

# Alden-Conger School

## Crisis Management Plan of Action

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Revised August 2006  
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## **INTRODUCTION**

These emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school staff, and users of school facilities.

**Common sense** should dictate the reaction of school authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgement will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

The Superintendent has primary responsibility for the emergency at hand. In the event that the superintendent is not on duty at the time of emergency, the principal and the guidance counselor will take charge and be responsible for the emergency at hand.

**In all emergency situations, the Superintendent will be the only source of information to the press.**

The key elements of the Crisis Management Plan involve the following:

- Keeping our students and staff safe and out of harm's way
- Dealing effectively and fairly with the news media
- Stopping the rumor mill (internally and externally)
- Informing district staff using information channels to communicate effectively
- Identifying the specific role of each member of the school staff during a crisis.

The Crisis Management Plan provides for crisis communication strategies that include the following:

- Procedure to alert and communicate with key stakeholders immediately of the crisis, its management, and our response
- Process to determine and verify the facts
- Establish news area
- Follow-up information and actions to be taken by the district in a crisis

## **IMPORTANT TELEPHONE NUMBERS**

### **CRISIS TEAM MEMBERS**

<b><u>Name</u></b>	<b><u>Home Phone</u></b>	<b><u>Work Phone</u></b>
Brian Shanks, Superintendent	507-236-3949	507-874-3240
Paul Ragatz, High School Principal	507-390-1765	507-874-3240
Linnea Petersen, Dean of Students	507-874-3308	507-874-3240
Amy Wallin, Guidance Counselor	507-874-3295	507-874-3240
Wendy Anderson, Clergy Representative	507-265-3331	507-265-3355
Greg Ofsdahl, Clergy Representative	507-874-3269	507-402-3928
Chris Harpham, Alden Police	507-383-6232	911
Danielle Mansfield, Social Worker	763-647-9756	507-874-3240

### **Community/Regional Resources**

Alden Police Department	911	Police Assistant
Freeborn County Sheriff <i>Court House, Albert Lea MN 56007</i>	911 or 377-5200	Police Assistant
Alden Clinic <i>192 Washington, Alden MN 56009</i>	507-874-3140	Medical Care
Albert Lea Medical Center <i>404 Fountain, Albert Lea MN 56607</i>	507-373-2387	Medical Assistance
Alden Fire Department <i>174 N. Broadway, Alden MN 56009</i>	911 or 507-874-3620	Fire
Conger Fire Department <i>51 School Street, Conger MN 56020</i>	911 or 507-265-3415	Fire

### **Non-Profit Response Agencies:**

Freeborn County Mental Health Services	507-377-5440	Individual/Family Assistance
<i>203 W. Clark St., Albert Lea MN 56009</i>		

## **CRISIS RESPONSE TEAM**

1. The building Superintendent is responsible for coordinating the initial response to an event. The building Superintendent will generally consult with the Crisis Response Team; however, in rare cases the building Superintendent may determine the appropriate response independent of input from others.
2. Crisis team members and telephone numbers are listed on page 4.
3. As determined by the Crisis Response Team, the following personnel may be notified:
  - School psychologist
  - Office staff representatives
  - Head custodian
  - Medical personnel
  - Transportation representative
  - Police officer
  - Mental health consultant
  - Lawyer
  - Parent(s)
  - Funeral director
  - Others as necessary
4. All information regarding a crisis situation must first be directed to the building Superintendent. The building Superintendent will:
  - 4.1 Attempt to verify the information by communicating with individuals reporting the incident and/or calling parents, law enforcement, others, etc.
  - 4.2 Determine if the incident requires convening the Crisis Team and other individuals.
5. Duties of the Crisis Response Team:
  - 5.1 Verification of the information received and determination of the scope and size of the team needed to manage the crisis.
  - 5.2 Identification and notification of others to identify and implement the crisis response plan of action.
  - 5.3 Preparation of the plan of action, including arrangements to assist staff in coping with the crisis.
  - 5.4 Preparation of a written statement relative to the event for all staff, students, school board, parents, others which shall include factual information about the event as well as the school's plan for assistance to staff and students.

