

Adopted: April 17, 2000

MSBA/MASA Model Policy 806

Orig. 1999

Revised: 1/24/05; 9/26/05; 2/26/17; 3/12/18; 1/13/20
1/8/24; 5/12/25

Revised 2014

806 CRISIS 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

- A. 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 or as soon as safely practicable 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 the district's server in each building, and be readily available in the school buildings to address the potential emergencies, including but not limited to:
- Unidentified/Unauthorized Person
 - Armed person
 - Hostage Situation
 - Evacuation to Offsite Location
 - Severe Weather
 - Bomb Threat
 - Bus Accident
 - Hostage
 - Suicide, Suicide Threats, and Student or Staff Death at School or Elsewhere
 - Allergic Reaction
 - Drug Overdose & Other Medical Emergencies
 - Assault
 - Sexual Assault
 - Missing or Abducted Student
 - Utility Incidents
 - Hazardous Materials Spill
 - Suspicious Package or Material
 - Other Emergencies as Determined to be Necessary
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lockdown Procedures
 - Hold Procedures
 - Secure Procedures
 - Evacuation/Relocation Procedures
 - Shelter-In-Place Procedures
 - Reunification 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 or as changes occur. A copy of the list will be kept on file on the district server.
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, such as the School Resource Officer(s). Each building will conduct at least five lockdown drills, five fire drills, and one severe weather drill annually.
 1. Fire Drills: All drills will be documented and shall include the drill date and the time required to evacuate the building.
 2. Lockdown Drills: A lockdown drill is designed to teach students and staff how to respond in the event of a situation that requires locking-down the building. A lockdown drill is not a simulation, and may not include any sensorial components, activities, or elements that mimic a real-life emergency. Lockdown drills must be:
 - a) Accessible.
 - b) Developmental and age appropriate, including using appropriate language and vocabulary.
 - c) Culturally aware.
 - d) Trauma-informed.

- e) Inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.
3. In addition, lockdown drills must:
- a) Include a reasonable amount of time to debrief with students afterward.
 - b) Allow students to access any mental health services available on campus.
 - c) Not be combined with any other type of emergency preparedness drill.
 - d) Be accompanied by an announcement using age-appropriate language, informing students and staff that it is a drill and there is no danger.
 - e) Include notice at least 24 hours in advance to parents and guardians, and allow them to opt their students out of participating.

At a regularly scheduled Board meeting, the Board must consider the effect of active shooter drills on the safety of students and staff, and the effect of active shooter drills on the mental health and wellness of students and staff.

Active shooter simulations, which include functional exercises and may incorporate sensorial components, activities, or elements mimicking a real-life shooting, shall not include student participation or be conducted during regular school hours. An active shooter simulation is not an active shooter drill or a lockdown.

Severe Weather Drills: Principals or their designee will annually review the sheltering plan and verify during the drill that it continues to meet the needs of the building, including shelter area capacity.

4. Violence Prevention: Secondary School students must be provided at least one standard class period of violence prevention training annually. The training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students:
- a) How to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b) The importance of taking threats seriously and seeking help; and
 - c) The steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

C. Communication: District administration will develop and implement the following communication procedures:

1. Uniform warning system
2. School closure due to emergency
3. Notification of school staff, students and families, community and media
4. 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>