately Following a Serious Injury or Death and/or Major Incident

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families
- Establish access to counseling, if needed
- Teachers are encouraged to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the office and Executive Director.
- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, students and staff may be excused from school to attend.
Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

Communications and documentation are key and must be as centralized as possible. Please be aware of the directions that are provided to you and provide assistance as needed. Clear, consistent communications from the school are necessary, so please do not provide any information that you are not fully sure of. As faculty and staff, your primary responsibility will be to support students’ social and emotional recovery so we can get back to the art and science of teaching and learning as soon as possible.

*Emergency responsiveness is not something any of us likes to think about, but, by being prepared, we can make sure we can be there for our students who need us. Thank you for your time, attention, and efforts!*

**Emergency Contact Phone Numbers:**
Main Office……………………………………………………...651-330-6944
Executive Director (Brad Tipka)…………………………………612-590-6540
Poison Control Center………………………………………..1-800-222-1222
Ambulance, Fire, Police………………………………………911

**Information to be provided over the phone:**

1. Name and phone number calling from
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
3. Type of situation, injury, or illness
4. Condition of students and type of aid being provided (if applicable)
5. Other information as requested