

New Century School

1380 Energy Lane Suite 108

St. Paul, MN 55108

651-478-4535

Emergency Action Plan

2023-2024

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Staff Responsibilities Any Disaster

Building Administration or Designee:

- Verify information.
- Call 911 if necessary.
- Seal off high-risk areas.
- Convene crisis team, if needed, and implement crisis response procedures.
- Notify the Executive Director.
- Notify students and staff (depends on emergency).
- Evacuate students and staff or relocate to a safe area within the building, if necessary.
- Refer media to the Executive Director (or designee).
- Implement post-crisis procedures.
- Keep detailed notes of crisis events.
- Notifications of parents/guardians will be handled, in accordance with district policies, by the building administrator or administrative designee.

Teachers/Staff:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation.
- Take a class roster.
- Refer media to the Executive Director or designee.
- Keep detailed notes of crisis events.
- Keep staff and students on site, if possible, so interviews and accurate documentation of the events can be completed, if event warrants.

Fire

In the event a fire, smoke or gas odor has been detected:

- Pull the fire alarm.
- Evacuate students and staff to the designated area. See map posted at Room Exits
- Notify the fire department (call 911) and Executive Director or Office Manager; administration must report the incident to the Fire Marshal (as required by State Law).
- Follow the normal fire drill route. Follow an alternate route if the normal route is too dangerous or blocked.
- Teachers take class roster.
- Teachers close unlocked doors as you exit the room.
- Teachers take attendance after being evacuated.
- Teachers report missing students to the building administrator immediately.
- After consulting with appropriate officials, building administrators may move students to the alternate building if weather is inclement or the building is damaged.
- No one may reenter building(s) until entire building(s) is declared safe by fire/police personnel or administration
- Building administrator notifies students and staff of the termination of emergency.
- Resume normal operations.

Severe Weather: Tornado/Thunderstorm/Flooding

1. **Tornado/Severe Thunderstorm Watch has been issued in an area near school:**

The Executive Director or Office Manager will monitor Emergency Alert Stations (see EAS section) or NOAA Weather Radio (National Weather Service).

Teachers/Staff:

- Bring all persons inside the building(s).
- Close windows and blinds.
- Review tornado drill procedures and location of safe areas.
Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings. Get under a desk, if possible.
- Review “drop and tuck” procedures with students.

2. **Tornado/Severe Thunderstorm Warning has been issued in an area near school, or tornado has been spotted near school:**

The Executive Director or Office Manager will announce school is moving into the Severe Weather drill.

Teachers/Staff:

- Move students to designated safe areas.
- Close classroom doors.
- Take class rosters.
- Ensure that students are in “tuck” positions.
- Account for all students.
- Remain in a safe area until warning expires or until emergency personnel have issued an all-clear signal.
- **Refer to the building diagram showing safe areas. Post diagrams in each classroom showing routes to areas.**

3. **Flood Watch has been issued in an area that includes your school:**

The Executive Director or Office Manager will monitor Emergency Alert Stations, NOAA Weather Radio, and stay in contact with local emergency management officials.

Teachers/Staff:

- Review evacuation procedures with students and prepare them.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Line up transportation resources.

4. **Flood Warning has been issued in an area that includes your school:**

- If advised by emergency responders to evacuate, do so immediately.
- Teachers take class rosters.
- Move students to designated relocation centers quickly.
- Turn off utilities in school and lock doors.
- Teachers take roll call upon arriving at the relocation center. Report missing students to the building administrator.
- **Notify parents/guardians according to district policy.**

Assault/Fight

- Ensure the safety of students and staff first.
- Teacher(s) defuse situation, if possible. Clear onlookers.
- Call the executive the Executive Director.
- Building administrator call 911, if necessary
- Building administrator will notify the School Nurse to document any injuries.
- Building administrator assembles Crisis Team Members, if necessary.
- Seal off area where assault took place if there are any Blood Borne Pathogens.
- Building administrator notifies police if weapons were used, victim has physical injury causing substantial pain or impairment of physical condition, or sexual assault
- Building administrator notifies parents/guardians of students involved in assault.
- Document all activities. Building administrator obtains statements from combatants and witnesses and deals with the situation according to district discipline policy.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threat

Upon receiving a phone call that a bomb has been planted in school:

- Complete the “Threat Phone Report” and the “Caller Identification Checklist” on the following pages.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- After hanging up phone, immediately dial the call back service *69 in your area to trace the call, if possible.
- Notify the Executive Director or designee.
- Building administrator notified the local law enforcement agency.
- The Executive Director, or designee, orders evacuation of all persons inside school building, or other actions, per school policy.
- If evacuation occurs, teachers should take a class roster.

