Ilm Academy

Fostering Excellence and Faith

EMERGENCY OPERATIONS & CRISIS MANAGEMENT PLAN

This plan sets out Ilm Academy's emergency procedures, drills, and staff responsibilities. It accompanies the Policies & Procedures Handbook and Staff Handbook, and will be finalized with site-specific maps once the building floor plan is documented.

1. Purpose

This plan establishes Ilm Academy's procedures for responding to emergencies affecting the safety of students and staff, including fire, severe weather, lockdown situations, and medical emergencies. It is designed to comply with Minnesota law governing school emergency drills and crisis management planning.

2. Minnesota Drill Requirements

Ilm Academy will conduct the minimum drills required for Minnesota nonpublic schools each school year:

- At least five school lockdown drills.
- At least five school fire drills.
- At least one tornado drill.

The first fire and evacuation drill of the school year will be conducted within the first ten business days of the start of classes. Drills will be held at varied times during the school day, and records of each drill (date, time, and duration) will be kept on file.

> ***Reference:*** *Minn. Stat. § 121A.035 and § 121A.037 (nonpublic school lockdown, fire, and tornado drill requirements); Minn. Stat. § 299F.30 (fire drill standards).*

3. Fire Emergency & Evacuation

Upon a fire alarm or a staff member's direction to evacuate, all students and staff will exit the building immediately using the nearest available exit and proceed to a designated outdoor assembly area a safe distance from the building. Teachers will take their class roster with them, take attendance once outside, and immediately report any missing student to the building administrator.

All exits and doorways used for evacuation will remain unlocked and unobstructed during school hours, consistent with Minnesota law for nonpublic schools.

> ***To be completed:*** *Exit routes, exit locations, and the designated outdoor assembly point(s) will be added once the building floor plan and evacuation map are finalized. A labeled evacuation map will be posted in each classroom.*

4. Severe Weather & Tornado Shelter

In the event of a tornado warning or other severe weather requiring shelter, students and staff will move to the school's designated interior shelter area without delay.

Ilm Academy's designated shelter area is an interior common hallway, selected because it is away from exterior windows and glass, has sturdy interior walls, and is large enough to hold all students and staff. Staff and students will remain in the shelter area, seated low and away from any items that could fall, until the building administrator announces that the warning has ended.

> ***To be completed:*** *A labeled shelter-in-place map showing the shelter area and the route from each classroom will be added once the building floor plan is finalized.*

5. Lockdown Procedures

A lockdown will be called when a threat or potential threat is present inside or near the building. Upon a lockdown announcement, all exterior and interior doors will be locked, lights turned off where appropriate, students moved away from doors and windows, and complete silence maintained until the building administrator or law enforcement announces that the lockdown has ended.

No student or staff member should leave a locked classroom or open the door during a lockdown except to admit law enforcement or the building administrator.

6. Medical Emergencies

Staff who become aware of a medical emergency will immediately notify the building administrator, call 911 if the situation is serious or unclear, and provide basic first aid within their training while awaiting emergency responders. Emergency contact information and any relevant medical information on file for each student will be readily accessible to staff responding to an emergency.

7. Roles & Responsibilities

The building administrator (or designated staff member in their absence) is responsible for directing the school's response during any emergency, notifying emergency services, communicating with staff and families, and determining when an emergency has ended. All teaching staff are responsible for the safety and accounting of the students in their care during any drill or actual emergency, and for following the procedures in this plan.

8. Communication with Families

In the event of an actual emergency, Ilm Academy will notify families as soon as practical using the school's established communication channels, and will provide instructions for reunification with students if applicable.

9. Plan Review & Training

This plan will be reviewed by school administration at least annually and updated as needed, including once the building floor plan, evacuation routes, and shelter and assembly locations are finalized. All staff will be trained on this plan as part of onboarding and will participate in scheduled drills throughout the school year.