



Monday, August 11, 2024

Special School Board - 5:15 p.m. at Dakota Ridge School

A. Call to Order

1. Approval of Agenda

B. Consent

1. Consent

C. Reports

1. Emergency/Crisis Communication Plan

- presented by Janet Swiecichowski, Director of Communications, Khia Bruse, Director of Community Education, Carol Hauschild, Coordinator of Project Management and Purchasing, and Reshard Saulter, School Safety and Climate Coordinator

D. Adjournment

1. Motion to adjourn the meeting

Rosemount • Apple Valley • Eagan Public Schools

Educating, developing, and inspiring our students for lifelong success.

Meeting Date: **08/11/2025**

Place on Agenda: **Reports**

Action Requested: **None**

Topic: **District Emergency Preparedness and Response Communications**

Presenter(s): **Khia Bruse
Carol Hauschild
Janet Swiecichowski**

Title(s): **Director of Community Education
Coordinator of Project Management
Director of Communications**

Background

Crisis preparedness is the process of developing a school emergency plan, deciding what actions will be taken in an emergency, and determining who will respond in an emergency before the emergency occurs. Preparedness involves the coordination between the school district, individual schools, and the community.

District 196 has adopted Standard Response Protocol (SRP) and the Standard Reunification Method (SRM) supported by the *I Love You Guys* Foundation and endorsed by the Minnesota Department of Education. School safety and emergency response protocols are available on the district's website at <https://www.district196.org/services/safety>.

This report will review for the Board the District's Emergency Response & Preparedness enhancements over the last two years, along with priorities for the coming year.

Communications is a critical component of emergency preparedness, response, and recovery. This year, the district is implementing important communications tools and protocols. A districtwide radio fleet will facilitate emergency communication between Building Response Teams and District Response Teams. A new mass notification system will improve the ability to communicate with staff, families, and community members via phone, text, and email.

During this report, members of the District Emergency Response Team will outline key procedures and information protocols that will be used in an emergency or urgent situation. We will also discuss when and how the School Board will receive information.

Recommendation

This report is for information only; no action is required.

Emergency Communications

*Khia Bruse, Carol Hauschild
& Janet Swiecichowski*

August 11, 2025

DISTRICT196

One District. Infinite Possibilities.



Emergency Response Communications



AGENDA

Emergency Planning

Emergency Preparedness

- Standard Response Protocols
- Standard Reunification Method

Communication Tools & Flow Chart

What we are doing next

Current State of Safety Planning



District Steering Committee, Khia Bruse & Carol Hauschild

District Committees

Safety & Security Bond Projects

- Secure Entrances, Door Locks
- Cameras, Halo Detectors
- Visitor Management

Standard Response Protocols

New Mass Communications System



Focus for 2025-2026

District Steering Committee, Khia Bruse & Carol Hauschild

Radio Communications Training

Building and District Response Team [Checklist](#) & Exercises

Standard Reunification Method Functional Exercises

Standard School Drills (12)

Updated [School Safety Webpage](#), Videos, Messaging Templates

Emergency Operation Procedures



EMERGENCY OPERATION PROCEDURES

Revised 2024

This guide is designed to walk the building administration and Building Emergency Response Team (BERT) through four **Phases of Emergency Management: Prevention/Mitigation, Preparedness, Response and Recovery.**

Included in this guide:

- Standard Response Protocols
- Response/Actions for different emergencies (in alpha order)
- Communications Guidelines
- Table Top Exercises

The information contained in this guide is intended to provide general guidance in the event of an emergency. Deviations from the guidelines may be required based on individual circumstances. A failure to adhere to the guidelines in a particular circumstance shall not be construed to create liability for the school district.

ASSAULT

BOMB / BOMB THREAT

BUS / CAR ACCIDENT

DEMONSTRATION / PR...

DRUGS / ALCOHOL / C...

FIRE / EXPLOSION

HAZARDOUS MATERIALS

HOSTAGE

INTRUDER

KIDNAPPING/ MISSING ...

MEDICAL EMERGENCIES

SEVERE WEATHER

SEXUAL ASSAULT

SHOOTING / STABBING

STUDENT SUICIDE RISK

SUSPICIOUS LETTER/P...

