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MSBA/MASA Model Policy 806

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## **806 EMERGENCY MANAGEMENT POLICY**

### **I. PURPOSE**

This policy serves as a guide for the school district, building administrators, employees, students, school board members and community members regarding potential crisis situations. Each school building maintains, at the site, emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the district.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency 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 situation.

### **II. GENERAL STATEMENT OF POLICY INFORMATION**

The school district's Emergency Management Plan 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 an emergency management plan to meet that building's specific situation and needs.

The school district administration and/or the administration of each building shall create and annually review and update building-specific emergency management plans.

### **III. GENERAL EMERGENCY PROCEDURES**

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

### **IV. EMERGENCY MANAGEMENT PLAN ELEMENTS**

A. In the event of an emergency, the principal or administration will immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.

- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.
- C. The school's emergency procedures will be kept on file with the director of buildings and grounds and the superintendent, and be readily available in the school buildings to address the following emergencies:
- Fire
  - Hazardous Materials
  - Severe Weather: Tornado/Severe Thunderstorm/Flooding
  - Medical Emergency
  - Fight/Disturbance
  - Assault
  - Intruder
  - Weapons
  - Shooting
  - Hostage
  - Bomb Threat
  - Chemical or Biological Threat
  - Demonstration
  - Suicide
  - Highly Contagious Serious Illness or Pandemic Flu
  - Other (as determined to be necessary by the building administration)
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lockdown Procedures
  - Hold/Shelter-In-Place Procedures
  - External Lockdown Procedures
  - Evacuation/Relocation Procedures
  - Media Procedures
  - Post-Crisis Procedures
  - Staff Training
  - Facility Diagrams
  - Off-site Locations
  - Emergency Contacts
- E. Emergency Response Teams:  
The building administrator in each school building will identify an emergency response team trained to respond in an emergency.
1. Composition: All team members will be trained to carry out the building's emergency 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 district office.

2. Leadership: The building administrator or designee serves as the leader of the crisis response team and the primary contact for emergency response officials. When they are present, emergency response agents 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.

## V. TRAINING AND PREPARATION FOR EMERGENCIES

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal in cooperation with local emergency management agencies.
- C. Communication: District administration will develop and implement the following communication procedures:
  - Uniform warning system
  - School closure due to emergency
  - Notification of school staff, students and families, community and media
  - Student victims of criminal offenses at or on school property.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster, State Assistance)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.02 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Part 7510 (Fire Safety)

**Cross References:** MSBA/MASA Model Policy 307 (Emergency Closing of Schools)  
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)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>