If threat is received by a written note:

- The Executive Director notifies law enforcement.
- Avoid any unnecessary handling of the note. It is considered evidence by law enforcement.
- Place the note in a plastic bag, if available.

Evacuation procedures:

- The Executive Director notifies students and staff.
- Report any unusual activities/objects immediately to the appropriate officials.
- Take a class roster.
- Students and staff may be evacuated to a safe distance outside of the school building, in keeping with school policy. After consulting with appropriate officials, the building administrator may move students to a designated building, if indicated.
- Teachers take roll call after being evacuated.
- No one may reenter the building until fire or police personnel declare the entire building is safe.
- Building administrator notifies students and staff of the termination of emergency. Resume normal operations.
- Notify parents/guardians, per district policies and/or guidance.

Demonstration or Disturbance

Building Administrator will:

- Ask demonstrators to disperse.
- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Building administrator notifies Director
- Warn staff. Building administrators may initiate lock-down procedures. (See Lock-Down Procedures on page 18)
- Shut off bells, if applicable.
- Move people involved in disturbance to an isolated area.
- Document incidents by taking detailed notes.

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of the classroom until you receive an all-clear signal from the building administrator.
- Make a list of students absent from the classroom.
- Document all incidents.

Hazardous Materials

Incident occurred in school:

- Notify the Executive Director.
- Call 911. If identity and/or location of hazardous material is known, report information to 911.
- Evacuate to a safe location, take a class roster.
- Seal off area of leak/spill. Close doors.
- Secure/contain the area until fire personnel arrive.
- Fire officer in charge may recommend additional shelter or evacuation actions.
- Consider shutting off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination.
- Follow procedures for sheltering or evacuation.
- Administration will notify parents/guardians if students are evacuated, according to school policy.
- Resume normal operations after consulting with fire officials.

Incident occurred near school property:

- Fire or Police will notify school officials.
- Consider the need for closing outside air intake, evacuation of students to a safe area or sheltering students in the building until transportation arrives.
- Fire officer in charge of the scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If evacuation, take a class roster.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

Note: Consider extra staffing for students with special medical and/or physical needs.

Serious Injury/Death

If incident occurred in school:

- Initiate first aid if trained.
- Notify School Nurse or CPR/first aid certified persons
- Call 911. Do not leave victim unattended
- Notify the Executive Director
- If possible, isolate affected students/staff members.
- Do not move the victim except if evacuation is necessary.
- Administration will activate the school crisis team if needed.
- Administration will designate a staff person to accompany injured/ill person to hospital.
- Building administrator notifies the parent(s)/guardian(s) of the affected student.
- Direct witness(es) to the Executive Director.
- Administration will determine the method of notifying students, staff and parents.
- Refer media to Executive Director,

If incident occurred outside of school:

- Administration will activate the school crisis team, as needed.
- Administration will notify staff before normal operating hours.
- Administration will determine the method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to Executive Director

Post-crisis intervention Administration will:

- Meet with Executive Director
- Determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected the student's siblings and close friends and other “highly stressed” individuals to school social workers and/or school psychologists.
- Assess stress level of staff. Recommend counseling to most affected staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend the funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

Suicide

Suicide attempt in school:

- Intervene if you identify signs that could lead to suicide attempts.
- Verify information.
- Try to isolate person attempting suicide from other students. Prevent others from witnessing the traumatic event if possible.
- **Call 911**, if the person requires medical attention, has a weapon or needs to be restrained.
- Notify the Executive Director.
- Administration will notify school nurse/social worker and/or school psychologist, and appropriate crisis intervention/mental health hotline number (see Emergency Numbers).
- Building administrator will activate the Crisis Response Team if needed.
- Calm suicidal person.
- Stay with person until counselor/suicide intervention team arrives. Do not leave the individual attempting suicide alone.
- Building administrator calls parents/guardians if the suicidal person is a student.
- Building administrators may schedule a meeting with parents and school social workers and/or school psychologists to determine course of action.
- Administration will determine the method of notifying staff and students. Initiate grief counseling plan as appropriate.