- 5.5 The Superintendent will be assigned the primary responsibility of managing the media and will serve as the primary media contact person.
- 5.6 Review previously established policies regarding the privacy of the individuals involved. Confidentiality will be stressed with information to be shared with others kept to verified information.
- 5.7 Continue to meet to manage and respond to the incident or crisis.
- 5.8 Meet after the crisis to review how policies and procedures functioned during the crisis.

## **ROUTINE BUILDING SECURITY PROCEDURES**

The school district has in place a daily non-crisis building security plan/practice that applies to the building site each day and is as follows:

### **1) Securing Exterior Doors:**

- a) During the instructional day, exterior doors remain locked except for the main entrance exterior doors. The Superintendent will establish a security plan for maintaining individual building site security.
- b) Custodial staff members are responsible for limiting access to building zones not authorized for use during non-school times. Furthermore, custodial staff members are responsible to assure that exterior doors remain locked and operational.
- c) All advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.
- d) No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

### **2) Parents, Vendors, and Other Visitors to Building Sites:**

- a) All visitors are required to report directly to the building site administrative office to sign in to be eligible to remain in the building. Each visitor must return to the office and check out.
- b) Substitute teachers, student teachers, and guest speakers must check in to the administrative offices to sign in and be identified to staff. Parents must also sign in at the administrative office prior to visiting with a teacher or visiting a classroom.
- c) Necessary signs will be installed to assure visitors ready access to locations within the building.

## **LOCK DOWN PROCEDURE**

(Outside Threat, Inside Threat, Drug Dog)

1. An announcement will be made alerting everyone to the lockdown:  
**“THIS IS A LOCKDOWN, THIS IS A LOCKDOWN”**
2. **STAFF:** Immediately lock your doors, shut windows, pull shades, turn off lights and move students out of desks and away from any windows or doors.
3. **IF** there are students in the hallway close to your classroom when the lockdown is called, bring them into your room.
4. To do attendance through e-mail:
  - a. **IF** all students are present and accounted for type **OK** in the subject line of the e-mail and send to **AC LOCKDOWN** address.
  - b. **IF** you have extra students/people in your room, type the names of those extra students in the subject line of the e-mail and send to **AC LOCKDOWN** address  
I.E. Extra: Billy Jones, Sally Smith
  - c. **IF** you are missing students/people, type the names of those missing in the subject line of the e-mail and send to **AC LOCKDOWN** address  
I.E. Missing: Timmy Thompson, Becky Anderson
  - d. **IF** the threat is in your room type **your first & last name** in the subject line of the e-mail and send to **AC LOCKDOWN** address if you are able. Otherwise if we receive no message, we will assume there is a problem in your room
5. When/If the lockdown is either known to be a drill or one that would allow teaching to continue, an announcement informing staff, **“Please check your e-mail”** will be made. This is a **“code phrase”** informing staff that the threat is contained and they can return to teaching. A basic e-mail stating this is a drill or something similar will be sent. **DO NOT** return to teaching until you hear the **“code phrase”** and check your e-mail. If you do not hear the **“code phrase”** announcement assume that it is not a drill and keep your students on the floor away from windows.
6. *When the drill is over, the administration will make an **all clear/drill is over** announcement. Then and only then should you open and unlock your classroom door.*

***DO NOT OPEN DOORS, UNLOCK DOORS OR LET STUDENTS OUT OF YOUR ROOM UNTIL THE ALL CLEAR/DRILL IS OVER ANNOUNCEMENT***

## **FIRE DRILL PROCEDURE**

1. When we have a fire/fire drill teachers should:
  - a. Close all windows
  - b. Shut off lights
  - c. Close, but **DO NOT LOCK**, the door on your way out
  - d. Bring grade book/attendance book & sign-out sheet with you.
  - e. Once you have your students out of the building congregated in a designated location, take attendance
  - f. If you have missing students, the designated staff member will call on their cell phone informing the Principal
  
2. Please keep track of your students and wait until someone directs you to bring your students back into the building
  
3. Once back in your classroom, take attendance again to make sure all your students returned with you.

## **UNAUTHORIZED PERSON IN THE BUILDING**

1. Encourage the person to report to the office.
2. Notify the office.
3. Try to keep the person out of classrooms.
4. Do not touch the person unless it is needed for self-defense.

## **ARMED INTRUDER IN BUILDING**

Anyone who is confronted should do what he or she is told. Do not resist or try to disarm the intruder.

