

Policy #: <b>806</b>
Title: <b>CRISIS MANAGEMENT</b>
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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, 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. Crisis Response Manual

MSA's Crisis Response Manual 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 campus shall create and update tailored building/site-specific crisis management plans. The building/site-specific crisis management plans will include general crisis procedures and crisis-specific procedures. The manual will be maintained and updated on a regular basis.

### B. Crisis Response Manual

MSA's Crisis Response Manual addresses the following crisis:

1. Medical Emergencies
2. Severe Weather
3. Fire
4. Evacuation; Relocation
5. Lockdowns
6. Shelter In Place
7. Intruder; Armed Intruder; Hostage
8. Suicide Threats/Attempts; Self-Injurious Behavior
9. Missing/Abducted Students
10. Assault; Sexual Assault
11. Demonstrations; Fights/Disturbances; Weapons

12. Hazardous Materials; Radiological/Nuclear Attacks; Explosions
13. Bomb Threats

MSA administrators have identified five main situations that are addressed via drills and table-top scenario discussions throughout the year.

1. Lockdown
2. Shelter In Place
3. Severe Weather
4. Evacuation/Relocation
5. Fire

Those situations are addressed in the “Guide to Emergency Procedures” which is posted in all areas where there may be students or staff at any time during the week. The Guide to Emergency Procedures is a quick reference tool available to assist staff in the event of a possible crisis. However, all staff should be familiar with the full procedures listed in the Crisis Response Manual.

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 at 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 Crisis Response Manual.

### III. PREPARATION BEFORE AN EMERGENCY

A. Communication

- MSA Employees: All staff shall be made aware and know how to apply the Crisis Response Manual and the Guide to Emergency Responses.
- Students: Students will participate in periodic drills and tabletop scenario discussions throughout the year to learn and apply proper responses to different crisis situations.
- Parents: Parents will be made aware of MSA’s Crisis Management Policy and regularly informed of drills/tabletop discussions as they happen throughout the year.

B. Training and Preparation for Emergencies

- MSA administrators will ensure proper training and response preparation for emergencies on an ongoing basis. Administrators are responsible for training school employees and students on emergency response procedures at each campus annually.
- Required school safety drills are coordinated and documented at each campus by the directors.
- MSA has prearranged sites for emergency sheltering and transportation

as needed. The emergency sheltering locations are identified in MSA's Crisis Response Manual.

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. MSA has systems to communicate an emergency including texts, e-mail distribution lists, intercom systems, and cell phones. Emergency phone numbers are listed in MSA's Crisis Response Manual.

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 (or on-call supervisor) will make decisions about closing school or buildings as early in the day as possible. The decision will be communicated to staff, students, parents/families, and the school community as soon as feasible and will include the factors to be considered in closing and reopening a school or building.

The Superintendent (or on-call supervisor) has the authority and discretion to notify parents/guardians and the school community in the event of a crisis or early school closure. The Superintendent (or on-call supervisor) will designate a spokesperson who will communicate with the media in the event of a crisis or early school closure.

G. Grief/Trauma Counseling

As needed, grief/trauma counseling will be provided after crisis situations as determined by the superintendent (or on-call supervisor). Available resources include MSA psychologists, counselors, community grief counselors, or others in the community.

**IV. ADDITIONAL INFORMATION**

A. Visitors

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. This is designed to ensure that visitors are included in crisis responses.

B. Long-Term Recovery Intervention Procedures

MSA has a Continuity of Operations Plan (COOP) that involves Long-Term Recovery Intervention Procedures. This may include:

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)*