INVER GROVE HEIGHTS SCHOOLS

ISD 199

CRISIS MANAGEMENT POLICY

POLICY: 806
ADOPTED: 03/26/07
REVIEWED: 04/22/24

I. Purpose

The purpose of this policy is to provide information for school district and building administrators, school employees, students, school board members, and community members regarding a wide range of potential crisis situations in the school district and the district's development of response plans. The district will develop building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on district changes.

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 emergency responders in the community have access to building-specific crisis management plans on an as needed basis and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. General Information

A. Crisis Areas Covered by the Policy

This Policy addresses the following crises:

1. Fire
2. Bomb threat
3. Threats with weapons
4. Demonstrations or disturbances
5. Natural disaster/severe weather
6. Hazardous material/utility emergency
7. Intruder/hostage
8. Assault/fight
9. Radiological incident
10. Medical emergency
11. Serious injury/death
12. Shooting
13. Suicide
14. Terrorism (chemical or biological threat)
15. Lock-down procedures
16. Evacuation/Relocation

B. The Policy and Plans

District plans have been created in consultation with local community 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 will be able to implement a crisis management plan to meet that building's specific situation and needs. These building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This policy and the plans will be maintained by the district and updated on an annual basis.

C.   Elements of the District Crisis Management Policy

1.   General Crisis Procedures. This policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by the district annually when creating the building-specific crisis management plans as approved by the superintendent. The district's crisis management team will assist building administrators in the development of building-specific crisis management plans. General Crisis procedures will address specific provisions for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a.   Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Provisions for emergency evacuation should be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan. A minimum of five lock-down drills will be conducted each school year.

b.   Evacuation Procedures. Procedures, Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate.   Safe areas may change depending on the specific emergency situations. Evacuation procedures should also address transporting necessary medications for students. A minimum of

five school fire drills and one tornado drill will be conducted each school year, consistent with Minnesota Statutes section 299F.30. and 121A.035.

    c.   <u>Sheltering Procedures</u>. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for a building as part of the building-specific crisis management plan.

2.   <u>Crisis-Specific Procedures</u>. The policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed bearing in mind that building-specific crisis management plans may be constructed to meet each building's specific needs.

3.   <u>Special Needs Procedures for Staff and Students</u>. The school's crisis management team will meet in the fall of each year to ensure that there are specific procedures for the safe sheltering/evacuation of each student and staff member with special needs. If an emergency situation/crisis occurs within the ISD 199 school district, all staff should be trained on specific procedures for evacuating students and staff with special needs.

4.   <u>Additional Procedures</u>. The responsible administrative designee will present recommended media and grief counseling procedures to the Superintendent for review and approval.

    a.   <u>Early School Closure Procedures</u>. The superintendent will make decisions about closing a school or any district building. Such decisions will be made by the superintendent as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree) and will discuss factors to be considered in closing and reopening a district school. The early school closure procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.

    b.   <u>Media Procedures</u>. The superintendent has the authority and

discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.

c. Behavioral Health Crisis Procedures. The recommended behavioral health crisis procedures will provide for initiating a behavioral health crisis intervention plan utilizing available resources such as the school psychologist, counselor, community behavioral health crisis interventionist, or others in the community. The counseling procedures will be used whenever determined by the superintendent or the building administrator to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures should include the following steps:

(1) Meet with appropriate staff to determine the level of intervention needed for students and staff.
(2) Designate specific rooms as private counseling areas.
(3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.
(4) Prohibit the media from questioning students or staff.
(5) Follow-up with students and staff who receive counseling.
(6) Resume normal routines as soon as possible.

5. Facility Diagrams and Site Plans. School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas.

6. Emergency Telephone Numbers. Each building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the school office and will be updated annually.

7. Crisis Response Teams.

a. Composition. The building administrator in each school building will select a crisis response team trained to respond in an

emergency. All team members will be trained to carry out the building's crisis 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. A copy of the list will be kept on file in the school office.

b. <u>Leaders</u>. The building administrator or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. In this situation, school officials will assume a resource role and will be available to the emergency response personnel.

8. <u>District Employees</u>. All staff should be aware of their role in responding to crisis situations. This includes non-teaching school personnel who have direct contact with students. All staff should be aware of the policy and their own building's crisis management plan.

9. <u>Visitors</u>. The district will implement procedures mandating visitor sign-in at school buildings as defined in Policy 903 (Visitors to School District Buildings and Sites). Such procedures will minimize outside entry except at designated check-in points.

10. A copy of all required building components including, but not limited to, facility diagrams and site plans, emergency telephone numbers, and crisis team composition will be kept on file in the school district buildings and updated annually. A copy will also be provided to the superintendent.

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.038 (Students Safe at School)
	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 Ch. 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.* (Disaster Relief and Emergency Assistance)
Minnesota Department of Education/Office of Civil Rights Review 2018

Cross References: Policy 407 – Employee Right to Know – Exposure to Hazardous Substances
Policy 413 – Harassment and Violence
Policy 501 – School Weapons Policy
Policy 506 – Student Discipline
Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
Policy 903 – Visitors to School District Buildings and Sites
Comprehensive School Safety Guide
Minnesota School Safety Center - Resources (mn.gov)