THREATS OF VIOLENCE

UTILITY EMERGENCY

WEAPONS

Standard Response Protocol

Onboarding New Staff

Annual Staff Meetings

Posters

Employee ID Holders

Annual Drills

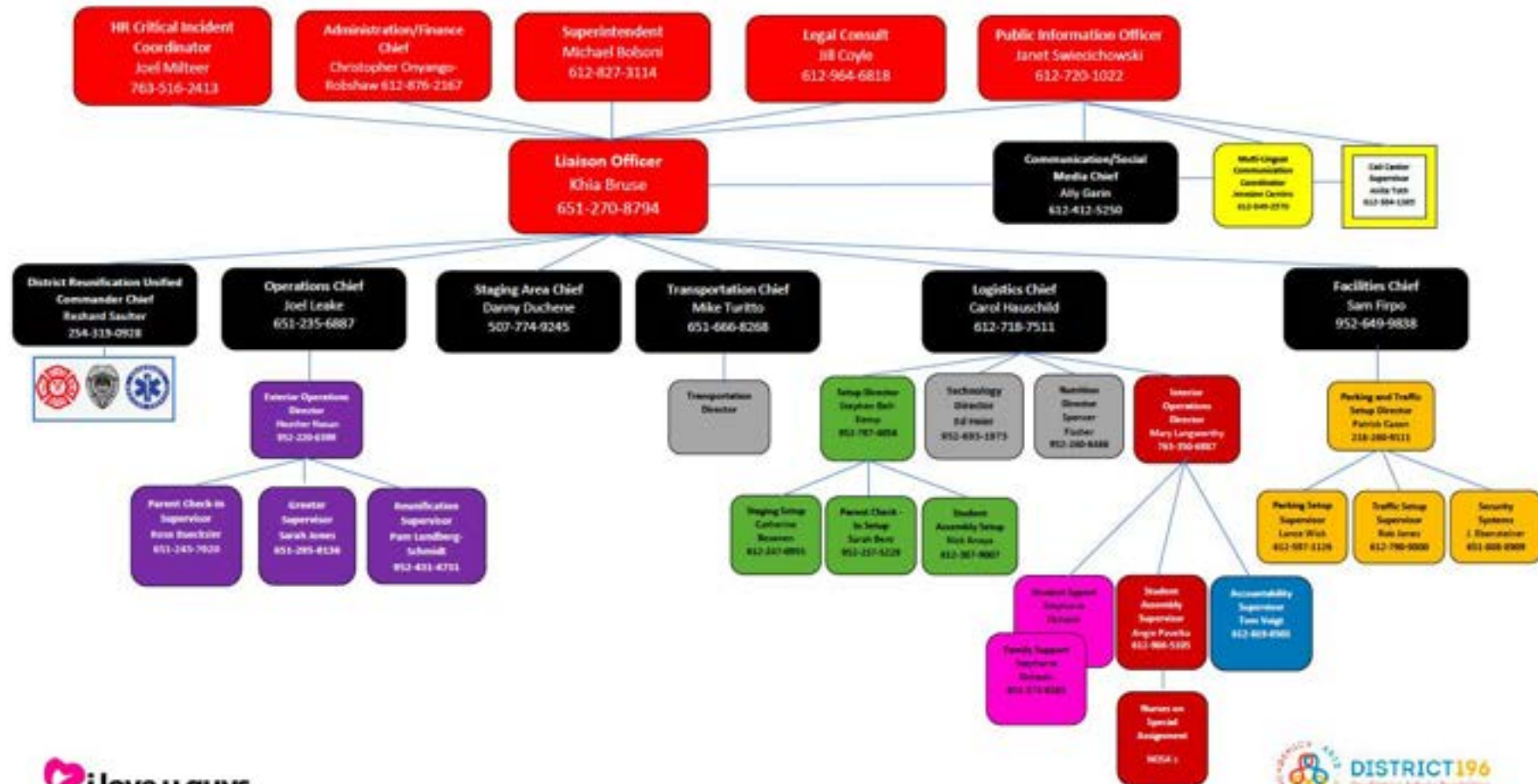




Standard Reunification Team



District 196 Standard Response Method Org Chart Reunification Site



REUNIFICATION



DISTRICT 196 EMERGENCY COMMS FLOWCHART



EMERGENCY OCCURS

IMPACTED SITE - STANDARD RESPONSE PROCEDURES

- Call 911 (auto email to C-CURE & HSSIT)
- Notify Site Director (Radio and/or phone)
- Activate Building Emergency Response Team
- Initiate SMART Alert (if needed)

