



Policy Title & Number	806: Crisis Management Policy
----------------------------------	-------------------------------

Date Created:	August 2017
Past Policy Revision Date(s):	Reviewed August 2018
Related Policy(ies):	
Policy Type (Operating, Board)	Operating

A. Purpose

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, School Board members, and community members to address a wide range of potential crisis situations in the school district. This Policy will provide guidance to the school district in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. The school district should develop tailored building-specific crisis management plans for each school in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs. The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first 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.

B. Definitions

--

C. Policy Statement

The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies as well as other appropriate individuals and groups that may provide support to the district or individual schools during emergency. The school district's administration shall create tailored building-specific crisis management plans. The building 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.

TrekNorth's Crisis Management Policy

The Crisis Management Policy should address the following crisis:

1. Lockdowns
2. Shelter in Place
3. Evacuations
4. Severe Weather
5. Fire
6. Hazardous Materials
7. Chemical and Biological Threats
8. Demonstrations
9. Medical Emergencies
10. Intruders
11. Fights and Disturbances
12. Weapons
13. School Shooting
14. Bomb Threat
15. Suicide
16. Threats

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 a designee when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. TrekNorth's crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

School Emergency Response Teams

1. Composition. The administrator in each school will select a school emergency response team that will respond to emergency situations. All school emergency response team members will receive training to carry out the school's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas.
2. Leaders. The administrator or 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, the designee list should include more than one alternative designee and may include members of the emergency response team.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval by the Director.

D. Associated Procedures or Other Information

III. PREPARATION BEFORE AN EMERGENCY

A. Communication of Crisis Management Plan

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, TrekNorth believes 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 will be made aware of the school district's crisis management policy and the crisis management plan. TrekNorth's crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Visitors

1. Entrance Procedures. The school district shall implement procedures mandating visitor sign-in and sign-out at a specific location as well as the use of an identifying visitor badge while in school buildings.

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

C. Facility Diagrams and Site Plans

1. Individual School Building Diagram and Site Plan. TrekNorth 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, emergency vehicle access and utility shut-offs. The 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 Executive Director and in other appropriate areas, and is available upon request from the Executive Director. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

2. TrekNorth's diagrams and site plans will be included in the district's crisis management policy and may include filing documents with our charter school sponsor, Volunteers of America, on our server, and distributed to Bemidji Fire Department, District #31 Transportation, and Bemidji Police Department.

D. Warning Systems

1. The school district 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 under the maintenance plan for all buildings.
2. It shall be the responsibility of the building administrator to inform and train students and employees 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. TrekNorth's

building-specific crisis management plan will include the method and frequency of dissemination of the warning system/procedure information to students and employees.

3. Notification of Crisis or Emergency to Parents/ Guardians.

- a. It shall be the responsibility of the building administration to inform parents/guardians of communication methods that will be used in a crisis or emergency to relay information. TrekNorth's building-specific crisis management plan shall include the communication methods and frequency of dissemination of the communication methods to parents/guardians.

D. Early School Closure Procedures

1. Weather-Related School Closures: Since TrekNorth uses District #31 Transportation, we must adhere to their weather-related early school closure. This decision making is done by District #31 Superintendent.
2. Other School Closures, such as Utility Failure, Crisis Situations. This decision making will be done by TrekNorth's Executive Director.
3. External Communication Methods for Parents and Guardians. It shall be the responsibility of the administration to inform parents and guardians of communication and notification methods and media outlets that will be used in in the event of early school closure.

E. Media Procedures. The Executive Director has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The executive director will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

F. Behavioral Health Crisis Intervention Procedures

1. Short-Term Intervention Procedures.

Behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will use available resources including the school psychologist, counselor, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever administration determines it to be necessary, such as following an assault, a hostage situation, violence incident or suicide. Administration will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

b. Designate specific rooms as private counseling areas.

c. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

d. Prohibit media from interviewing or questioning students or staff.

e. Provide follow-up services to students and staff who receive counseling.

f. Resume normal school routines as soon as possible.

2. Long-Term Recovery Intervention Procedures. The following components may involve both short-term and long-term recovery planning:

a. Physical/structural recovery

b. Fiscal recovery

- c. Academic recovery
- d. Social/emotional recovery

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.

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. TrekNorth'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. Teachers and 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 with or 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 operation manager's office.

7. Preparation and Planning for Sites. The school district will have pre-arranged sites for emergency sheltering, relocation and reunification, and transportation as needed.

8. Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions if safe to do so. The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

TREKNORTH CRISIS MANAGEMENT PLANS AND PROCEDURES

Current adopted procedures and plans for the crisis management policy are available upon request from the Executive Director.

TrekNorth's Response Procedures

All Types of Emergency Response Include

1. Evacuation/relocation
2. Lock-down
3. Reverse evacuation
4. Severe weather shelter
5. Shelter-in-place procedures
6. Student reunification/release

Emergency Specific Response Procedures Include:

1. Assault (physical and sexual)
2. Assessments of threats of violence
 - a. Bomb threat
 - b. Cyber
 - c. Suspicious package or email: chemical/biological threat
 - d. Terrorism
 - e. Threat
 - f. Threat incident report form
3. Death: natural/traumatic
4. Demonstration
5. Fight/disturbance
6. Fire
7. Hazardous materials
8. Hostage
9. Intruder
10. Media procedures
11. Medical emergency
12. Severe weather: tornado/severe thunderstorm/flooding
13. Sexual assault
14. Shooting
15. Suicidal threat or attempt
16. Weapons

MISCELLANEOUS PROCEDURES:

A. Chemical Accidents. Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, and janitorial closets.

E. Associated Forms

Legal References: 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance) Minn. Stat. Ch. 12 and 12A (Emergency Management and Natural Disasters) Minn. Stat. Ch. 13 (Government Data) Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones) Minn. Stat. § 121A.035 (Crisis Management Policy) Minn. Stat. § 326B.02 subd. 6 and 326B.106 (Fire Code and

General Powers Comm. Labor and Industry) Minnesota Rules Chapter 7511 (Minnesota State Fire Code) Minn. Stat. § 299F.30 (Fire Drill in School) Minn. Stat. § 609.605 subd. 4 (Trespass on School Property) Title IX, Part E, Subpart 2, Section 9532, and 20 U.S.C. § 7912 (Unsafe School Choice Option)

Cross Reference: MDE Model Crisis Management Policy 2018