If a staff member/student hears gun shots or sees someone with a weapon in the building:

1. **Call the office immediately to report the incident and give a description of the person and your location in the building. Do not investigate the incident.**
  
2. **Building Superintendent will call for “LOCK DOWN”**
  - 2.1 Follow “LOCK DOWN” procedures listed on page 7.

**3. The Superintendent or designated staff member needs to notify the police with the following information:**

- 3.1 How many people are involved?
- 3.2 Types of weapons involved?
- 3.3 Location in the building or on the grounds.
- 3.4 Number of hostages, if any?
- 3.5 Description of persons involved.
- 3.6 Any injuries?
- 3.7 Other information that may help police.

**ARMED INTRUDER IN CLASSROOM**

Anyone who is confronted should do what he or she is told. Do not resist or try to disarm the intruder.

If an armed individual comes into the classroom:

- 1. If possible, notify the Superintendent via phone or runner (Call "LOCK DOWN")**
- 2. Do as the gunman demands**
  - 2.1 Do not make sudden moves, which could frighten subject
  - 2.2 Ask permission to move
  - 2.3 Never argue
  - 2.4 Take your time
  - 2.5 Keep your students as calm as possible
  - 2.6 Physical force should not be used unless someone's life is in imminent danger.
- 3. Talk to the gunman**
  - 3.1 Learn as much as you can about the gunman
  - 3.2 Keep the gunman's attention on you, not on your students
  - 3.3 If more than one person is involved, concentrate on only one person.
- 4. Be observant**
  - 4.1 Learn as much as you can about the gunman
  - 4.2 Identify a distinctive feature and continue to concentrate on that one item.
  - 4.3 Remember what objects the intruder touches and preserve them for law enforcement.
- 5. If the gunman starts shooting**
  - 5.1 Tell students to get down and lie on the floor.
  - 5.2 Take cover on the floor and/or behind equipment.

## **BOMB THREATS**

### **1. Under the direction of the building Superintendent:**

- 1.1 All staff and custodial personnel should be alert for suspicious looking and acting people.
- 1.2 All custodial personnel should regularly inspect rest rooms, stairwells, areas under stairwells and other areas of the building to insure that unauthorized persons are not hiding in our looking these places over.
- 1.3 Make sure that doors and access ways to boiler rooms, utility closets are securely locked when not in use.
- 1.4 Make sure that all keys to all locks are accounted for.
- 1.5 Check all fire hoses and extinguishers regularly.
- 1.6 Make sure all records (student, financial, personnel) are well protected.
- 1.7 Check all exterior and protective lighting for proper operation on a regular basis.
- 1.8 Have flashlights or battery operated lanterns on hand, in case the electric power is cut off and make sure that they are in working order by making regular checks.
- 1.9 Arrange for the security of chemicals that can be used for explosive devices.

### **2. Action to be taken by the person receiving the call:**

- 2.1 Keep the caller on the line as long as possible. Record the message if possible.
- 2.2 Ask the caller to give the location of the device.
- 2.3 It may be advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- 2.4 Pay particular attention to any strange or peculiar background noises such as motors running, background music and the type of music, and any other noises which might give even a remote clue as to the place from which the call is being made. Listen closely to the voice (male-female), voice quality, accents and speech impediments. Immediately after the caller hangs up, the person receiving the call should report this information to the superintendent. In the event that the building superintendent is not available, the report should be given to his/her designee. No one other than the person so designated should receive this information.
- 2.5 When the building superintendent receives the information, the plan should be activated.

**3. The Superintendent will:**

- 3.1 Call the telephone company and ask them to trace all calls to school which is threatened
- 3.2 Call the police/fire emergency (911) and tell them there is a "Bomb Threat" at the specific school.
- 3.3 Call local Hospital Emergency Department and ask them to stand by in preparation for a possible emergency.

**4. Evacuation Procedure:**

- 4.1 Evacuate the building to at least 500 feet. If necessary, students will be transported to:
  - Grades 7 -12: City Hall
  - Grades K-6: Redeemer Lutheran Church
  - Hemmingsen's Transfer if others are locked.
- 4.2 All staff should be instructed to evacuate students from the building and stay with the students while they are being transported to other areas.
- 4.3 Buses will be expected to overload in this emergency.
- 4.4 Every care should be taken to remain calm. It may be best to signal evacuation of the building by messenger rather than by alarm system.
- 4.5 If general location of the bomb is known, evacuate a minimum area within 500 feet of the know location. This 500-foot area includes the floor above and/or below the suspected area.