SITE DIRECTOR (Eric, Jeremy, Janet F., Khia)

- CABINET

NOTIFY DERT TEAM (as needed)

DISTRICT EMERGENCY RESPONSE TEAM (DERT)

Superintendent
General Counsel
Communications Director
Community Education Director
Elementary Education Director
Equity & Inclusion Director
Finance & Operations Director
Human Resources Director
ISA Director
Secondary Education Director
Special Education Director
Safety & Climate Coordinator

Facilities & Grounds Coordinator
Health Services Coordinator
Nutrition Services Coordinator
Project Management Coordinator
Student Support Coordinator
Transportation Coordinator
Technology Coordinator
Finance Coordinator

Human Resources Coordinator
Communications Coordinator
Facilities & Grounds Manager

INTERNAL NOTICE OF EMERGENCY

PREPARE COMMUNICATIONS

- Open Zoom Room/phone call to gather information
- Prepare holding statement
- Activate response team
- Open Templates, collect facts
- Draft staff and families notification

DISTRICT LEARNING LEADERS & 12 MONTH SECRETARIES

- Information/instructions
- Email, Text, Phone Call

SCHOOL BOARD NOTIFICATION (VIA SUPERINTENDENT)

- Email, Text, Phone Call

NOTICE OF INCIDENT

Any communication going to families: Copy School Board, DLL & 12 Month

IMPACTED SITES FAMILIES

- Information/instructions
- Email, Text, Phone Call

DISTRICT STAFF

- Information/instructions
- Email, Text, Phone Call

OTHER

- website alert
- media alert

NON-IMPACTED SITES

- Information/instructions
- Email, Text, Phone Call



How is the Board informed?

- 1: DERT Team meets determines level of response
Board message from Superintendent (if appropriate)
- 2: If Death or Injury
(District waits for permission from family or authorities)
- 3: Family or public communication copied to the School Board
Group in ParentSquare

What should the Board do?

- Express calm and confidence emergency response
- Refer questions to Kristen or Michael
- Refrain from speculating. Wait for factual information.



Defining Crisis

“Crises are school-stopping, people-stopping, reputation-defining situations that involve victims and/or explosive visibility.”

— Jim Lukaszewski, APR, Fellow PRSA (e-911.com)

Anything less falls more into the category of a problem or issue.

STANDARD RESPONSE PROTOCOL



HOLD



SECURE



LOCKDOWN



EVACUATE

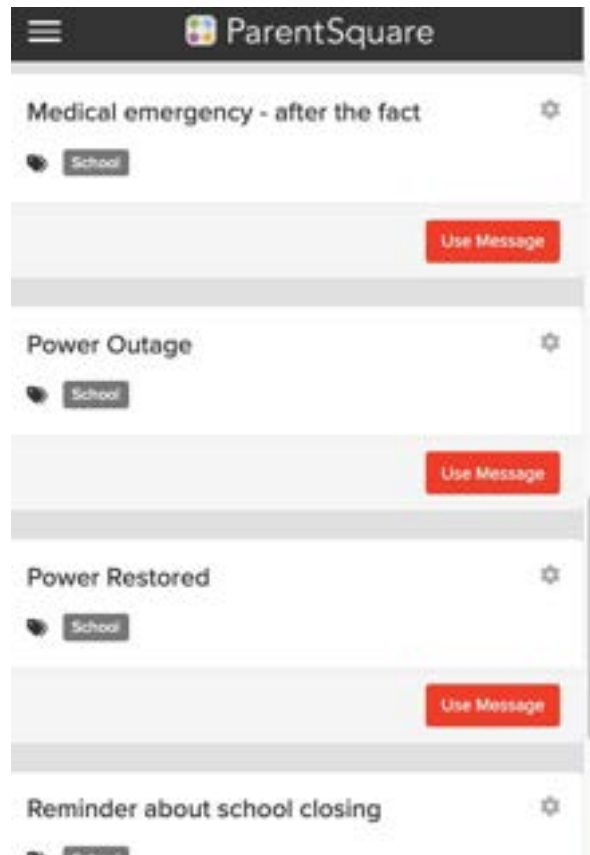
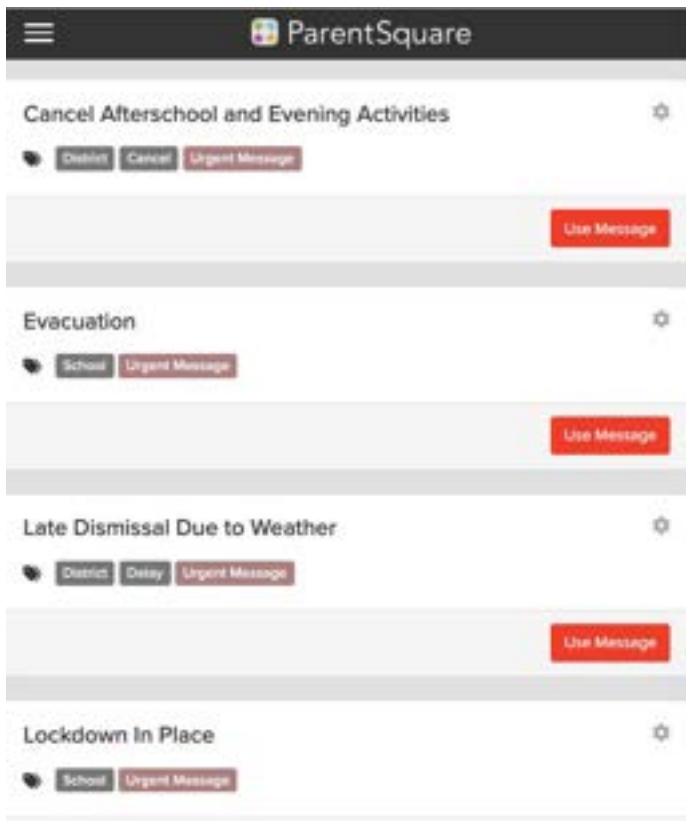


