

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**806 CRISIS MANAGEMENT POLICY****I. PURPOSE**

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of this policy is to provide a guide for general crisis information for school district and building administrators, school employees, students, school board members, and community members. Further, the policy ensures that the district's Crisis Management Plan contains crisis-specific procedures. Crisis Management Plans are in each owned or leased building in the district. Sections or procedures may be added or deleted in those Crisis Management Plans by the District Crisis Response Team based on building needs.

II. DEFINITION

1. District Crisis Response Team (DCRT) – Comprised of district and school administration who develop and annually review the district Crisis Management Plan, provide guidance and resources to assist school administrators and Building Crisis Response Teams with development of their school-specific plans, training and drills, and perform Incident Command functions.
2. Community Crisis Response Team (CCRT) – Comprised of community partners including police departments, fire departments, sheriff's office, ambulance, and county level emergency management and public health services. They partner with the DCRT to establish a coordinated response to a crisis that requires their services.
3. District Recovery Team (DRT) – Comprised of administrators, social workers, counselors and support staff. Their main function is to develop and implement the district recovery plan, re-establish the learning environment as soon as possible following a major emergency and provide resources and support to the Building Recovery Teams.
4. Building Crisis Response Team (BCRT) – Comprised of building administration and support staff who review and maintain the school crisis management plan, train staff on emergency response, perform Incident Command functions for building-level emergency response, and make recommendations to the DCRT to tailor the district Crisis Management Plan to school-specific needs.
5. Medical Emergency Response Team (MERT) – Comprised of teachers and support staff trained to use First Aid, CPR and AED who provide assistance in medical emergencies until emergency responders arrive.
6. Building Recovery Team (BRT) – Comprised of administrators, teachers, social workers, counselors and support staff who develop and implement the school recovery plan, aligned with the DRT's recovery plan.

III. GENERAL STATEMENT OF POLICY

- A. The school district's Crisis Management Plan has been developed and aligned with best practice in crisis preparedness and response. Crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.
- B. The plans include general crisis procedures and crisis-specific procedures. The District's Crisis Response Team (DCRT), Community Crisis Response Team (CCRT), Building Crisis Response Team (BCRT), and District and Building Recovery Team members use the plans to guide the resolution of the crisis.

Elements Of The District Crisis Management Policy

- A. **General Crisis Procedures.** The District Crisis Management Plan includes general crisis procedures for securing the building (lockdown), evacuation, and shelter-in-place. It designates the individual(s) who will determine when these actions will be taken. These districtwide procedures may be modified, if needed, for individual building plans.
 - 1. **Lockdown with Options** Procedures-are used to protect building occupants from threats inside the buildings (e.g. intruders, active shooter). The options are: Run, Hide, Fight.
 - 2. **Evacuation Procedures** for each building are implemented at the discretion of the building administrator or designee. Each building's Crisis Management Plan includes 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 are identified and may change depending on the emergency.
 - 3. **Shelter-in-Place Procedures** are used when movement throughout the building or evacuation would put people at risk (e.g. external environmental hazards or threat). Sheltering-in-place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.
- B. **Crisis-Specific Procedures** are included in the District Crisis Management Plan. They include potential crisis situations that may occur during the school day or at school-sponsored events and functions.
- C. **Additional Information.** The Crisis Management also includes floor plans, crisis team members and contact information, recovery procedures, a parent reunification letter, threat assessment protocols, Wolf Ridge field trip emergency plans, emergency go-kit inventory, exercise and drill logs, and a listing of plan distribution.
 - 1. **Early School Closure Procedures.** In the event of a crisis, as defined in the Crisis Management Plan, the superintendent will make decisions about closing school or any school district building. The early school closure procedures describe potential reasons for early school closure (weather-related or a crisis situation), how the decision will be communicated to staff, students, families and the school community (including communications via email, website, phone, including texts and voicemails, and social media), and discuss factors to be considered in closing and reopening a school or school district building. The early school closure procedures also include a process of reminding parents and guardians to listen to local media outlets for school closing announcements, where possible.

2. **Media Procedures.** The superintendent or designee has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.
 3. **Recovery Procedures.** The recommended recovery procedures are included in the Crisis Management Plan and provide available resources such as the school psychologist, social workers, counselor, community grief counselors, or others in the community. The District Recovery Team and Building Recovery Team are in place and 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 recovery procedures will be developed and included in the Crisis Management Plan.
- D. **Facility Diagrams and Site Plans.** Each district-owned or leased building will have a facility diagram and site plan showing the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the fire alarm control panel, fire alarms, fire extinguishers, , and utility shut offs. The facility diagrams and site plans will be available in each building and in the school district operations office. The maps are also maintained and shared with members of the Community Crisis Response Team and District Crisis Response Team.
 - E. **Emergency Telephone Numbers.** A complete listing of emergency telephone numbers will be available in all copies of the District Crisis Management Plan. The list will contain the names and addresses of local and county personnel who are likely to be involved in responding to 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 district office and will be updated annually.
 - F. **Crisis Response Teams.** Teams are in place across the district and will have an annual reorganization to ensure adequate staffing and training of each team.
 - G. **District Employees.** Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must also 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 should be aware of the District Crisis Management Plan and their own building's procedures. Employees shall periodically receive training on procedures and plan implementation.
 - H. **Students and Parents/Guardians.** District Crisis Management Plan information is available on the district website. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.
 - I. **Warning Systems.** The district shall maintain a warning system designed to inform students, employees and visitors in the facilities of a crisis or emergency. This system shall be maintained and tested on a regular basis. It shall be the responsibility of the building administrator to inform students and employees of the system and the means by which the system is used to identify the specific crisis or emergency involved.

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