**5. Search Techniques: DO NOT TOUCH ANYTHING!**

- 5.1 Law enforcement will be in charge of the search operation with assistance from the Superintendent.
- 5.2 During the inspection of the building, particular attention should be given to such areas as ceiling areas, rest rooms, access doors and crawl space and other areas which are used as a means of immediate access to plumbing fixtures, electrical fixtures, utility and other closet areas, main switches and valves; e.g., electric, gas, and fuel; indoor trash receptacles; records storage areas; mail room; ceiling lights and removable panels; and fire hose racks. While this list is incomplete, it is sufficient to give an idea of those areas where a time-delayed explosive or an incendiary device might be concealed.

6. **Suspicious Object Located:**
  - 6.1 It is imperative that school personnel involved in the search be instructed that their mission is only to search for and report suspicious objects. **The removal/dismanting of a bomb must be left to the professionals in explosive ordinance disposal.**
  - 6.2 The location and description of the object as can best be provided should be reported to the law enforcement. When these agencies arrive, they should be met and escorted to the scene.
  - 6.3 The danger area should be identified, and blocked off with a clear zone of at least 500 feet (include areas below and above the object) or evacuate the building.
  - 6.4 Do not permit re-entry into the building until the device has been removed/dismantled, and the building declared safe for reentry.
7. **The Superintendent shall determine when the building may be re-entered. Only the superintendent and office personnel are authorized to relay information about clearance to re-enter the building.**

### **VANDALISM/BURGLARY**

1. When an act of vandalism or a break-in has been discovered, the following plans should be followed:
  - 1.1. Do not enter the building; go to the nearest phone and call the police at 911.
  - 1.2. If you have entered the building and you find there has been a break-in, do not touch anything. Leave everything alone and call the police and wait for them to give you the orders to clean up or to make repairs.
  - 1.3. Notify the Superintendent.
  - 1.4. Notify Law Enforcement.
  - 1.5. Notify the Head Custodian.
2. The Superintendent and Head Custodian should compile an inventory of damaged or stolen items and additional information relative to damage or loss also.
3. The Head Custodian should summarize the event and develop repair and replacement cost estimates relative to building damage. This report should be submitted to the Superintendent no later than 48 hours following the event (excluding weekends and holidays).

## **CHILD ABUSE**

Any staff member who suspects neglect, physical abuse, or sexual abuse is **mandated** to make an immediate report to the Superintendent and Department of Human Services. The reporting staff member should gather the following information on the abused or neglected child:

- The child's full name, date of birth, home address, phone and parents' names.
- Any person believed to be responsible for the abuse or neglect of the child.
- The nature and extent of the abuse or neglect.
- The name and address of the reporting party.

An oral report is to be made to the appropriate child protection agency after the information has been obtained. The oral report is then to be followed up by a detailed written report to the notified agency.

If the reporting staff member believes that the child is abandoned, subject to a real or imminent threat, or in need of medical attention, the Superintendent should be called immediately. Officers can remove a child from a threatening environment to protect the child. If a police officer or child protection worker comes to the school to interview a child, the Superintendent will be notified. The Superintendent will be given a written notice of the intent to interview a child at school. School officials cannot disclose to the parents, legal custodian, guardian, or perpetrator, that request to interview a child has been made until after the abuse or neglect investigation or assessment has been concluded.

Any staff member who makes a child abuse or neglect report in good faith is provided with civil and criminal immunity in accordance with the Maltreatment of Minors Reporting Act. Additionally, the identity of the reporter is protected except in very limited circumstances.

## **DEMONSTRATIONS**

Preventing possible disturbances, with open lines of communications to students, staff, parents and community, is essential. The Superintendent is in complete charge of the school.

The following procedures should be considered only in case of full-blown emergencies. The administrative staff should assess the situation to determine its seriousness and its effect on the safety of students and staff before taking any action.

