

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans will be tailored to meet a building's specific needs and student population.

The building principal will annually review, update, meet with the BERT and report the completion of the meeting to the superintendent's office and the emergency management and safety. A copy of this policy and building-specific plan will be kept onsite. Building-specific crisis management plans will include general crisis procedures, as well as building- and student-specific procedures.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Building Emergency Response Team" ("BERT") means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. "District Emergency Response Team" ("DERT") means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. "Incident Commander" means the person on site responsible for managing the operations and emergency response, as well as communicating with district-level personnel. The Incident Commander is the building principal

or department administrator. In the event of the principal's or department administrator's absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.

- D. "Incident Command System" means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. "Safe Conditions" means the responses described in section IV.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. "Unified Command Structure" means a command model consisting of the police and fire emergency response personnel, the site's Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

IV. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, sheltering, and reunification. The plans will be communicated to the BERT, as well as shared with the superintendent's office and the emergency management and safety coordinator. These plans should be representative of crisis situations, which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.

V. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this BERT team list will be shared with the superintendent's office and the emergency management and safety coordinator.

The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, the director of district media and technology services (DMTS), and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal or designee will follow the emergency response plan using the Incident Command System. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a Safe Condition, calling 911, and the Incident Commander assuming radio command. This will be completed immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT. If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command Structure.
- C. The school's emergency procedures will be kept on file with the superintendent's office and the emergency management and safety coordinator and be readily available in the school buildings to address all hazards, including the following emergencies:
 - Active Shooter (not Active Shooter Simulations)
 - Assault
 - Bomb Threat
 - Chemical or Biological Threat
 - Cybersecurity Incident
 - Demonstration
 - Fight/Disturbance
 - Fire
 - Hazardous Materials
 - Hostage
 - Intruder
 - Medical Emergency
 - Mechanical Malfunction (i.e., boiler, HVAC, etc.)
 - Power Outage
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Suicide
 - Weapons
 - Other (as determined to be necessary by the building administration)

- D. In addition, the school's emergency plan will address the following Safe Conditions and procedures:

Safe Conditions:

1. **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. **Secure.** Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. Often used for an active shooter situation.
4. **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
5. **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

Additional Procedures:

- **Reunification.** In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
- **Media Procedures.** Media relations and outgoing information will flow through the director of marketing and communications.
- **Post-crisis procedures with DERT.** Following an incident, the involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.

- E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the general public. Multiple copies should be made and placed in several locations.

- Facility Diagrams
- Reunification Location(s)
- Emergency Contacts

VI. Training and Preparation for Emergencies

- A. Building administrators will ensure all staff are trained annually in all emergency plans, Safe Conditions, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are trained in all emergency plans, Safe Conditions, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

- B. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT will have training in the Incident Command System response and participate in all drills. Each year, at least one drill will be an enhanced drill and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the superintendent's office and the emergency management and safety coordinator annually. A record of drills conducted will be maintained by the building principal or designee.
- C. Each school site will have at least two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR). In a medical emergency situation, the district health services supervisor will establish a care team to respond to the situation. The team training and medical emergency procedures will be coordinated by the district health services supervisor.

VII. Violence Prevention

- 1. The district will provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
- 2. The violence prevention training will be evidence-based and may be delivered in-person, virtually, or digitally. Training will, at a minimum, teach students the following:
 - 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, potentially harmful activity.
- 3. The district will ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multi-hazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and

- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

VIII. Communications

Each communication plan will include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will implement and monitor the following communication procedures:

- Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.
- Notification procedures for staff, families, and students when there is a school closure due to an emergency.
- Notification to school families, community, staff, and media in response to a crisis or incident in the school community, as appropriate.
- Notification to student victims of criminal offenses at or on school property of their option to transfer schools consistent with federal law.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.037 (School Safety Drills)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.02, subd. 6 (Powers)

Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, subd. 4 (Trespasses)

Minn. Rules Part 7511 (Fire Code)

20 U.S.C. § 1681 et seq. (Title IX)

20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)

20 U.S.C. § 7912 (Unsafe School Choice Option)

42 U.S.C. § 5121 et seq. (Stafford Act)

[Minnesota School Safety Center - Resources \(mn.gov\)](#) -

(<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx>)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

Policy 413 (Harassment and Violence Prohibition, Students and Employees)

Policy 501 (School Weapons Policy)

Policy 506 (Student Conduct and Discipline)

Policy 532 (Use of Crisis Teams and Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

Policy 903 (Visitors to School District Buildings and Property)

Policy

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INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota