



*South Washington County Schools  
Cottage Grove, MN*

## **806 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. This Policy will provide guidance to the school district in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. The school district should develop tailored building-specific crisis management plans 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 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 the event of a school emergency.

The school district's administration and/or the administration of each building shall create tailored building-specific crisis management plans. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This Policy and the plans will be maintained and updated on an annual basis.

#### **B. District Crisis Management Policy**

The District Crisis Management Policy should address the following crisis:

1. Lockdowns
2. Shelter in Place
3. Evacuations
4. Severe Weather
5. Fire

6. Hazardous Materials
7. Chemical and Biological Threats
8. Demonstrations
9. Fights
10. Intruders
11. Assaults
12. Weapons
13. School Shooting
14. Bomb Threat
15. Suicide
16. Threats

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 a designee when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. Each building in the school district will have access to a copy of the district's *Emergency Response Plan* (System Leader Packet) to assist in the development of building-specific crisis management plans. Finally, all building specific crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

C. School Emergency Response Teams

1. Composition. The building administrator in each school building will select a school emergency response team that will respond to emergency situations. All school emergency response team members will receive training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas.
2. Leaders. The building administrator or designee will serve as the leader of the school emergency response team and will be the primary 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.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. District Employees. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan.
2. Students and Parents. Students and parents 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.

#### B. Training and Preparation for Emergencies

1. The district administration will ensure proper training and response preparation for emergencies occurs on an ongoing basis. The building administrator is responsible for training school employees and students on emergency response procedures at each site.
2. Required school safety drills will be coordinated and documented at each site by the building administrator.
3. The school district has prearranged sites for emergency sheltering and transportation as needed. The emergency sheltering locations are identified in the school's classroom packets.

#### 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, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

#### D. 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.

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.

#### 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.

F. 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 reopening a school or building.

G. 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.

H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-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.

**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 janitorial closets. School buildings must maintain Safety Data Sheets (SDS) for all chemicals on the premises. State and federal law, and OSHA, require that pertinent staff have access to SDS in the event of a chemical accident.

B. Visitors

The school district shall implement procedures mandating all visitors sign in when entering a school building. All visitors will be required to follow these procedures as outlined in *Policy 903, Visitors to School District Buildings and Sites*.

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. § 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. § 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:** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
ISD #833 Emergency Response Plan (System Leader Packet)  
ISD #833 Classroom Packets

**POLICY ADOPTED:** May 24, 2007

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