

Adopted: 2000

Revised: 2004, 2007, 2010, 2013

810-P CRISIS MANAGEMENT PROCEDURE

I. PURPOSE

The purpose of this Crisis Management Procedure is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Procedure and Plans.

The school district's Crisis Management Procedure has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration and/or the administration of each building shall present tailored crisis management plans to the School Board for review and approval. These building-specific crisis management plans will include general crisis procedures and crisis specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Procedure. This Procedure and the plans will be reviewed annually and updated as needed.

B. Elements of the District Crisis Management Procedure.

1. General Crisis Procedures. The Crisis Management Procedure includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures

may be modified by building administrators when creating building-specific crisis management plans. This guide will assist in development of the building-specific crisis management plans. All general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation should be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan. State law requires five school lock-down drills each school year.
 - b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should address transporting necessary medications for students that take medications during the school day.
 - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for a building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Procedure includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed so that building administrators can tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams.
 - a. Composition. The building administrator in each school building will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have

knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the school district office.

- b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the principle contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

II. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Procedure and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Procedure and relevant tailored crisis management plans for each school building. Each school district's building specific crisis management plan shall set forth how students and parents are made aware of the school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in the required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for a Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with the emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, and water spigots and utility shut offs.

3. Teachers and staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes,
4. Certain employees, such as those working in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically and at irregular times without warning (i.e., lunchtime, recess, and during assemblies). State law requires a minimum of five drills each school year. (Minn. Stat. §299F.30; Uniform Fire Code §1303.3.3.2.)
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will arrange for emergency shelter sites and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if it is safe to do so. The school district will also designate an administrator or designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans.

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarm control panel, fire alarms, fire extinguishers, hoses and water spigots and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to the building. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers.

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the school district office and will be updated annually.

School district employees will receive training on how to make emergency contact, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communications because computers, intercoms, telephones, and cell phones may not be operational or be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and means by which the system is used to identify specific crisis or emergency situation. Each school's building specific crisis plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Media Procedures

The Superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The Superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

G. Grief-Counseling Procedures.

Grief counseling procedures will set forth the procedure for initiating a grief-counseling plans. The procedure will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the Superintendent or the building administrator to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.

- (1) Administrator will meet with relevant persons, including school psychologists and counselors to determine the level of intervention for students and staff
- (2) Designate specific rooms as private counseling areas.

- (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.
- (4) Prohibit the media from questioning students or staff.
- (5) Follow-up with students and staff who receive counseling.
- (6) Resume normal routines as soon as possible.

III. CRISIS-SPECIFIC PROCEDURES

Building-specific crisis management plans for the following situations will be presented to the School Board for review and approval and then will become an addendum to this procedure that will be maintained and updated year to year.

- A. Fire.
- B. Severe Weather (tornado, severe thunderstorm, flooding, etc.).
- C. Assault/Fight.
- D. Bomb Threat.
- E. Fight /Disturbance.
- F. Hazardous Materials.
- G. Intruder.
- H. Medical Emergency.
- I. Shooting.
- J. Suicide.
- K. Chemical or biological threat.
- L. Weapons.
- M. Hostage
- N. Checklist for Telephone Threats
- O. Demonstration
- P. Lock-down
- Q. Shelter in place
- R. Evacuation/Relocation
- S. Media
- T. Post-crisis
- U. Emergency phone numbers
- V. Emergency response team.
- W. Highly contagious serious illness or pandemic

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and custodial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign-in and visitors in school buildings.

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school.

- Legal References:** 42 U.S.C. § 5121 et. seq. (Disaster Relief and Emergency Assistance)
 20 U.S.C. § 1681, et. seq. (Title IX)
 20 U.S.C. § 6301, et. seq. (No Child Left Behind)
 20 U.S.C. § 7912 (Unsafe School Choice Option)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 121A.57 (Crisis Management Policy)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 Minn. Stat. Ch. 299F.30 (Fire Drill in School)
 Minn. Rules, Pt. 7511 (Fire Safety)
 Uniform Fire Code
- Cross References:** Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
 Policy 413 (Harassment and Violence)
 Policy 501 (School Weapons Policy)
 Policy 506 (Student Discipline)
 Policy 810 (Warning Systems and Emergency Plans)
 Policy 903 (Visitors to the School District Buildings and Sites)