

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, as appropriate. Further, the policy ensures that the district's Crisis Management Plan contains hazard-specific response 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. 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. Hazard-specific response 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 plan includes 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 Recovery Team (DRT) and Building Recovery Team (BRT) members use the plan to guide the resolution of the crisis.

Elements Of The District Crisis Management Policy

- A. **Standard Response Protocol.** The District Crisis Management Plan includes the Standard Response Protocol which provides uniform response guidelines to: Hold students and staff in their classrooms and work areas providing separation from an incident occurring in the building, Secure the building to isolate against hazards or threats that are outside the building, Lockdown the building to isolate against hazards or threats that are inside and/or outside the building, Evacuate the building to move students and staff a safe distance away from a hazard, Shelter providing refuge from weather or environmental hazards. 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.
- B. **Hazard-Specific Response Procedures** are included in the District Crisis Management Plan. They include potential hazard and crisis situations that may occur during the school day or at school-sponsored events and functions.
- C. **Additional Information.** The Crisis Management Plan also includes threat assessment protocols, floor plans, emergency response communications guidelines, recovery procedures, before and after school emergency procedures, pool emergency procedures, summer programming emergency procedures, field trip emergency procedures, recovery

procedures, emergency go-kit inventories, 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 legal 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, legal guardians, school board 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. The District Recovery Team and Building Recovery Team will be used whenever determined by the superintendent or the building administrator to be necessary. The recovery procedures are annually reviewed and updated by the DRT and BRT's and are included in the Crisis Management Plan
 4. **Facility Diagrams and Site Plans.** Each district-owned or leased building will maintain updated facility diagrams and site plans, indicating primary and secondary evacuation routes, designated shelter areas, and key safety equipment such as fire extinguishers and utility shut-offs. These diagrams will be accessible as required by law.
 5. **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 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.
- D. **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.
- E. **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.
- F. **Students and Parents/Legal Guardians.** The 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 warning systems designed to inform students, employees and visitors in the facilities of a crisis or emergency. These systems 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 systems and the means by which the systems are used to identify the specific crisis or emergency involved.

III. ACTIVE SHOOTER DRILL

- A. In the event of an active shooter drill, the District will follow the guidelines of Minnesota Statute 121A.038.

IV. DEFINITION

1. District Crisis Response Team (DCRT) – Comprised of district and school administration who develop and annually review and update 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 the school crisis management plan, train staff on emergency response, perform Incident Command functions for building-level emergency response, provide assistance in medical emergencies until emergency responders arrive, and make recommendations to the DCRT to tailor the district Crisis Management Plan to school-specific needs.
5. 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.

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)

Cross References:

[Policy 407.1 \(Employee Right to Know – Exposure to Hazardous Substances\)](#)
[Policy 413 \(Harassment and Violence\)](#)
[Policy 501 \(Weapons\)](#)
[Policy 506 \(Student Discipline\)](#)
[Policy 903 \(Visitors to School District Buildings and Sites\)](#)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

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