

806 EMERGENCY MANAGEMENT

I. PURPOSE

The purpose of this Emergency Management Policy is to act as a guide for the school district including building administrators, district employees and students regarding a wide range of potential crisis situations. Each school building shall develop and maintain at the site, emergency management plans to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation in the school district.

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 staff to enable them to act appropriately in the event of a crisis.

II. GENERAL STATEMENT OF POLICY

The District's Emergency Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. The building principal shall prepare and submit tailored emergency management plans to the superintendent or designee prior to the start of each school year for review and approval. The building principal will review, maintain and update the emergency procedures each year.

III. GENERAL EMERGENCY PROCEDURES

The emergency management plans include general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation and sheltering. These district-wide procedures may be modified by building administrators when creating the building-specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

IV. EMERGENCY MANAGEMENT ELEMENTS

- A. In the event of an emergency, the principal or administration will immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.
- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.

- C. The school's emergency procedures will be kept on file with the Human Resources Director and the Superintendent and will be readily available in the school buildings to address the following emergencies:
- a. Fire
 - b. Hazardous Materials
 - c. Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - d. Medical Emergency
 - e. Fight/Disturbance
 - f. Assault
 - g. Intruder
 - h. Weapons
 - i. Shooting
 - j. Hostage
 - k. Bomb Threat
 - l. Chemical or Biological Threat
 - m. Demonstration
 - n. Suicide
 - o. Highly Contagious Serious Illness or Pandemic Flu
 - p. Other (as determined to be necessary by the building administration)
- D. In addition, the school's emergency procedures will address the following plans and documents:
- a. Lock-down Procedures
 - b. Shelter-In-Place Procedures
 - c. Evacuation/Relocation
 - d. Media Procedures
 - e. Post-Crisis Procedures
 - f. Staff Training

- g. Facility Diagrams
- h. Off-site Locations
- i. Emergency Contacts

V. TRAINING AND PREPARATION FOR EMERGENCIES

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal, in cooperation with emergency management agencies.
- C. Each school site will have at least two employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the licensed school nurse.

VI. COMMUNICATIONS

District administration will develop and implement the following communication procedures:

- A. Uniform warning system
- B. School closure due to emergency
- C. Notification to school families, community and media
- D. Student victims of criminal offenses at or on school property

Legal References:

42 U.S.C. § 5121 et. seq. (Disaster Relief and Emergency Assistance)
 Minn. Stat. Chap. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 299F.30 (Fire Drill in School)
 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 (Trespases on School Property)
 Minn. Rules, Part 7511 (Fire Safety)
 Title IX, Part E, Subpart 2, Section 9532 (No Child Left Behind)
 20 U.S.C. § 7912 (Unsafe School Choice Option)
 20 U.S.C. § 1681, *et seq.* (Title IX)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)

Policy 413 (Harassment and Violence)

Policy 501 (School Weapons Policy)

Policy 506 (District-Wide Student Discipline)

Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

Policy 903 (Visitors to the School District Buildings and Sites)

<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

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Alexandria Public Schools - No. 206

Alexandria, Minnesota