



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	School Crisis Prevention & Response PROCEDURES		
SECTION	Non-Instructional Operations	CODE	F32R

Last Updated: 10/2021

Objective

The Addison Northwest School District to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the District believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of crises include criminal acts, disease epidemics, physical injury or death, presence of intruders on school premises, hazardous material spills, weather-related emergencies, natural disasters, or bomb threats.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the Superintendent (or their designee) shall research and share information about educational programs and practices designed to create and sustain a safe learning environment. The Superintendent (or their designee) is directed to create a school crisis prevention and response plan and administrative procedures that identify how the students, staff should respond to emergency situations and the role that local emergency service providers will play in crisis preparedness and crisis management. This will include appropriate and effective training; establishment of school safety teams, both within each building and throughout the supervisory union/district; consultation and cooperation with community agencies, such as police, fire, emergency medical, youth, and health authorities; and publication of emergency procedures for such situations as can be imagined. Generally, the principal or their designee will organize and oversee the planning and operation of the school safety team and will serve as the incident response team leader, according to the crisis response procedures. The plan will be reviewed and updated annually and routinely practiced during regular drills in accordance with the AOE recommendations. Following a major incident, the crisis response team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for the future to the Superintendent.

Staff Responsibilities

The staff shall follow all guidelines outlined in each school's emergency operation plan when practicing routine drills and when responding to actual emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in the crisis response procedures and student handbook when practicing routine drills and when responding to actual emergency situations. Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline policy and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Coordination:

This procedure has been coordinated with the local organizations:

Local Police: Vergennes Police Department / Phone: (802) 877-2201