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District 77 Policy 809

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809 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy 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 by this Policy 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. For each school building in the school district, sections or procedures may be added or deleted in those crisis management plans based on building needs.

II. GENERAL INFORMATION

A. The Policy and Plans.

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in 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's building administration shall present building-specific crisis management plans to the superintendent or designee 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 Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy.

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation,

building evacuation, campus evacuation, and sheltering. The policy 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 their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building will have access to a copy of the District Emergency Procedures Manual to assist in development of the building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, development, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, 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 will 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.
- b. Evacuation Procedures. Classroom, building, and campus evacuations shall 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. Safe areas may change based upon the specific emergency situation. 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 also 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 based upon 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 Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
- 3. School Emergency Team (E-Team)
 - a. Composition. The building administrator in each school building will select an emergency response team trained to respond to an emergency. All e-team members will receive on-going training to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved with resolving crises and be available to assist. Each building will maintain a current list of e-team members and update it annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee will serve as the leader of the emergency team and the primary contact for emergency response officials. When officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

- A. 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 District Crisis Management Policy and their own building's crisis management plan. Employees will receive a copy of the relevant building specific crisis management plans and shall receive periodic training on plan implementation.

- B. Students and Parents. Students and parents/guardians shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

C. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building and away from fire lanes to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended. (Minn. Stat. §§229F.391 and 299F.011; Minnesota State Fire Code § 408.3.4)
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.
3. Teachers and staff will receive training regarding the main emergency evacuation routes from various points in the building.
4. Certain employees will be trained to know the locations and proper use of fire extinguishers and protective clothing and equipment required. Minnesota State Fire Code §406.3.3. Typically, this will only be employees who work in hazardous areas in the school.
5. The school district will conduct fire drills which include practicing how to move safely using primary and evacuation routes.
6. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances (e.g., lunchtime, recess, and during assemblies). State law requires a minimum of five drills each school year.
7. A record of fire drills conducted at the building will be maintained in the building administrator's office.

8. The school district will have prearranged sites for emergency sheltering and transportation as needed.
9. The school district will determine which staff will remain in the building to perform essential functions as long as it is safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate in advance an administrator or responsible adult to meet with local fire or law enforcement agents upon their arrival.

D. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire extinguishers, hoses, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and 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.

E. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, and local utility companies. A copy of this list will be kept on file in the school district office.

School district employees will receive training on how to make emergency contacts, 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 secondary use. It is recommended that the plan include alternative methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

F. 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. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

G. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and re-opening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

H. 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.

I. Grief-Counseling Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedures for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

IV. PROCEDURES

Procedures for the various hazards/emergencies listed below are contained in the ISD 77 Emergency Procedures Manual. This manual can be found in the administration area of each building and in the office of the Environmental and Safety Coordinator.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shootings
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat

- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-Down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

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 within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02 , Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules, Ch. 7511 (Fire Safety)
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)
42 U.S.C. § 5121 *et. seq.* (Disaster relief and emergency assistance)

Cross References: District 77 Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
District 77 Policy 413 (Harassment and Violence)
District 77 Policy 501 (School Weapons Policy)
District 77 Policy 506 (Student Discipline)
District 77 Policy 543 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
District 77 Policy 803 (Warning Systems and Emergency Plans)
District 77 Policy 804 (Bomb Threats)
District 77 Policy 903 (Visitors to the School District Buildings and Sites
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>