

Buildings and Sites

Emergency Management

I. Purpose

This policy defines the security requirements for school district buildings and grounds, and serves as a guide for the district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency operations system for the district. Each district building maintains emergency operations plans (“EOPs”) 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 strives to provide a safe and secure learning and working environment for all district learners, employees, and visitors and to protect the physical assets of the district from damage or harm. To ensure general security, access to buildings will be restricted to those who have legitimate business within the buildings or on the grounds of the district.

This policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. To implement this policy, a districtwide EOP and individual building EOPs will be established and maintained. Building EOPs will be tailored to meet a building’s specific needs and student population. This policy is designed so that each building administrator maintains consistency implementing the district EOP and their building EOP.

The building administrator will annually meet with the BERT to review and update their building-specific EOP and report the completion of the meeting to the EMSSO. A copy of this policy and building-specific EOP will be kept onsite. Building-specific EOPs 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 VIII 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 VIII of this policy to handle emergency functions on the district-level.
- C. “Emergency Management and School Safety Officer” (“EMSSO”) means the district employee designated to oversee and coordinate districtwide safety, security, and emergency preparedness, including the development, implementation, and evaluation of related plans and procedures.
- D. “Emergency Operations Plan” (“EOP”) means a document that outlines the procedures, responsibilities, and coordination protocols that guide the district’s actions and decision-making during an emergency. The purpose of the EOP is to minimize risks and impacts, coordinate effectively with public safety and community partners, and restore normal operations as quickly as possible. The EOP provides a flexible framework that can be adapted to respond effectively to a variety of emergency situations.
- E. “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 VIII of this policy) will serve as Incident Commander.
- F. “Incident Command System” means the planned emergency response checklist protocol established pursuant to section VIII.A. of this policy.
- G. “Standard Response Protocols” means the responses described in section VIII.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- H. “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. Program Oversight

The EMSSO is responsible for implementation of this policy, including the coordination of the security program and all necessary reporting. The EMSSO will:

- A. Ensure compliance with federal, state, and local laws related to safety and security.
- B. Ensure compliance with this policy, including arranging for the necessary training of employees to ensure proper implementation of this policy.

- C. Develop and implement procedures and practices to enhance the charge of this policy at the district and site levels.
- D. Maintain a current set of building EOPs.
- E. Maintain a log of all reported security incidents, and complete timely debriefs and/or after-action reports of safety and security events which have occurred in the district.
- F. Collaborate with stakeholders on all safety and security measures.

V. Districtwide Security Protocols

- A. Doors to all buildings are locked during the school day except:
 - 1. The secured main entrance access door to each school building;
 - 2. Any door under the direct observation of an employee or volunteer assigned the responsibility to monitor the door; and
 - 3. Doors leading directly to community education class spaces in the Edina Community Center.
- B. The main entrance to each building will be posted as the main entrance and a notice will be posted directing visitors to check in.
- C. All adults in the buildings during the school day must wear identification badges.
 - 1. All employees are required to wear an official Edina Public Schools identification badge at all times. An employee who forgets their identification badge must obtain a temporary badge from the building office.
 - 2. All visitors are required to obtain a visitor badge that must be dated in such a way as to make it obsolete at the end of the day.
 - 3. Each employee is responsible for approaching a visitor not wearing a visitor badge and offering to escort or direct that person to the building office.
- D. After-hours safety of students and employees:
 - 1. Any non-district group or organization using school district facilities must provide adequate supervision to all group members in accordance with Policy 902 – Use of School District Facilities and Equipment. Adequate supervision includes an adult of appropriate gender supervising the locker room any time persons under the age of 18 are using the locker room.

2. All district groups or organizations will ensure an adult of appropriate gender supervises the locker room any time persons from district group or organization who are under the age of 18 are using the locker room.
3. An employee who is in the building before or after normal building hours is encouraged to lock the door of their room and take other appropriate steps to ensure their personal safety.

VI. Building-Specific Responsibilities

- A. Each building will work in collaboration with the EMSSO to maintain and update their EOP to address security issues and emergency operations unique to that site. The building plan may not contradict this policy.
- B. The building EOP will be reviewed annually and any changes submitted to the EMSSO prior to the start of each school year.
- C. Each building EOP will address after-hours safety of students and employees who may be using the building.
- D. Any building may request a variance to the above responsibilities, in writing, to the EMSSO providing the rationale for the variance, how security will be maintained with the variance in place, and the process used by the building in determining the building variance need. The final decision to approve or disapprove the variance request will be made by the superintendent and reported to the school board.
- E. The building administrator is responsible for implementation of this policy and the building EOP.
- F. The building administrator will report all critical security incidents to the EMSSO.

VII. General Emergency Procedures

The school's EOP procedures include general emergency protocols for securing the building, evacuating the building, sheltering, lockdown, and reunification. The EOP procedures will be communicated to the BERT, as well as shared with the superintendent's office and the EMSSO. These plans should be representative of crisis situations, which may occur during the school day or at district-sponsored events and functions. EOPs should also take into account communicating with and supporting building substitutes, visitors, and volunteers.

VIII. 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 department 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 EMSSO.

The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the EMSSO, director of buildings & grounds, the director of district media and technology services (DMTS), the district health services supervisor, 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 building administrator or designee will follow the EOP 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 Standard Response Protocol, 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 district's EOP will be kept on file with the superintendent's office and the EMSSO and be readily available in district 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 or the EMSSO)

- D. In addition, the district's EOP will address the following Standard Response Protocols and procedures:
1. Standard Response Protocols:
 - a. **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
 - b. **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.
 - c. **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder.
 - d. **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
 - e. **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.
 2. Additional Procedures:
 - a. **Reunification.** The process to be followed 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.
 - b. **Media Procedures.** Media relations and outgoing information will flow through the director of marketing and communications.
 - c. **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 district 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.
1. Facility Diagrams
 2. Reunification Location(s)
 3. Emergency Contacts

IX. Training and Preparation for Emergencies

- A. Building administrators will ensure all staff are trained annually in Standard Response Protocols; 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 Standard Response Protocols and procedures. When possible, this should be completed immediately upon a new hire's start date.
- B. The building administrator 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 log sheet will be filled out and submitted to the superintendent's office and the EMSSO 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.

X. Communications

Each emergency communication plan will include dual methods of dissemination. For example, to notify of a school closure due to an emergency, the school 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 emergency communication procedures:

- A. Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.
- B. Notification procedures for staff, families, and students when there is a school closure due to an emergency.
- C. Notification to school families, community, staff, and media in response to a crisis or incident in the school community, as appropriate.
- D. 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 and Active Shooter Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, subd. 6 (Powers: State Fire Code Rulemaking Authority)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, subd. 4 and subd. 4a (Trespass: Trespasses on School Property; Trespass on a School Bus)
Minn. Rules Part 7511 (Fire Code)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)
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)

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 Individualized Education Programs (IEPs) from School Grounds)
Policy 902 (Use of School District Facilities and Equipment)
Policy 903 (Visitors to School District Buildings and Property)

Resources:

Comprehensive School Safety Guide - Minnesota School Safety Center - Resources - <https://dps.mn.gov/divisions/hsem/programs/mn-school-safety-center/school-safety-resources>

I Love U Guys Foundation, *Standard Response Protocol* - <https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools - <https://safeandsoundschools.org/> (012325)

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