

# MINNETONKA SCHOOL DISTRICT

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## Policy 806: CRISIS MANAGEMENT POLICY

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### I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for School District administration, building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the District. The step-by-step procedures suggested by this policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

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 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 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 has a tailored building-specific crisis management reference manual to meet that building's specific situation and needs.

The District's Administration and/or the administration of each building shall maintain tailored building-specific crisis management plans. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This policy and the plans will be maintained and updated on an annual basis.

#### B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the

designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each school in the District will provide access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans.

Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges. Students with special needs include not only those students who have a disability which is address in an IEP or a Section 504 Plan but also students who may have a known physical or mental impairment such as physical, sensory, motor, developmental, and mental health challenges. These special needs may impact their ability to follow appropriate safety procedures.

The crisis management team will meet each year to ensure that there are specific procedures for the safe evacuation of each student with special needs. If an emergency situation or crisis occurs at any Minnetonka Independent School District 276 function, it is the responsibility of the staff in charge of the activity in which a student with disability is engaged in at the time of the crisis who is responsible for implementing the procedure established by the crisis team. If this staff person is unable to provide the necessary support, it is the responsibility of this staff person to secure help from other staff.

- a. **Deadly Weapons Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator, or designee. The building administrator, or designee, will announce the lock-down 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 lock-down.
- b. **Fire Procedures.** Evacuations of classrooms and buildings—shall 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. Safe areas 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 that take medications during the school day.

- c. Natural Disasters Procedures. 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 based upon the specific emergency. The building administrator, or designee, will announce the need for sheltering over the public address system or other designated system.

## 2. School Emergency Response Teams

- a. Composition. The building administrator in each school will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response 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 school emergency response team members which will be updated annually. The building administrator, and 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 District office.
- b. Leaders. The building administrator, or designee, will serve as the leader of the school emergency response 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 emergency response 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 generally have the most direct contact with students on a day-to-day basis. As a result, they 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 Crisis Management Policy and their own school's crisis management plan. Each school's building-specific crisis management plan shall include the method and

dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the School District's Crisis Management Policy and relevant tailored crisis management plans for each school building. The District's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### B. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the District office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

#### C. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the District office, and updated annually.

Minnetonka Police  
Deephaven Police  
South Lake Police  
Chanhassen Police  
Hennepin County Sherriff  
Carver County Sherriff  
Minnetonka Fire  
Excelsior Fire  
Chanhassen Fire

District employees will receive training on how to make emergency contacts, including 911 calls, when the District's main telephone number and location is electronically

conveyed to emergency personnel instead of the specific building in need of emergency services.

Each building plan will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee as appropriate for that building. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

#### D. Warning Systems

The District shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### E. Early School Closure Procedures

The Superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building Web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### F. Media Procedures

The Superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The Superintendent may designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the District is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### G. Grief-Counseling Procedures

Grief-counseling will be provided as needed when determined to be necessary by the superintendent and building administration. Potential steps may include the following:

1. Meet with relevant persons, including school psychologists and counselors, 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 any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### **IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when articulating specific crisis management plans.

- A. Hazardous Materials, including biological or chemical threats
- B. Fire, including evacuation and relocation
- C. Bomb Threats, including checklist for telephone threats
- D. Natural Disasters, including severe weather, shelter in place procedures, and highly contagious illnesses
- E. Utility Emergencies
- F. Disturbances, including fights, demonstrations, suicide attempts student injury/death and medical emergencies
- G. Deadly Weapons, including intruders, weapons, shootings, hostage situations and lock-down procedures

#### **V. MISCELLANEOUS PROCEDURES**

- A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

**B. Visitors**

The District shall implement procedures mandating visitor sign in and visitors in school buildings.

The District shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** Policy 427: Harassment and Violence Policy  
Policy 501: School Weapons Policy  
Policy 506: Student Discipline and Code of Conduct  
Policy 532: Peace Officer Policy  
Policy 903: Visitors to Schools and Sites

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