



POLICY: 312 CRISIS MANAGEMENT POLICY

EFFECTIVE DATE: 10.23.17

REVISED DATE: 1.28.19, 8.26.19, 6.1.20, 8.31.20

I. PURPOSE

The school district's crisis management policy has been created in consultation with local community emergency response agencies and other appropriate individuals and groups that would likely be involved in the event of a school district emergency. The 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.

II. GENERAL STATEMENT OF POLICY

The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation and sheltering. The policy designates the individual(s) who will determine when these actions will be taken.

III. ELEMENTS OF THE POLICY

A. General Crisis Procedures.

1. In accordance with MN Statute 121A.035, the policy must include at least 5 school lockdown drills, five school fire drills consistent with section 299F.30, and one tornado drill.

2. Internal Physical Communication System. A communication system will be in place to enable the Director to be contacted at all times in the event of a potential crisis via phone or Motorola Radio. In the event of the inaccessibility of the Director, the Assistant Director or Office Manager will be accessible.

3. Special Needs Procedures for Staff and Children. All general crisis procedures will address specific procedures for children and staff with special needs such as physical, sensory, motor, developmental, and mental health challenges. 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. This may include students who do not have a 504 plan or an individualized education program (IEP). The evacuation procedures should also address transporting necessary medications and medical equipment used by students and staff during the school day.

4. Lock Down Duck and Cover 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 when determined to be necessary by the Director or his or her designee. The Director or designee will announce the lockdown over the Motorola radio system.

5. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the Director or his or her 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 Director or designee. Safe areas may change based upon the specific emergency. The evacuation procedures should include planning for students and staff with special needs related to evacuation as addressed in section 2.

6. Lock Down Hold Procedures. Lock down hold procedures provide refuge for students, staff, and visitors within school buildings during an emergency. Shelters are safe areas that

maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The Director or his or her designee will announce the need for lock down hold over the Motorola Radio system.

7. Sheltering Procedures. Sheltering procedures provide refuge for students, staff and visitors within the school during a weather emergency. Shelter areas are away from exterior walls on the lowest level and minimize debris to be airborne in a weather emergency. The Director or his or her designee will announce the need for sheltering over the Motorola Radio system.

B. Crisis-Specific Procedures.

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis as deemed necessary by the school Director. The Director or his or her 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 Director is unavailable (e.g. out of the building), the Assistant Director will assume leadership duties, followed by the Office Manager. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that WLS officials assume a liaison role and be available to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication of the Crisis Management Plan

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 policy and crisis management plan. 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 policy and relevant tailored crisis management plan. 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. Facility Diagrams and Site Plans

1. Individual School Building Diagram and Site Plan. WLS 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. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the 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.

2. Emergency Telephone Numbers

a. External Communication

i. Emergency Response Contact Information. 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. 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, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school office and updated annually.

ii. Staff Training on Making Emergency Calls. 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.

b. Internal Building Communication. School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms and Motorola radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee.

3. Warning and Notification Systems

a. Maintenance of the District Warning System. WLS shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. 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.

b. Notification of the District Warning System to Staff and Students. It shall be the responsibility of the Director to inform students and employees of the warning system and how the system is used to identify a specific crisis or emergency.

4. Early School Closure Procedures

a. Weather Related School Closures. ISD 112 will make decisions about closing school. Weather related school closings will be communicated with staff and parents as soon as possible to allow for timely departure.

b. School Closures for Utility Failure or Crisis. The Director will make decisions about closing school for any reasons directly affecting specifically World Learner School including but not limited to utility failures or crisis emergencies. Such school closings will be communicated with staff and parents as soon as possible to allow for timely departure

5. Media Procedures. The Director has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. Care will be taken to ensure that WLS is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

6. Behavioral Health Crisis Intervention Procedures

a. Short-Term Intervention Procedures. Behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the Director 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:

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

b. Long-Term Recovery Intervention Procedures. The following components may involve both short-term and long-term recovery planning:

- i. Physical/structural recovery
- ii. Fiscal recovery
- iii. Academic recovery
- iv. Social/emotional recovery

IV. Planning and Preparing for Fire

1. Safe Area. 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 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 department is arriving, and the location of fire equipment, the distance may need to be extended).

2. Accessibility of Building Facility Diagram and Site Plan. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Staff Training on Evacuation Routes. Teachers and staff will receive training on the location of the primary 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. Additional Staff Training. Certain employees, such as those who work in hazardous areas in the building, will receive training on the location and proper use of fire extinguishers and protective clothing and equipment.

5. Conducting Fire Drills. 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).

6. Fire Drill Schedule and Log. A record of fire drills conducted at the building will be maintained in the office.

7. Preparation and Planning for Sites. The school district will have prearranged sites for emergency sheltering, relocation and reunification, and transportation as needed.

8. Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The Director or his or her designee will meet local fire or law enforcement agents upon their arrival.

V. WORLD LEARNER SCHOOL PROCEDURES

Procedures updated annually and available from WLS Director.

Legal References:

- 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)
- Minn. Stat. Ch. 12 and 12A (Emergency Management and Natural Disasters)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 326B.02 subd. 6 and 326B.106 (Fire Code and General Powers Comm.
Labor and Industry)
Minnesota Rules Chapter 7511 (Minnesota State Fire Code)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605 subd. 4 (Trespass on School Property)
Title IX, Part E, Subpart 2, Section 9532, and 20 U.S.C. § 7912 (Unsafe School Choice
Option)

Local Resources:

Assistance in Drafting a Crisis Management Plan Resources are available to assist school districts in drafting a Crisis Management Policy and/or building specific crisis management plans. Please contact any of the individuals or organizations listed below for assistance:

Minnesota Department of Education Division of Compliance and Assistance
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8705 FAX: 651-582-8725

Minnesota Department of Education Division of Safe and Healthy Learners
1500 Highway 36 West Roseville, MN 55113-4266
Phone: 651-582-8309 FAX: 651-582-8725

Minnesota Department of Public Safety
Division of Homeland Security & Emergency Management
444 Cedar Street, Suite 223 St. Paul, MN 55101-6223
Phone: 651-296-2233 TTY: 651-282-6555 FAX: 651-296-0459

Minnesota Department of Public Safety
Division of Homeland Security and Emergency Management School Safety Center
Minnesota Department of Public Safety State Fire Marshall Division
444 Cedar Street, Suite 145 St. Paul, Minnesota 55101-5145
Phone: 651-201-7200 TTY: 651-282-6555 FAX: 65215-0525