If attempt results in death/serious injury:

- **Call 911.** Do not leave the victim unattended.
- Notify school nurse or CPR/first aid certified person
- Isolate the victim if possible.
- Notify the Executive Director.
- Administration will activate the school crisis team.
- Administration will designate a staff person to accompany the victim to hospital.
- Building administrator notifies parents/guardians if the victim is a student.
- Direct witness(es) report to the school's Executive Director. Contact parents if students are sent to school social workers and/or school psychologists.
- Administration will determine the method of notifying students, staff and parents.
- Refer media to Executive Director
- Implement a grief-counseling plan as appropriate.

Weapons

Staff or student who is aware of a weapon brought to school:

- Immediately notify the executive Director.
- Tell the building administrator or staff the name of the suspected person who brought the weapon, where the weapon may be located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If a teacher suspects that a weapon is in the classroom, he/she should confidentially notify a neighboring teacher. Teachers should not leave the classroom.

Building administrator will:

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator to join you in questioning suspected students or staff members.
- Isolate students from weapons, if possible. If the suspect threatens you with the weapon, do not try to disarm him/her. Back away with your arms up. Stay calm.
- Accompany suspect to private office to wait for police.
- Inform suspect of his/her rights and why you are conducting search.
- Keep detailed notes of all events and why the search was conducted.
- Notify parent(s)/guardian(s) if the suspect is a student. Explain why the search was conducted and results of the search.
- Document the incident, per reporting requirements established in Minnesota Statutes.

Shooting

If a person threatens with a firearm or begins shooting:

Staff and Students:

- If the shooting occurs outside and you are outside – go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
- If the shooting occurs inside the building and you are outside – take students away from the building. Go to our alternate building, take attendance, notify the office of your whereabouts, and await further information.
- If the shooting occurs inside and you are inside – go into **Lockdown** procedures

Building Administrators will:

- Assess the situation as to:
 - the shooter's location
 - any injuries
 - potential for additional shooting
- **Call 911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Assist students and staff in evacuating from immediate danger to a safe area.
- Care for the injured as carefully as possible until law enforcement and paramedics arrive.
- Refers media to the Executive Director per media procedures.
- Notify parents/guardians according to district policy.
- Hold an information meeting with all staff.
- Initiate a grief counseling plan.

Terrorism Chemical or Biological Threat

Upon receiving a phone call that a chemical or biological hazard has been planted in school:

- Complete the “Chemical/Biological Threat Phone Report” and “Caller Identification Checklist” on the following pages.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Notify the Executive Director, or designee.
- Notify local law enforcement agencies.
- Building administrator orders evacuation of all persons inside the school building(s), or other actions, per school policy.
- If evacuation occurs, teachers should take a class roster.

Upon receiving a chemical or biological threat letter:

- Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
- Ask the person who discovered/opened the letter to place it into another container, such as a zip-lock bag or another envelope.
- Notify 911 and the Minnesota Duty Officer (800) 422-0798.
- Separate “involved people from the rest of the staff and students for investigation purposes.
- Move all “involved” people out of the immediate area to the holding area.
- Ask “involved” people to remain calm until local public safety officials arrive.
- Ask “involved” people to minimize their contact with the letter or their surroundings, because the area is now a crime scene.
- Limited decontamination and change of clothing for a person who opened or handled the letter without any gloves may be appropriate. Get advice from public safety officials.

Evacuation procedures:

- Building administrator notifies students and staff if evacuation is deemed necessary. Do not mention “terrorism” or “chemical or biological agent.”
- Report any unusual activities immediately to the appropriate officials.
- “Uninvolved” students and staff will be evacuated to a safe distance outside of school buildings(s), in keeping with school policy. After consulting with appropriate officials, the building administrator may move students to a designated building, if indicated.
- Teachers take roll call after being evacuated noting any absences immediately to the building administrator or designee.
- Students and staff “involved” in a letter opening or receiving a phone call will be evacuated as a group if necessary per consultation of the building administrator and public safety officials.
- Building administrator notifies students and staff of the termination of emergency. Resume normal operations.
- Notify parents/guardians, according to district policies.

Threat Phone Report

(To include threats related to the release of chemicals, disease causing agents and incendiary devices.)

1. Date and time call was received:

2. Exact words of caller:

3. Remain calm and be firm. Keep the caller talking and ask the following questions:
 - a. Where is the device/package?

 - b. What does the device/package look like?

 - c. When will it go off/detonate?

 - d. What will cause it to go off/detonate/trigger?

 - e. How do you deactivate it?

 - f. Why was it put here?

 - g. Did you place the device/package?

4. If the building is occupied, inform the caller that detonation/releases of hazardous substances could cause injury or death of innocent people.

