



1500 6th St. NE Minneapolis, MN 55413
612-623-3309

Crisis Management Policy

Reason For Policy

Minnesota Statutes (§121A.035 and §299F.30) require each school board to adopt a crisis management policy to address potential violent crisis situations in the school. The policy must include at least **five school lock-down drills, five school fire drills, and one school tornado drill.**

Policy Statement

This policy is intended to create a framework of procedures and administrative structures to be used in crafting a more specific crisis management plan. The Executive Director shall present a crisis management plan to the Board for review and approval. The crisis management plan will include general crisis procedures and crisis-specific procedures. The crisis management plan will be developed cooperatively with administrators, teachers, employees, students, parents, community members, law enforcement agencies, other emergency management officials, county attorney offices, social service agencies, emergency medical responders, and any other appropriate individuals or organizations. Upon approval by the Board, the crisis management plan shall become an addendum to this Crisis Management Policy. This policy and any plans will be reviewed annually.

Minnesota Statute, §13.37, allows security information to be classified as nonpublic data. A school crisis management policy, which contains security information, is considered nonpublic data or confidential information. Release of this information should be done at the discretion of the Board.

A. Elements of the District Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing the building and classrooms, classroom evacuation, building evacuation, and sheltering. The policy designates the individuals who will determine when these actions will be taken.

a. **Communication System.** 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 or community partners. The alternative designees may include members of the school's Emergency Response Team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable (i.e. power loss).

b. **Resource.** The most recent edition of the *Comprehensive School Safety Guide* can be used to assist in the development of crisis management plans.

c. **Special Needs Procedures for Staff and Children.** The school's Emergency Response Team

will ensure that there are specific procedures for the safe sheltering/evacuation of each student and staff member with special needs. If a crisis occurs at New City School, all staff should be trained on specific procedures for evacuating students and staff with special needs.

i. The evacuation or sheltering 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. This may include students who do not have a 504 plan or an individualized education program.

ii. The evacuation or sheltering procedures should also address transporting necessary medications and medical equipment used by students and staff during the school day.

d. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a violent incident, hostage incident, trespass, disturbance, or when determined to be necessary by the Executive Director or his or her designee. The Executive Director or designee will announce the lock down over the public address system or other designated system. The Executive Director will develop, maintain, and train staff on lock-down procedures for the building as part of a crisis management plan.

e. Lockdown Drill Schedule: A record of lockdown drills conducted at the building shall be maintained by building administrator or designee. **Minnesota law requires a minimum of five school lock-down drills each school year. See Minn. Stat. §121A.035.**

f. Evacuation Procedures. Evacuations of classrooms and the building shall be implemented at the discretion of the Executive Director or their designee. The 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 Executive Director or designee. Safe areas may change based upon the specific emergency situation.

g. Procedures. Sheltering, or shelter-in-place, provides safe areas for students, staff, and visitors within the school building during an emergency. Safe areas may change based upon the specific emergency. The Executive Director or their designee will announce the need for sheltering over the public address system or other designated system. The Executive Director will develop, maintain, and train all staff on sheltering procedures as part of the crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school sponsored events and functions. These procedures are designed to enable the Executive Director to tailor response procedures when creating crisis management plans.

3. School Emergency Response Teams

a. Purpose. The school's Emergency Response Team serves as a first responder for school emergencies and assists the Executive Director in developing and revising emergency plans. The

school Emergency Response Team implements the crisis management plan to respond to threats and active emergency situations.

b. Composition of the Emergency Response Team. The Executive Director will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the crisis management plans and will have knowledge of procedures, evacuation routes and safe areas. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis as deemed necessary by the Executive Director. The Executive Director will maintain a current list of school emergency response team members. A copy of the list will be kept on file in the school office.

c. Leaders. The Executive Director - or their 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 (e.g. out of the building), 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 liaison role and be available to emergency response officials.

B. Communication of the Crisis Management Plan

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 school's crisis management policy and plan. The crisis management plan shall include the method of dissemination of the plan to staff.

2. Students and Parents. Students and parents shall be made aware of the school's crisis management policy and plan. The crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans.

C. Visitors

1. Entrance Procedures. The school shall implement procedures mandating visitor check-in and check-out at a specific location.

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

D. Facility Diagrams and Site Plans

1. Individual School Building Diagram and Site Plan. The school building will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, accessible egress routes, areas of refuge, and the location of fire alarm control panel, fire alarms, fire

extinguishers, fire hydrants, hoses, water spigots, emergency vehicle access 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 main office and also on file with a New City School's authorizer, NEO. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

E. Emergency Contact Information

1. External Communication

a. Emergency Response Contact Information. The School will maintain a list of emergency contact information of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers/contact information 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 updated and kept on file in the main office.

b. Staff Training on Making Emergency Calls. School staff will receive training on how to make emergency contacts, including 911 calls.

c. Internal Building Communication. The crisis management plans will set forth a process to internally communicate an emergency, using designated procedures to enable the staff to rapidly convey emergency information. The crisis management plan will identify a primary and secondary method of communication.

F. Warning and Notification Systems

1. Maintenance of a Warning System. The school 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.

2. Notification of the Warning System to Staff and Students. The Executive Director shall inform and train staff and students of the warning system, how the system is used to identify a specific crisis or emergency situation and the procedures to follow based on the warning.

3. Notification of Crisis or Emergency to Parents/Guardians. The Executive Director shall inform parents/guardians of communication methods that will be used in a crisis or emergency to relay information.

G. Early School Closure Procedures

1. Decision Making by the Executive Director. The Executive Director will make decisions about closing the school (e.g., weather-related, utility failure, or a crisis situation), as early in the day as possible. The crisis management plan will specify how closure decisions will be communicated to staff, students and the school community (e.g., designated broadcast media, local authorities, email, or district or school building websites).

H. Planning and Preparing For Fire

Fire evacuation plans shall include the following:

- Emergency egress routes.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency. Note: activation of the building's fire alarm system, where provided, will be the primary means of notification.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization. Note: Do not assume that the fire alarm system is monitored, and the fire department will be notified automatically.

1. Safe Area. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

2. Accessibility of Building Facility Diagram and Site Plan. The building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the primary and secondary evacuation routes, areas of refuge where applicable, accessible egress routes and areas of exterior assisted rescue where applicable.

3. Staff Training on Evacuation Routes. School staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes. Minnesota State Fire Code (MSFC) (15), Sec. 406.2 requires that employees receive training in the contents of fire safety, evacuation plans, and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the *fire code official* upon request.

4. Additional Staff Training. Employees, such as those who work in hazardous areas in the building, shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires as they conduct of their assigned duties (MSFC 406.3.15).

5. Conducting Fire Drills. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances (e.g., lunchtime, recess and during assemblies). State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minn. Stat. §121A.035. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

6. Fire Drill Schedule and Log. A record of fire drills conducted at the building will be maintained in the main office.

7. Essential Staff Functions. The Executive Director will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The Executive Director or their designee will meet local fire or law enforcement agents upon their arrival.

Adopted by the NCS Board of Directors, [June 6, 2023]