1. Notify the Superintendent (See Emergency Telephone Numbers)
2. The Superintendent will notify all schools in the area of the possible disturbance. The Superintendent will work with the administrative staff in notifying outside authorities as appropriate. (The use of uniformed police in any crisis situation must be handled with extreme care.)
3. Normal classroom operations are to be maintained as much as possible and all students should be encouraged to stay in the building.
4. The custodial staff is responsible for building security. Exterior doors should remain locked.
5. All clerical staff persons are responsible for the security of files, records, etc.
6. All other staff will remain at their assigned duties unless specifically reassigned by administrative staff.
7. Closing of schools:
  - 7.1 Only the Superintendent can legally authorize the closing of a school.
  - 7.2 If the decision to close a school is made:
    - 7.2.1 Provide information to the police department.
    - 7.2.2 All neighboring schools should be informed.
    - 7.2.3 Parents will be informed as quickly as possible through designated communications media.
    - 7.2.4 Inform all students and staff.
    - 7.2.5 Staff will supervise dismissal
    - 7.2.6 Bus transportation, if needed, should be arranged through the transportation department.

## TORNADOS

### 1. Tornado Watch – Awareness

1. 1 A tornado watch means weather conditions are favorable for a tornado to occur. No tornado has been sighted.
1. 2 Continue with normal activities. The building administration should tune in to your local radio station to hear weather announcement.
1. 3 If at dismissal time the weather is threatening, although no tornado warning has been received, consider holding pupils until major storm activity has passed.

### 2. Tornado Warning – Action

2. 1 A 5-minute steady blast on civil defense siren indicates severe weather and that persons should seek cover.
2. 2 The Superintendent will announce tornado alert by intercom announcement or any other prearranged signal to the faculty. The Announcement will be **“We are under a Tornado Warning”** on the intercom.
2. 3 After the announcement, staff should proceed with all students to pre-designated **TORNADO SHELTER** areas per building plan. Teachers should close all windows and doors (if time allows) and be the last persons to leave rooms that are to be evacuated and must remain with their students in designated areas to control student behavior and check attendance.
2. 4 If the tornado warning occurs at dismissal time, students will be held until danger has passed. At the end of the warning, students will be required to report back to their last period classroom. Then the Superintendent will relay further instructions. No one else is authorized to relay those instructions unless Superintendent is gone.

## WINTER STORMS/BLIZZARDS

### 1. Awareness

- 1.1 The approaching winter storm or blizzard conditions will be announced by radio or by Television.
- 1.2 The District Office will advise the Transportation Department of possible early closure or cancellation of late buses and/or extracurricular buses.

### 2. Action

- 2.1 Transportation will be notified by the Superintendent to prepare for optional service or for cancellation of service.
- 2.2 The Superintendent will notify others of the decision relative to transportation.
- 2.3 At time of dismissal, school staff should advise students to:
  - 2.3.1 Go directly home.

2.3.2 Dress properly for weather.

2.3.3 Be aware of low visibility and that it may be difficult to see or be seen.

2.4 School personnel should be aware if individuals must be sent to a residence other than their home.

2.5 Should a winter storm be too severe to release students, the school staff should be prepared to supervise until released. Also, should it be necessary, the school kitchens will be opened to provide food for students and staff.

### 3. Closing of Schools

3.1 This will be determined by the Superintendent of Schools. In his absence, the pre-designed chain of command shall make the decision regarding the closing of School.

3.2 Notice will be given to local radio and TV when schools are not in session or upon emergency closing. Also, a JMC Message will be sent.

- KATE Radio 1450 AM
- KAAL TV 6
- WCCO TV
- KEYC TV
- KTTC TV
- KARE 11 TV
- KSTP TV
- KIMT TV

## **LIFE THREATENING SITUATION**

A person has the means or has already hurt themselves and has placed him/herself in an imminent life-threatening situation.

1. Call 911.
2. Contact the Crisis Response Team.

**Tornado Watch/Warning Procedures  
Alden-Conger Schools 2016-2017**

**Appendix C & D  
Updated 02/09/17**

**TORNADO WATCH**

(The local Civil Defense will notify school whenever a watch occurs. Classrooms will subsequently be informed about the duration of the watch.)

Review with your class the procedures to be followed in the event that a TORNADO WARNING is given.

1. Evacuation route and Civil Defense site to which your classroom is to go.
2. The protective position is to be assumed in the event a tornado strikes during the TORNADO WARNING and while in the assigned areas. (Students should get down on knees and curl up so that the head and eyes are protected.)