5. If a call is received on a Caller ID equipped telephone, check for the origin of the call and record the number.

Caller Identification Checklist

Time of call: _____

Caller's identity: _____

Sex/Age group: ___ Male ___ Female ___ Adult ___ Juvenile

Approximate age: ___ Year

Origin of call: ___ Local ___ Long Distance ___ Internal

Call's voice: ___ Loud ___ Soft ___ Fast ___ Slow
 ___ Deep ___ Squeaky ___ Distant ___ Distorted
 ___ Sincere ___ Raspy ___ Stressed ___ Stutter
 ___ Nasal ___ Drunken ___ Slurred ___ Lisp
 ___ Disguised ___ Crying ___ Broken ___ Calm
 ___ Irrational ___ Rational ___ Angry ___ Incoherent
 ___ Excited ___ Laughing ___ Righteous ___ Accent

Background noises: ___ Voices ___ Airplanes ___ Street traffic ___ Trains
 ___ Animals ___ Party ___ Factory machines ___ Quiet
 ___ Music ___ Horns ___ Office machines ___ Bells

Familiarity:

___ Did the caller's voice sound familiar?

___ Did the caller seem to be familiar with the building or area by his/her description of the device location?

Name of person receiving the call: _____

Telephone number call was received at: _____

Immediately after the caller hangs up, report the threat to the Executive Director, evacuate the building, and call 911.

Intruder/Hostage

Intruder – an unauthorized person who enters school property:

- Ask another staff person to accompany you before approaching the intruder.
- Politely greet the intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- Notify the Executive Director.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property. Inform him/her that the police will be called.
- Notify police and building administrators if the intruder still refuses to leave. Give the police full description of the intruder.
- Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions this time (where he/she is in school, whether he/she is carrying a weapon or package, etc.).
- Building administrators may issue lock-down procedures (see Lock-Down Procedures section).

Witness to hostage situation:

- If the hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of the situation; ask for assistance from the hostage negotiation team.
- Seal off area near hostage scene.
- Notify the building administrator. (Building administrator should issue a lockdown.)
- Let the police and hostage negotiation team handle the situation
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of the hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Lock-Down Procedures

1. The Executive Director or designee will issue lock-down procedures by announcing a lockdown over the P.A. system.

2. **Upon notice of a Lock-Down:**
 - Teachers should immediately gather all students/staff outside.
 - Teachers should immediately gather all students/staff outside their classroom, bring students/staff into the classroom, lock the door and close it.
 - The door should not be opened for anyone other than the police or administration.
 - If there is no teacher in the room at the time of a lockdown, instruct students to go to the nearest classroom.
 - Teachers should close window blinds and shut off lights.
 - Students should be moved away from windows/doors and sit together in a secure area.
 - All students should remain quiet – teachers should check email for information or instructions.
 - Non-teaching staff members should go to the nearest classroom, or secure area with a locked door.
 - Teachers with exterior doors make sure they are closed tight, covered and locked.
 - Office secretary/personnel will quickly check staff bathrooms for any missing staff, parents, or students
 - Classes outside the building SHOULD NOT enter the building. Move outside classes to primary evacuation site
 - If you are a specialist (Speech, etc) in the front office please bring your students into the gym
 - Media Center – Any staff member using the MC is responsible that the doors to the MC are locked. All staff and students should be moved away from any windows and sit in a secure area.
 - Maintenance – If in the halls at time of lockdown, go into the nearest classroom.
 - Food Service/Lunch –Have students sit quietly under tables in the duck and cover position. Do not evacuate students because you do not know if there is a threat outside.
 - Students in bathrooms should stay in the bathroom, hidden in a stall, and remain quiet.
 - Remind students they will NOT be admitted into their classroom and to stay put.
 - Once your area is locked down, staff should make a list of all students/staff in your lock-down area.
 - Please check your email for information.
 - If you have any students/staff that are hurt or in need of medical attention, or have information about the threat/crisis, please send an email to the Executive Director.

If there is a hostage situation, remain calm, calm the students and follow the instructions of the hostage taker. Treat the hostage taker respectfully and as normal as possible. Ask permission to speak; do not argue or make suggestions.

Sheltering Procedures

Sheltering provides refuge for students, staff, and public within the school building during an emergency. Shelters or safe areas are in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each school building.
- Building administrator warns students and staff to assemble in safe areas. Bring all persons inside the building(s).
- Teachers take class roster.
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Cover up food not in containers or put it in the refrigerator, if appropriate and time permitting.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in a safe area.

All persons must remain in safe areas until notified by building administrators or emergency responders.

