

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, and students regarding potential crisis situations. The district has an all hazard emergency response plan that is used consistently at every building. Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans can be tailored to meet a building's specific situation and needs.

The building principal will annually review, update, meet with the Building Emergency Response team (BERT) and report the completion of the meeting to the Superintendent's office. A copy of the policy and building plan should be kept onsite.

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 will be communicated to the BERT team and shared with the superintendent's office.

IV. Emergency Management Elements

A. In the event of an emergency, the principal or administration will follow the emergency response protocols using the Incident Command System structure. An incident command checklist used in all drills and training provides for placing the school/building in a safe condition (one of five actions), calling 911, and then taking command. This must be completed within minutes of an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.

- B. The school/building commander will, in addition to the above actions, make and communicate operational activities to the BERT team. The commander will prepare to meet with police and fire to form a Unified Command structure.
- C. The school's emergency procedures will be kept on file with the Director of Buildings and Grounds, Director of Media and Technology Services and the Superintendent, and be readily available in the school buildings to address all hazards, including 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:
- Lock-down Procedures
 - Shelter Inside Procedures
 - Evacuation/Relocation
 - Severe Weather Procedures
 - Media Procedures
 - Post-Crisis Procedures with District Emergency Response Team (DERT)
- E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the public. Multiple copies should be made and placed in several locations.
- Facility Diagrams
 - Off-site Locations
 - Emergency Contacts

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 conducting at a minimum, eleven state mandated drills. Each member of the school's BERT team should have training in the Incident Command model of response and participate in all drills. Each year, several of the drills should be enhanced drills and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the district office each school year.

- B. Each school site will have at least five employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

VI. Communications

District administration will develop and implement the following communication procedures:

- Uniform warning system
- School closure due to emergency
- Notification to school families, community, staff, 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.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 Part 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:

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 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs
from School Grounds)

Policy 903 (Visitors to School District Buildings and Property)

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Edina, Minnesota