



To provide an academically rigorous bilingual education to PreK-12 Twin Cities' students through Korean language immersion education by using a research-based curriculum, high standards for accountability and by promoting an appreciation for diversity and international cultures.

Sejong Academy

EMERGENCY ACTION PLAN

2023-2024

LETTER FROM THE EXECUTIVE DIRECTOR

Dear Sejong Academy Faculty/Staff,

August 23, 2023

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:

- **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?
- **Preparedness/Planning** – Do we have a comprehensive plan in place to address a wide variety of possible 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?
- **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?
- **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 support possible for our children and each other.

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 Tjeka
Executive Director



Prevention/Mitigation

The best way to respond to an emergency is to not have one in the first place. Methods you should be using to prevent emergencies include, but are not limited to:

- Going through safe classroom procedures with your students throughout the year
- Ensuring that the physical space in your classroom, the hallways, etc. 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, family situations, etc. (i.e.- Individual Health Plans, allergies, IEPs, 504s, etc.) and planning accordingly
- Planning and implementing age-appropriate activities
- Knowing and preparing for possible risks
- 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
- Never using cell phones when monitoring students at recess
- Consistently managing students' behavior
- Ensuring that students exhibit healthy practices (i.e. – washing hands, coughing/sneezing into their arm crooks, etc.)
- Using protection when administering first aid (such as gloves)
- Being proactive about possible incidents (i.e.- sending an injured child to the Health Clerk, 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
- Do not let people into the building who you do not know or have no reason to be here
- Make sure doors lock behind you when leaving the building
- Keeping your walkie with you and on at all times
- Lock your classroom door and any outside doors if you are working after office hours

Preparation/Planning

In order to ensure that we are as prepared as possible for emergencies, we will be conducting at least the below drills school-wide. Many of the drills listed below will be done during safety week. In your classrooms, you should be preparing students for these drills and possible emergencies as well.

- 5 fire drills
- 5 lockdown drills (include mental/physical health incident as one of the lockdown drills)
- 1 severe weather drill

If we ever need to evacuate the building, our outdoor **EVACUATION SITE** is:
1919 University Ave W. Lot B - Charles St. entrance

St Paul, MN 55104

If we ever need an indoor evacuation site, the indoor evacuation site is:

Griggs Midway Building
1821 University Ave W, St Paul, MN 55104

EMERGENCY PROCEDURE FOLDER

Each teacher is required to maintain an Emergency Procedure Folder that you must keep in a convenient place in your classroom. 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.

This folder contains the most recently updated:

- ***Class rosters***
- ***Red and green sign***
- ***A copy of the Sejong Academy 2023-2024 Emergency Action Plan***

WALKIE TALKIES/CELL PHONES

Walkie talkies are carried by all teachers at all times during the school day. They are also on the desk of the Office Admin. 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 assigned at the beginning of the school year from the School office. Please use these only to communicate emergency situations and communicate professionally, using the below norms. Remember that any information communicated on a walkie talkie is heard in multiple locations by numerous staff and students.

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. Don’t use a student(s)’ name over the walkie; instead, staff can identify by grade level and location if absolutely necessary.
- Change walkie talkie frequency (example ‘Mr. Wild, please switch to Channel 2’ for longer/sensitive conversations)

If you are going on a field trip (including the local park), it is imperative that at least two chaperones bring a fully charged 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 four 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.

Response

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 Synergy or from Ms. Juju. This information is confidential and must not be printed. Any adult who works with students (substitutes/volunteers/other adults) need to be privy to this information as well as knowing whom to contact during an emergency; substitutes/volunteers/other adults need to sign a student data privacy policy/agreement (should be created/found).

If a child sustains a minor injury or feels ill in your classroom, please send the child down to the main office. Our office is available at any time when students are in session.

If anyone has a major injury or illness in your classroom, please attend to the affected person and have someone call the office/CRT immediately. At that point, we will announce a ‘Medical Emergency’ with the location in which the medical emergency is happening. Teachers and administrators who are not actively supervising students should go to the area where there is an emergency. If an ambulance is needed or the medical emergency seems serious, 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 and a staff member will accompany the student in the ambulance if a family member is not available.

In the case of a staff or student overdose in the building, Narcan is available on every floor within the building. Staff will be trained on administration of Narcan every year as well as where it is located in the building.

If any blood or bodily fluids are present, please follow all safe procedures and utilize your PPE kit and first aid kit as needed. Please get any resources you need from these locations and inform the Custodian of any used materials so they can be replenished.