Evacuation/Relocation Centers

Evacuation:

- Call 911, if necessary.
- Notify the Executive Director.
- The Executive Director will initiate evacuation procedures.
- Building administrator determines if students and staff should be evacuated outside of the building or to a relocation center (alternate building). Administration coordinates transportation if students are evacuated to the relocation center. Administration will contact other buildings and inform them that evacuation is taking place.
- Building administrator notifies the relocation center.
- Direct students and staff to follow fire drill procedures and routes. Follow alternate routes if the normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating systems.
- Close doors.
- Notify parents/guardians per district policy and/or guidance.

Teachers:

- Direct students to follow normal fire drill procedures unless the building administrator alters route.
- Take a class roster.
- Close classroom doors and turn out lights.
- When outside the building, account for all students. Inform building administrators immediately if student(s) is/are missing.
- If students are evacuated to the relocation center, stay with class. Take attendance again when you arrive at the relocation center.

Relocation Center:

- **1350 Energy Lane: Lobby Area**
 - Parents will be notified to pick their students up there.
 - Teachers walk to that building to lobby and hallways during emergencies that require evacuation.

Media Procedures

All staff must refer media to the Director who assumes responsibility for issuing public statements during an emergency.

- The Director serves as district spokesperson unless he/she designates a spokesperson. If the spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson:

Director – Dr. Dido Kotile

Office –651-478-4535

Cell – 651-233-3857

Alternate District spokespersons:

Operations Manager – Lindsay Forslin

Office – 651-478-4535

Cell - 612-578-9220

- Administration will assist the Director with coordinating media communications. Administration will develop a script to use for making statements to the media, families, and the community.

During an emergency, adhere to the following procedures:

- Building administrator relays all information to the Director.
- Establish a media information center away from school.
- District spokespersons to update media regularly. Do not say “No comment”.
- Do not argue with the media.
- Maintain the log of all telephone inquiries. Use a scripted response to inquiries.

Media statement:

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe the school's plan for responding to emergencies.
- Issue a brief statement consisting only of the facts.
- Respect the privacy of the victim(s) and family of victim(s). Do not release names to the media.
- Refrain from exaggerating or sensationalizing crises.

School Emergency Team Members

School Crisis Team

Position	Name	Work	Cell#
Executive Director	Dr. Ahmed Ali	651-478-4535 ext:4034	612-202-1316
Operations Manager	Lindsay Munro	651-478-4535 ext:4031	612-578-9220
Office Manager	Sana Amin	651-478-4535	763-355-0777
Facility Manager	Cheng Kong	651-478-4535 ext:4004	651-500-0138
ML Coordinator/Teacher	Anna Bullard	651-478-4535 ext:	651-417-9197

CPR/First Aid/AED Certified Persons in School Building

Position	Name	Certification
ESE Educational Assistant	Irene Gallegos	CPR First Aid
Executive Director	Ahmed Ali	CPR First Aid
Transportation Coordinator	Abdirahman Hussein	CPR First Aid
School Director	Tammy Maida	CPR First Aid
Dean of Students	Abdulahi Muhumed	CPR First Aid
Elementary P.E/Health	Patrick Reitsma	CPR First Aid
Operations Manager	Lindsay Munro	CPR First Aid

Emergency Phone Numbers

Fire, Ambulance, Police

Emergency	911
Local Police (non-emergency)	651-291-1111
Local Fire (non-emergency)	651-266-7702
Ramsey County Crisis Intervention/Mental Health Hotline	651-266-7900 (Adult) 651-266-7878 (Child)

Referrals

Crime Victim Services	Statewide	866-385-2699
	Metro area	651-201-7300
Suicide Crisis Hotline	Nationwide	800-273-8255
24 hour Crisis Counseling (www.crisis.org)	Statewide	612-379-6363
Hazardous Materials/Poison	Statewide	800-422-0798
	Metro area	651-649-5451
Poison Control Center		800-222-1222
Disaster Assistance	Statewide	888-404-2236
American Red Cross	Metro area	612-871-7676

Emergency Management Agencies:

DEM (Division of Emergency Management)	Statewide	612-626-6002
(24-hour)	Metro area	651-649-5451
Ramsey County Emergency Management	County	651- 266-1020

Public Utilities

Electricity	Xcel Energy - Emergency	800-895-1999
Gas	Xcel Energy - Emergency	800-895-2999
Water	Regional Water Service – Customer Service	651-266-6350
Water	Regional Water Service - Emergency	651-266-6868