

**806 CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

The purpose of this policy is to provide a guide for School District and building administrators, other school employees, students, School Board members, and community members as to how to address a wide range of potential crisis situations in the School District.

It is the policy of the School District to have in place a crisis management plan for every building in the District to address potential crisis situations. Thorough crisis management should result in increased security for staff and students; minimization of damage and loss in the event of a crisis; and the return of the school/District to a normal functional level as soon as possible after a crisis.

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

**II. PLANNING AND IMPLEMENTATION**

The Superintendent's Designee(s), under the direction of the Superintendent, are responsible for crisis management planning and implementation.

**III. PROVISIONS OF THE POLICY**

The Crisis Management Policy will include:

- A. Development of a predetermined plan of action which will be used to respond to emergencies or distress at the District and the site levels.
- B. Establishment of a group of specifically selected and trained individuals who collectively have the knowledge, skills, and sensitivity to act in a crisis situation.
- C. Development of an information sharing system to prevent escalation of the crisis.
- D. Utilization of District and community resources and creation of a partnership with parents/guardians following crisis events.

- E. Provision of guidelines for responding to the media during a crisis.
- F. Development of stress management and debriefing procedures for crisis workers.

#### **IV. PROCEDURES**

##### **A. Organization**

In preparation for crisis response:

1. The Superintendent and Designee(s) will identify coordinators of the District Crisis Response Team.
2. The district will train a group of District personnel who can function as a District Crisis Response Team.
3. The Superintendent's Designee(s), in coordination with other District personnel and community emergency response agencies, will develop a crisis management response procedure which will be maintained and updated annually.
4. The school principals will identify and train a Site Crisis Response Team.
5. Each site will develop a crisis response plan, utilizing the District prototype. This plan will be updated annually.
6. Each site will file an updated copy of their Crisis Response Plan with the Superintendent's Designee(s) before the beginning of each school year.
7. The site response plan will be reviewed with all staff members at the beginning of each school year. Orientation to these crisis response procedures must be included in any new employee's orientation at the site.
8. Students and parents/guardians will be made aware of the school crisis response plan.
9. Students will receive specific instructions on plan implementation and will participate in a required number of drills throughout the year.
10. Warning Systems
  - a. The School District will maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system will be maintained on a regular basis under the maintenance plan for all School District buildings.
  - b. It will 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.

B. Responsibility

In the event of a crisis within the District, the District Crisis Management coordinators assume responsibility for organizing the District's response and/or coordinating the District's response with other emergency agencies within the community at the direction of the Superintendent's Designee(s).

C. Functions of the Site Crisis Response Team

1. Work with the site administrator in maintaining and updating the site Crisis Response Plan on an on-going basis.
2. Provide training to the staff in fulfilling their designated roles in the event of a crisis (beginning of school year, midyear, and new employees).
3. Respond in the event of a crisis.
4. Develop individual site plans for each building as follows:
  - a. Identification of a permanent Crisis Response Team (CRT)
  - b. Identification of support members for CRT
  - c. Identification of a command location
  - d. Identification of an alternate command location
  - e. Site map with evacuation routes
  - f. Site map with alternate evacuation directions
  - g. Evacuation plan
  - h. Reunification plan
  - i. Directions and responsibility list for identified crisis situations
  - j. Emergency telephone list (including evacuation sites)
  - k. Maintained auto telephone dialer lists
  - l. Two-way radio communication

D. The District Crisis Response Team will develop procedures for the following situations:

1. Active Threat
2. Assault
3. Bomb Threat
4. Cyber Attack
5. Death: Student or Staff (on/off campus)
6. Demonstration
7. Evacuation/Relocation
8. Elopement
9. Explosions/Gas Leak
10. Fire
11. Hazardous Materials
12. Infectious Disease
13. Medical Emergency
14. Missing Student
15. Reverse Evacuation
16. Severe Weather/Storm/Tornado/Winter
17. Shelter in Place
18. Utility Emergency
19. Weapons

**BOARD POLICY 806**

St. Cloud Area School District 742

St. Cloud, Minnesota

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