Policy #: **806**
Title: **CRISIS MANAGEMENT**
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Reviewers: MSA Human Resources; MSA Superintendent; Continuity of Operations Plan (COOP) Coordinators

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for agency and building administrators, school employees, students, School Board members, and community members to address a wide range of potential crisis situations at the Minnesota State Academies (MSA), on both campuses – MSAB and MSAD. This policy will provide guidance to MSA in developing crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

MSA will, to the extent possible, engage in ongoing emergency planning within the agency and with first responders and other relevant community organizations. MSA will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to agency staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

MSA'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.

MSA's administration and/or the directors of each site shall create tailored building/site-specific crisis management plans. The building/site-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 addresses 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

The potential crisis situations listed above are all addressed in the "Guide to Emergency Procedures". A copy of the "Guide to Emergency Procedures" is posted in all areas where there may be students or staff at any time during the day. The "Guide to Emergency Procedures" is a quick reference tool available to assist staff in the event of a possible crisis situation. All staff should be familiar with the procedures listed in the guide.

All building/site 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
The first person present at the onset of an incident is the Person in Charge (PIC). As the event grows and more qualified people arrive to the scene – the PIC may change until there is an Incident Commander who can manage the incident using the Incident Command System. The Incident Command System is outlined in the "Guide to Emergency Procedures".

III.   **PREPARATION BEFORE AN EMERGENCY**
A. Communication
1. MSA Employees. All staff shall be aware of MSA's Crisis Management Policy.
2. Students and Parents. Students and parents shall be made aware of MSA's Crisis Management Policy and relevant tailored crisis management plans for each school building (posted on MSA's website).
3. 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 MSA administration will ensure proper training and response preparation for emergencies occurs on an ongoing basis. Administrators are responsible for training school employees and students on emergency response procedures at each site.
2. Required school safety drills are coordinated and documented at each site by the directors.
3. MSA has prearranged sites for emergency sheltering and transportation

as needed. The emergency sheltering locations are identified in MSA's "Guide to Emergency Procedures."

C. Facility Diagrams and Site Plans
All school buildings 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 maintains 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 set forth a process to internally communicate an emergency including texts, e-mail distribution lists, intercom systems, two-way radios, phones, and Call-em-all. Emergency phone numbers are listed in MSA's "Guide to Emergency Procedures."

E. Warning Systems
MSA 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 psychologists, counselors, 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. <u>Chemical Accidents</u>
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. <u>Visitors</u>
MSA has procedures mandating all visitors sign in when entering a school building and has implemented procedures to minimize outside entry into school buildings except at designated check-in points.

C. <u>Long-Term Recovery Intervention Procedures – COOP Policy</u>
Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:
1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery

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. (Every Child Succeeds Act) S.1177
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)
MSA's "Guide to Emergency Procedures".