**TORNADO WARNING – SEVERE THUNDERSTORM WARNING**

(The local Civil Defense will notify school when a warning is issued. School will notify classrooms to begin evacuation procedure immediately.) Office will announce, “This is a Tornado Warning” prior to the drill.

**South Building-HS 1957**

All classrooms on east side of gym (Rm. 325, 330, 335, East side of Gym) are to proceed in orderly manner to the boy’s locker room and classrooms on west side of gym ( Rm. 300, 305, 310, 315, 320, 321,322 and west side of gym) proceed to girl’s locker room. The first adult to arrive should see that the door and hallway are maintained open and free of waiting people.

**North Building (New 1998)**

Rm. 140, 145, 150, 155, 160 and 165 should remain in their rooms.

Rm. 200, 200A, 201, 202 & 203 proceed to Middle School Bathroom.

Rm. 245 & 240 should proceed to Rm. 255.

Rm. 230 should proceed to Rm. 255.

Rm. 235 should proceed to Rm. 260.

Rm. 340 should proceed to the Staff Bathroom.

Rm. 250, 255 & 260 should remain in their rooms.

**North Elementary Buildings (New 2006 & 2017)**

Rm. 170 proceeds to Rm. 150

Rm. 175 & 180 proceed to Rm. 140

Rm. 185 proceed to Rm. 160

Rm. 190 proceed to Rm. 160

Rm. 191(ElemOfc), Rm. 192 (Dean’s Ofc) and Rm. 193(Conf. Rm) should proceed to Rm. 165

Rm. 195 (ECFE) should proceed to Rm. 165

**Elementary Wing 1957**

Rm 100 & 105 should proceed to the staff room.

Rm. 110 proceed to the staff room

Rm. 115, 120 & 125 should proceed to room 145.

Rm. 130 should proceed to Rm. 140

Rm. 135 proceeds to Rm. 155.

**Cafeteria 1998**

Rm. 95 (Custodians) should stay in their room.

Kitchen should proceed to Rm. 95 (Custodians Rm.)

Cafeteria should proceed to competition gymnasium or Rm. 95 (Custodians Rm) depending on size of group

**Fitness Center/City Office/General Ed Rooms**

Rm. 322 & Rm. 323 & 323A are to proceed to the bathroom in Rm. 323.

Weight Room & Carlson Gym occupants are to proceed to Fitness Center's men's locker Room shower or men's Bathroom.

Walking Track occupants should proceed to lower level and go to fitness center women's locker room shower or women's bathroom.

City Office & City Meeting Room occupants should proceed to women's locker room shower.

All occupants are to be under control at all times. All personnel are to remain in the assigned areas until the all clear is sounded. All staff members need to proceed to designated areas whether on prep or not. Teachers should stay with their students unless otherwise directed.

ASSUME EVERY DRILL IS AN ACTUAL TORNADO.

**FIRE EXITS**  
**ALDEN-CONGER SCHOOLS**

**South Building**

Rm. 325 (Music Rm.)	East Door	Proceed S to Carlson Bldg. E exit & Cross Euclid
Rm. 330/335(Ag/Shop)	East Shop Door or Ag/Shop Area	Proceed N through E exit & cross Euclid
Kitchen Rm 340	East door SE Door	Proceed out SE or NE outside door of Bldg. Proceed S through SE cafeteria door Exit SE outside door & cross Euclid
Gymnasium	West Half	Use both west exits of gym, proceed N Through W exit & cross Broadway
	East Half	Use both east exits of gym, proceed N Through SE exit & cross Euclid
Girls Locker Room	Up Stairway to NW Gym Doors	Proceed N through W exit & cross Broadway
Boys Locker Room	Up Stairway to NE Gym Doors	Proceed N to E exit & cross Euclid
Girls & Boys Bathrooms (SW Hallway)		Proceed W to commons and exit W doors Cross Broadway
Rm. 300	Go N along W Wall	Leave through W Doors & cross Broadway
Rm. 305	Go N along E Wall	Leave through W Doors & cross Broadway
Rm. 310	Go N along W Wall	Leave through W Doors & cross Broadway
Rm. 315	Go N along E Wall	Leave through SW Doors & cross Broadway
Rm. 320	Go N along E Wall	Leave through W Doors & cross Broadway
Rm. 321	E Room Door	Leave through E Classroom exit & cross Broadway

