

Emergency Response

I. Purpose

Fargo Public Schools recognizes the need to have plans in place to respond to emergencies such as events that threaten the health, safety and well-being of students and employees. The District will, to the extent possible, engage in ongoing emergency planning within the District and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to District staff to enable them to act appropriately in the event of a crisis.

II. General Information

A. The Policy and Plans. The District's Emergency Response and 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. It is designed so that each building administrator can adapt the plan to meet that building's specific situation and needs. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Emergency Response and Crisis Management Policy.

1. General Crisis Procedures. The Emergency Response and Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation and sheltering. Each building of the District will form a Building Emergency Response Team reflecting the concepts of Incident Command Structure and the National Incident Management System. Each member of that team will have two back-ups identified for each of the functions on the Team. Each Building Emergency Response Team will have access to the Fargo Public School Emergency Response Plan and will adapt the plan to their building. The basic universal response procedures are:
 - a. Lockdown Procedures. Lockdown procedures will be used in situations where harm may result to persons inside or outside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lockdown over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lockdown.
 - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each Building Emergency Response Team will develop procedures for transporting students and staff a safe distance from harm to a designated rally point until released by the building administrator or designee. Rally point may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental or mental health needs. The evacuation procedures should also address transporting necessary medications for students who take medications during the school day.
 - c. Sheltering Procedures. Sheltering provides refuge for students, staff and visitors within school buildings during an emergency. Shelters are safe areas that maximize the safety of

inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system.

2. Crisis-Specific Procedures. The Emergency Response Plan includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to adapt response procedures to their building.
3. Building Emergency Response Teams (B.E.R.T.)
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. Annually this list of team members shall be sent to the safety or emergency preparedness coordinator at the district level. All school B.E.R.T. team members will receive ongoing training to carry out the Emergency Response Plan and will have knowledge of procedures, evacuation routes and rally points. For purposes of student safety and accountability, to the extent possible, B.E.R.T. team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of B.E.R.T. team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single-building school districts.
 - b. Leaders. The building administrator or their designee will serve as the leader of the B.E.R.T. team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the B.E.R.T. team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. Preparation Before An Emergency

A. Communication.

1. District Employees. Teachers must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the District's Emergency Response Plan and their own building's adaptation of it. Employees will receive a copy of the relevant procedures and responsibilities and shall receive periodic training.
2. Students and Parents. Students and parents shall be made aware of the District's Emergency Response Plan and relevant adaptations for each school building and general information on drills and practice sessions throughout the school year.
3. Each building's facility diagram and site plan shall be available to the Building Emergency Response Team, first responders and the District Office.

B. Equipment to Execute the Plan. Each building will be provided:

1. A command kit containing supplies needed by the Building Emergency Response Team to carry out its responsibilities.

2. A medical kit to meet basic first aid needs to carry out the Emergency Response Plan.
 3. Classroom red buckets containing supplies needed at the classroom level to carry out the Emergency Response Plan.
- C. Drills. Fargo Public Schools works with the Fargo Fire Department to remain in compliance with International Fire Code. International Fire Code requires schools to conduct 12 evacuation drills annually. Emergency evacuation drills (Tornado, Active Threat, Hazardous Materials, Shelter in place, Fire) are required, but may be substituted for different types of emergency drills, as long as there are four dedicated fire drills each year. All these drills must be separately conducted at each building, including paired campuses. Order and thoroughness of response will be stressed. The drills will include:
1. Evacuation Drills – one drill per month when students are present with one drill occurring within the first 10 days of school.
 - a. Partial evacuation or interior evacuation drills may be utilized only during the months of December, January, and February. Partial evacuations should include half of the student body at a minimum.
 - b. Failure to complete monthly evacuation drills may result in fines from the fire department that will be taken from the school’s budget or withholding of the building’s fire permit.
 2. Lockdown Drills – three lockdown drills each school year. These drills should practice the components of the options-based lockdown method.
 3. Shelter Drills – three shelter drills each school year with at least two being a tornado drill, and at least one being a hazardous materials drill.
 - a. Sheltering drills count as monthly evacuation drills due to the movement of students.

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