

## EMERGENCY MANAGEMENT POLICY

### I. PURPOSE

The purpose of this Model Emergency Management Policy is to act as a guide for Notre École administration, school employees, students, school board members, and community members to address a wide range of potential emergency situations at Notre École. The step-by-step procedures suggested by this Policy will provide guidance in drafting emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential emergency situation.

Notre École will, to the extent possible, engage in ongoing emergency planning with first responders and other relevant community organizations. Notre École will ensure that relevant first responders in the community have access to the emergency management plans and will provide training to Notre École staff to enable them to act appropriately in the event of an emergency.

### II. GENERAL INFORMATION

#### A. The Policy and Plans

Notre École's Emergency Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that the School Co-coordinators can tailor an emergency management plan to meet the building's specific situation and needs.

Notre École's administration shall present tailored emergency management plans to the school board for review and approval. The emergency management plans will include general emergency procedures and emergency-specific procedures. This Policy and the plans will be maintained and updated on an annual basis.

#### B. Elements of the Emergency Management Policy

1. **General Emergency Procedures.** The Emergency Management Policy includes general emergency procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These school-wide procedures may be modified by the School Co-coordinators when creating the emergency management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential emergency, 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. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. All general emergency procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. **Lock-Down Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be

necessary by the School Co-coordinators or their designee. The School Co-coordinators or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. The School Co-coordinators will submit lock-down procedures for the building as part of the emergency management plan.

**b. Evacuation Procedures.** Evacuations of classrooms and the building shall be implemented at the discretion of the School Co-coordinators or their designee. The emergency management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the School Co-coordinators or designee. Safe areas may change based upon the specific emergency situation. The evacuation 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. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

**c. Sheltering Procedures.** Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The School Co-coordinators or their designee will announce the need for sheltering over the public address system or other designated system. The School Co-coordinators will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

**2. Emergency-Specific Procedures.** The Emergency Management Policy includes emergency-specific procedures for emergency situations that may occur during the school day or at school-sponsored events and functions. These school-wide procedures are designed to enable the School Co-coordinators to tailor response procedures when creating specific emergency management plans.

### **3. School Emergency Response Teams**

**a. Composition.** The School Co-coordinators 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 school's emergency management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of emergencies and be available to assist in any emergency situation as deemed necessary by the School Co-coordinators. The school will maintain a current list of school emergency response team members which will be updated annually. The School Co-coordinators, and their alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the Notre École office, or in a secondary location within the building.

b. **Leaders.** The School Co-coordinators 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, 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 emergency. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. **Notre École 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 emergency situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of Notre École's Emergency Management Policy and the emergency management plan. The emergency management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant emergency management plan and shall receive periodic training on plan implementation.

2. **Students and Parents.** Students and parents shall be made aware of Notre École's Emergency Management Policy and relevant tailored emergency management plans. Notre École's emergency management plan shall set forth how students and parents are made aware of the district and school-specific plans. 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. Planning and Preparing for Fire

1. 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. (Depending on the wind direction, where the fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

2. The school's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. 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.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. 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 Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the main office.
7. Notre École will have prearranged sites for emergency sheltering and transportation as needed.
8. Notre École will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). Notre École also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

### **C. Facility Diagrams and Site Plans**

Notre École will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to the building. Facility diagrams and site plans will be available in the main office and in other appropriate areas and will be easily accessible and on file in the Notre École main office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel. A secondary location for the diagrams and site plans will be included in the school's Emergency Management Policy and may include filing documents with a charter school authorizer, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the emergency planning process.

### **D. Emergency Telephone Numbers**

Notre École will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers 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 kept on file in the Notre École main office, or at a secondary location, and updated annually.

Notre École employees will receive training on how to make emergency contacts, including 911 calls, when the school's main telephone number and location is electronically conveyed to emergency personnel.

The school's plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. The plan will identify a

primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

### **E. Warning and Notification Systems**

Notre École 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 the school building. Notre École should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The School Co-coordinators shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. The school's emergency management plan will include the method and frequency of dissemination of the warning system information to students and employees.

### **F. Early School Closure Procedures**

The School Co-coordinators will make decisions about closing school as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or an emergency situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening the school.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

### **G. Media Procedures**

The School Co-coordinators have the authority and discretion to notify parents or guardians and the school community in the event of an emergency or early school closure. The School Co-coordinators will designate a spokesperson who will notify the media in the event of an emergency or early school closure. The spokesperson shall receive training to ensure that the school is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

### **H. Behavioral Health Crisis Intervention Procedures**

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the **school psychologist**, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the School Co-coordinators determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

### **I. Long-Term Recovery Intervention Procedures**

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

## **IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

The school shall maintain procedures for various hazards/emergencies that may occur, such as fire, severe weather, intruder, bus accidents, medical emergencies, and more. These procedures will be available to and utilized by the Emergency Management Team.

## **V. 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.

### **B. Visitors**

1. Notre École shall implement procedures mandating visitor sign in at the main office. See MSBA/MASA Model Policy 903 (Visitors to Notre École Buildings and Sites).
2. Notre École shall implement procedures to minimize outside entry into the school except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

**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.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)

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Powers

Minn. Stat. § 326B.02, Subd. 6 (Powers) Minn. Stat. § 326B.106 (General of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:**

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to Notre École Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>