



Adopted: April 21, 2004

Revised: March 21, 2007; February, 2008; June 17, 2015; November 15, 2017

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this policy is to act as a guide for EMID administrators, employees, students, and Board members as to how to address a wide range of potential crisis situations in the district. Pursuant to this policy, tailored crisis management plans will be developed for EMID programs and district office and sections or procedures may be added or deleted in those crisis management plans based on program and location.

II. GENERAL INFORMATION

- A. The Crisis Management Plan shall conform to state and federal laws, Minnesota Department of Education rules and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Plan shall be compatible with those of the locations in which EMID programs are located. Appropriate officials from the program locations shall be consulted on the Plan during the development process.

Crisis Areas Covered by the Policy

This Policy addresses, but is not limited to, the following crises:

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



B. The Policy and Plans

This policy has been created in consultation with local individuals and groups likely to be involved in assisting with an emergency. It is designed so that each administrator can tailor a crisis management plan to meet that program's specific situation and needs. These program-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.

Employees shall receive a copy of the Crisis Management Plan for the program in which they work. They shall also receive in-service training annually on Plan implementation.

Students shall receive specific instruction on Plan implementation specific to their program(s).

Parents/guardians shall be made aware of the Crisis Management Plan.

C. Elements of the District Crisis Management Policy

1. General Crisis Procedures. This policy includes general crisis procedures for securing the location, 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 program supervisors when creating the program-specific crisis management plans as approved by the Executive Director. Each program will have access to a copy of the Emergency Planning and Procedures Guide for Students. General Crisis procedures will address specific provisions for students with special needs.

a. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the administrator or designee. Provisions for emergency evacuation should be maintained even in the event of a lock-down.

b. Evacuation Procedures. Evacuations may be implemented at the discretion of the administrator or designee. Each program'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 administrator or designee, as appropriate. Safe areas may change depending on the specific emergency situation. Evacuation procedures should also address transporting necessary medication for students.



- c. **Sheltering Procedures.** Sheltering provides refuge for students, staff, and visitors within the building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.
2. **Crisis-Specific Procedures.** The policy includes crisis-specific procedures for potential crisis situations that may occur at EMID-sponsored events and functions. These procedures are designed so that program supervisors can tailor response procedures when creating program-specific crisis management plans.
3. **Additional Procedures.** Program supervisors will present recommended early program closure, media and grief counseling procedures to the Executive Director for review and approval.
 - a. **Program Closure Procedures.** The Executive Director will make decisions about closing or cancelling a program. Such decisions will be made by the Executive Director as early as possible. The program closure procedures will describe potential reasons for closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and will discuss factors to be considered in closing and reopening an EMID program.
 - b. **Media Procedures.** The Executive Director has the authority and discretion for notifying parents and guardians and the community in the event of a crisis.
 - c. **Grief-Counseling Procedures.** The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as psychologists, counselors, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the Executive Director to be necessary, such as after an assault, a hostage situation, shooting, or suicide.
4. **Emergency Telephone Numbers.** Each program 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 program will be kept on file in the EMID office and will be updated annually.
5. **Crisis Response Teams**



- a. **Composition.** The program supervisor in each integration program 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 program 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 EMID office.
 - b. **Leaders.** The program supervisor or designee serves as the leader of the crisis response team and the main contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that EMID administrators assume a resource role and are available to the emergency response personnel.
6. **District Employees.** EMID staff generally have the most direct contact with students on a regular basis. As a result, they should be aware of their role in responding to crisis situations. All staff should be aware of the policy and their own building's crisis management plan.

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 Part 7510 (Fire Safety)
20 U.S.C. § 6301, *et. seq.* (Every Child Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References:

EMID Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
EMID Policy 413 (Harassment and Violence)
EMID Policy 501 (School Weapons Policy)
EMID Policy 506 (Student Discipline)
EMID Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
EMID Policy 803 (Warning Systems and Crisis Management Plans)
EMID Policy 903 (Visitors to EMID Integration Program Locations)