**North Building (New 1998)**

Handicapped Bathrooms		Exit through E side entrance & cross Euclid
Main Office		Leave through W doors and cross Broadway
Rm. 260		Exit through West doors & cross Broadway
Rm. 255		Exit through West doors & cross Broadway
Rm. 250		Exit through West doors & cross Broadway
Rm. 240 (Speech)	Main W Door	Proceed S to Main W exit and cross Broadway
Rm.245	Main W Door	Proceed So to Main W exit and cross Broadway
Rm.235	Main W Door	Proceed S to Main W exit and exit W door cross Broadway
Rm. 230	NW Door	Proceed N to Media Center and exit W door cross Broadway
Girls & Boys Bathrooms	NW Door	Proceed N to Media Center and exit W door cross Broadway
Media Center	West Door	Exit through Media Center W outside door cross Broadway
Rm. 203	West Door	Exit through Media Center W outside door cross Broadway
Rm. 202	West Door	Exit through Media Center W outside door cross Broadway
Rm. 201	West Door	Exit through Media Center W outside door cross Broadway
Rm. 165	NW Door	Proceed S&W to Media Center W outside door cross Broadway
Rm. 155	NW Door	Proceed S&W to Media Center W outside door cross Broadway
Rm. 150	East Exit	Proceed S & West on rt. Side of hallway and exit E door-cross Euclid
Rm. 160-(elem. Ofc.)	North Door	Proceed S & W on rt side of hallway & exit E door-cross Euclid
Rm. 145	NW Door	Exit West to Media Center, exit W door and cross Broadway
Rm. 140	NW Door	Exit West to Media Center, exit W door and cross Broadway
Cafeteria/Gym	East Doors	N half use NE side door exit South half use SE Side door
Staff Room	South Door	Proceed out E side door exit -cross Euclid
Custodians Rm.	East Doors	Proceed out E side door exit – Cross Euclid

**East Elementary Wing 1957**

Rm. 135	North West Exit	Exit north on left side of hallway to NE exit– cross Euclid
Rm. 130	North East Exit	Exit north on right side of hallway to NE exit– cross Euclid
Rm. 125	North East Exit	Exit north on right side of hallway to NE exit-cross Euclid
Rm. 120	East Exit	Exit south on left side of hallway to E recess exit-cross Euclid
Rm. 110 (Elem Lib)	East Exit	Exit south on rt. side of hallway to E recess exit- cross Euclid
Rm. 115	East Exit	Exit south on left side of hallway to E recess exit-cross Euclid
Rm. 105	East Exit	Exit south on left side of hallway to E recess exit-cross Euclid
Rm. 100	East Exit	Exit south on rt. side of hallway to E recess exit-cross Euclid

**North Elementary Buildings (2006 & 2017)**

Rm. 170	Northeast Exit	Exit east on right side of hallway to NE exit-cross Euclid
Rm. 175	Northeast Exit	Exit east on left side of hallway to NE exit-cross Euclid
Rm. 180	Northeast Exit	Exit E on left side of hallway to NE exit-cross Euclid
Rm. 185	Northwest Exit	Exit West on left side of hallway to NW Exit- Cross Broadway
Rm. 190	Northwest Exit	Exit west on right side of hallway to NW Exit-Cross Broadway
Rm. 191,192,193	Northwest Exit	Exit west on left side of hallway to NW Exit- Cross Broadway
Rm. 195	Northwest Exit	Exit west on right side of hallway to NW Exit- Cross Broadway

**Fitness Center /City Offices/ECFE**

Rm. 321	East Rm Door	Exit out east classroom door- cross Broadway
Rm. 322	South West Door	Exit out SW exit in hall and cross Broadway
Rm. 323 & 323A	South West Door	Exit west door to SW exit and cross Broadway
Weight Room	South Exit	Proceed out South doors-Cross Water Street
Carlson Gym	Southeast Exit Door	Proceed out SE exit of gym, Cross Euclid
City Office & Mtg. Rm.	South Exit Door	Proceed out South doors- Cross Water Street
Walking Track	South Exit	Proceed to lower level and exit out S doors-cross Water St.