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801 Crisis Management Policy

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I. Purpose

The purpose of this policy is to establish procedures to protect the safety and well-being of students, staff, volunteers, and visitors during emergency and crisis situations. This policy provides guidance for responding to a wide range of emergencies, including threats to safety, environmental hazards, severe weather, and security incidents.

This Crisis Management Policy is adopted in compliance with Minnesota Statute §121A.035 and is coordinated with the School's Emergency Procedures (Policy 802).

II. General Crisis Response Expectations

All staff shall:

- A. Remain calm and follow established procedures
- B. Maintain supervision and accountability of students
- C. Follow instructions from building administration or incident command
- D. Use plain language announcements (no code words)
- E. Complete required documentation following incidents

III. Evacuation Procedures

A. Critical Information

1. Evacuation procedures are used when conditions outside the building are safer than inside.
2. Evacuation routes may vary depending on the type and location of the emergency.

B. Examples Requiring Evacuation

1. Fire
2. Bomb threat
3. Hazardous materials release
4. Structural concerns

C. When Implementing Evacuation Procedures

1. Building Administration will:

- a. Determine evacuation routes based on the emergency
- b. Announce evacuation using clear, direct language
- c. Provide updates and instructions
- d. Announce the "all clear" when safe to re-enter

2. Staff will:

- a. Take emergency go-kit and class roster
- b. Exit using the route marked on evacuation maps
- c. Assist students or staff needing additional support
- d. Do not lock classroom doors
- e. Do not stop for personal belongings
- f. Proceed to the designated assembly area
- g. Take attendance and report missing, extra, or injured students immediately
- h. Maintain supervision and await further instructions

IV. Evacuation and Relocation Procedures

A. Description

1. Evacuation with relocation is used when students and staff cannot safely return to the building.

B. Building Administration will:

1. Determine need for relocation
2. Notify emergency response team and relocation site
3. Coordinate transportation if necessary
4. Notify Board Chair, Authorizer, and Parents/Guardians as appropriate
5. Implement reunification procedures
6. Document student release to authorized adults

C. Staff will:

1. Remain with assigned students
2. Take attendance at relocation site
3. Report any discrepancies
4. Continue supervision until further instructions

V. Containment and Lockdown Procedures

A. Definitions

1. Containment: Threat is outside the building or movement must be restricted internally
2. Lockdown: Threat or intruder is inside the building

B. Containment Procedures

1. Building Administration will:

- a. Inform staff that there is a threat outside the building
- b. Secure exterior doors
- c. Control movement within the building
- d. Notify staff once the issue has been resolved

2. Staff will:

- a. Lock exterior doors
- b. Keep students away from windows
- c. Continue instruction unless directed otherwise
- d. Move only when instructed

C. Lockdown Procedures

1. Building Administration will:

- a. Announce "LOCKDOWN" over the radio/any available paging systems
- b. Call 911
- c. Ensure all exterior doors are locked (exterior doors remained locked at all time)
- d. Direct individuals to nearest secure space
- e. Implement reverse evacuation for outdoor classes if needed

2. Staff will:

- a. Lock classroom doors
- b. Turn off lights and close blinds
- c. Move students out of sight
- d. Remain silent
- e. Do not open doors until "all clear"
- f. Do not release students except to authorized guardians after clearance

VI. Reverse Evacuation Procedures

A. Critical Information

1. Reverse evacuation is used when inside conditions are safer inside than outside.

B. Building Administration will:

1. Announce reverse evacuation
2. Monitor and update staff
3. Announce “all clear” when appropriate

C. Staff will:

1. Move students inside immediately
2. Take attendance
3. Report any concerns
4. Await further instructions

VII. Severe Weather Shelter Procedures

A. Critical Information

1. Used during severe weather events such as tornadoes or other imminent danger.
2. Minnesota law requires at least one tornado drill annually (Minn. Stat. §121A.037).

B. When Implementing Severe Weather Procedures

1. Building Administration will:

- a. Announce severe weather emergency
- b. Assist staff or students needing support
- c. Announce “all clear” when safe

2. Staff

- a. Take emergency go-kit and roster
- b. Proceed to designated shelter area
- c. Assist those needing support
- d. Take attendance and report concerns
- e. Remain until “all clear”

C. Drop and Tuck Procedures

1. Face an interior wall
2. Drop to knees (or sit if unable)
3. Tuck head and cover neck
4. Do not lie flat

VIII. Shelter-in-Place / Environmental Hazard Procedures

A. Critical Information

1. Used when evacuation would increase risk (e.g., chemical release, air hazard).

B. Building Administration will:

1. Announce shelter-in-place
2. Secure doors and windows
3. Adjust HVAC if appropriate
4. Monitor and communicate updates
5. Announce "all clear"

C. Staff

1. Clear halls
2. Take attendance
3. Seal room if instructed
4. Limit movement and talking
5. Remain until released

IX. Training, Drills, and Review

- A. Crisis procedures are reviewed annually
- B. Required drills are conducted per Minnesota law
- C. This policy is reviewed regularly and updated as needed

X. Legal Authority

This policy is adopted pursuant to, and shall be interpreted consistent with:

- A. Minn. Stat. §121A.035 – Crisis Management Policy
- B. Minn. Stat. §121A.03 – Health, Safety, and Sanitation
- C. Minn. Stat. §121A.04 – Student Injury and Accident Reporting
- D. Minn. Stat. §124E – Minnesota Charter School Law