SHELTER

**Communication or notification sent
before dismissal or as soon as practical.**

[Templates Available](#)

Comms Tools and Templates



Other Response Comms



- Utility Outages (Power, Water, Etc.)
- Emergency Responders At A School
- Fights
- Threats (Tik Tok; social media; bomb threats)
- Student Walk-Out
- Bus Incident
- Weather
- Communicable Disease Outbreak
- Foodborne illness

Death of Student or Staff



- Contact Director (Eric, Jeremy, Janet F., Khia)
- Connect with Family
- [After a Death Checklist](#) (Stephanie Ochocki)
- Communication Templates | Staff Portal
- [Resources for Families](#) | Spanish | Somali
- Employee Assistance Program Resources
- [Care Solace | Mental Health Support](#)

Goals of Communications



- **Concern:** Show simple human compassion, empathy
- **Clarity:** Give clear concise messages
- **Control:** Demonstrate control of the situation
- **Confidence:** Instill confidence; build trust
- **Competence:** Do our jobs well with proper resources

Honor victims. Help the community heal. Return to some sense of normalcy.

Crisis Messaging

Timely. Consistent. Candid. Accurate.

- Statement of empathy.
- Statement of fact.
- Statement of corrective action.
- Statement of values.





QUESTIONS?



School Board Safety Points

1. Reporting Potential Threats

- If you hear or read something concerning, report it to the **Superintendent's Office**.
 - We will coordinate with the Police Department for a **threat assessment**.
 - **Key Legal Distinctions:**
 - PD **cannot investigate** First Amendment activity (protected speech).
 - We **will investigate** threats of **violence**.
 - Disorderly conduct vs. protected speech: hard legal threshold to prosecute.
-

2. Police Department Practices

- Police may attend meetings **only if requested**, with strict limitations:
 - **Not for crowd control** – we won't intervene just because things are loud or disruptive.
 - They only act if there's a **criminal nexus** (possible crime).
 - Officers may be **present but remain unseen** unless necessary.
-

3. Recommendations for School Board Members

- **Efficient Meeting Management:**
 - Stick to the **agenda**.
 - Handle required business and **adjourn**.
 - **Do not engage** with disruptive individuals.
 - **Do not go into the crowd** under any circumstances.
- **Plan for a Quick & Safe Exit:** Safety is our top priority. Please take the following precautions.
 - Park in the back parking area.
 - Know your **exit route** ahead of time.
 - **Do not engage** with people while leaving.
- **In the case of a Threat**
 - **Primary Safe Space:** The **IT room**, located in the hall behind the podium, provides a secure location and can be locked down. This room also offers an exit directly to the rear parking area.
 - **Secondary Safe Space:** The school cafeteria, located behind the Board room, is another option and also provides access to the parking lot.

Dakota Ridge
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Apple Valley, MN 55124