- School Office

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 over the walkie talkie
- 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 (Griggs Building on Fairview and 1919 University Ave W). Please refer to the map near your classroom door.
 - Cafeteria/Fitness Room/Basement Main Hallway
 - Bathrooms
 - Locations without windows such as ‘interior rooms’
- Students take a safety position and make sure to cover their neck with their hands.

FIRE EMERGENCY

In case of a fire emergency, please follow the below procedures. (We will run five drills.)

- 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. We will exit and stand in the staff parking lot until all students and staff are out safely. If you exit from the playground or green space, please walk around the building to the parking lot to wait for an all clear.
- Exit the building using the nearest exit. Please refer to the map near the door in 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 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 green space area or the side doors should head east toward the far end of the parking lot and line up there.
- As soon as possible after exiting, teachers should take attendance and do the following:
 - 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.

LOCKDOWN PROCEDURES

Lockdown procedures are to be followed if there is a suspicious person in the building or in the area. We will run 5 drills. 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.***

Shelter In Building

- An announcement will be made over the intercom and/or phones: “Shelter In Place” In the case of a drill, we will say “This is a shelter in place drill.”
- Outside providers/visitors/contractors/volunteers will be informed that ‘there is a shelter in place; please return to your vehicle until more information to come soon’
- Classroom doors are locked.
- Door Lock Magnetic Strips are in every classroom with staff trained on how to use them
- Lock exterior doors to the building.
- Keep students away from windows.
- Cautious monitoring of hallway and transition time.
 - Ms. Thompson/Mr. White for 3rd floor
 - Mr. Chae/Mrs. Karen Hong for 2nd floor
 - Dr. Tipka/Mrs. Brogan for 1st Floor
 - Mr. Tho Du/Mr. Wilson for Basement
- Classrooms should continue to run without students or staff leaving their rooms until given the ‘all clear’
- Send email when you able to “Dr. Tipka or Mr Chae” and/or text our cell phones (Brad – 612-590-6540; Mr. Chae – 612-459-7601) with the following in the subject line if you are missing a student:
 - o **YELLOW with missing student or staff names or additional students taken into the classroom**

Shelter in Classroom

- An announcement will be made over the intercom and/or phones, “There is a potential hazard outside; shelter in place and stay in the building.”
- If shelter in classroom is needed for a medical emergency or other issue, that will be announced over the intercom and/or phones
- Exterior doors locked
- Door Lock Magnetic Strips will also be in every classroom with staff trained in on how to use them
- **Bring any people outside your door into your classroom quickly as possible**

- Cover your door windows
- Students stay away from doors and windows
- Any classes outside must go into the building immediately and into nearest classroom
- If students are not in the vicinity of the building (i.e. Element Gym), staff member with students will be directed via walkie to escort students to nearest accessible building
- During a field trip, all chaperones should have Mr. Chae and Dr. Tipka's cell phone number in case of emergency
- While the staff is engaged in school-wide emergencies, Mr. Chae will communicate in Schoology 'We are currently in an emergency situation; more communication will follow up shortly'
- Send email when you are able to "Dr. Tipka or Mr Chae" and/or text our cell phones (Brad – 612-590-6540; Mr. Chae – 612-459-7601) with the following in the subject line if you are missing a student:
 - **YELLOW with missing student or staff names or additional students taken into the classroom**

Lockdown

- An announcement will be made over the intercom and/or phones, "This is a lockdown."
- Alert, Hide and Barricade
- **Bring any people outside your door into your classroom quickly as possible**
- Close and lock door
- Door Lock Magnetic Strips will also be in every classroom with staff trained in on how to use them
- Turn off lights
- Door windows covered
- Students need to be scattered within the space, (not in close proximity with one another), away from doors and windows
- While the staff is engaged in school-wide emergencies, Mr. Chae will communicate in Schoology 'We are currently in an emergency situation; more communication will follow up shortly'
- Send email when you are able to "Dr. Tipka or Mr Chae" and/or text our cell phones (Brad – 612-590-6540; Mr. Chae – 612-459-7601) with the following in the subject line if you are missing a student:
 - **YELLOW with missing students or staff names or additional students taken into the classroom**
- **In the case of an Emergency Evacuation needed**
 - Will be practiced at least once a year
 - Keep younger students preoccupied with some sort of activity bags
 - Staff should feel empowered to make different decisions based upon the scenarios

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 Mr. Chae or Brad
- Walkie Talkie
- Email
- Phone

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

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; families should be notified of the child's response, etc. 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.

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.

Thank you for your time, attention, and efforts!!!