

BDOLE LEARNING CENTER

Effective Date: 7/27/2015	806 CRISIS MANAGEMENT POLICY
Date: 6/10/14 Revisions: 7/27/15	Approved by: Bdote Board of Directors 6.25.14

I. Purpose:

The purpose of this Model Crisis Management Policy is to act as a guide for school and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in **Bdote Learning Center (BLC)**. The step-by-step procedures suggested by this Policy will provide guidance in drafting crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

BLC will, to the extent possible, engage in ongoing emergency planning within **BLC** and with first responders and other relevant community organizations. **BLC** will ensure that relevant first responders in the community have access to their building-specific crisis management plan and will provide training to school staff to enable them to act appropriately in the event of a crisis.

II. General Information:

A. The Policy and Plan

BLC's administration shall present tailored building-specific crisis management plan to the school board for review and approval. The building-specific crisis management plan will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plan shall be an addendum to this Crisis Management Policy. This Policy and the plan will be maintained and updated on an annual basis.

B. Elements of the Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing buildings, 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 building administrators when creating their building-specific crisis management plan. 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. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. The building for **BLC** will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plan. Finally, all general crisis procedures will address specific procedures for children with special

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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 Director or his or her designee. The Director 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 Director will submit lock-down procedures for their building as part of the building-specific crisis management plan.
 - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the Director or his or her designee. The building's 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 Director 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 Director or his or her designee will announce the need for sheltering over the public address system or other designated system. The Director will submit sheltering procedures for his or her building as part of the building-specific 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.
 3. School Emergency Response Teams
 - a. Composition. The 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 building's crisis management plan and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student

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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 crises and be available to assist in any crisis situation as deemed necessary by the Director. The school will maintain a current list of school emergency response team members which will be updated annually. The Director, and his or her 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 **BLC** office.

- b. Leaders. The Director or his or her 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 crisis. 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. School 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 **BLC's** Crisis Management Policy. The school's building-specific 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 plan and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of **BLC's** Crisis Management Policy. The crisis management plan shall set forth how students and parents are made aware of the school's plan. 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.
2. The facility diagram and site plan shall be available in appropriate areas of the

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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 building administrator's office.
7. **BLC** will have prearranged sites for emergency sheltering and transportation as needed.
8. The 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.). **BLC** 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 Plan

The building 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 plan will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plan will be maintained by the Director and on file in **BLC** office. Facility diagrams and site plan will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

The school 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, and the public health nurse, mental

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health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in **BLC** office and updated annually.

School employees will receive training on how to make emergency contacts, including 911 calls.

School plan will set forth a process to internally communicate an emergency, 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 Systems

BLC 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 school buildings.

It shall be the responsibility of the Director to inform 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 crisis 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 administration 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 a crisis 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 school web sites), and will discuss the factors to be considered in closing and reopening a school or building.

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 administration 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 administration 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 school is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Grief-Counseling Procedures

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Grief-counseling procedures will set forth the procedure for initiating grief-counseling plan. The procedures will utilize available resources which may include a school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the administration or the Director determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. The Director will meet with relevant persons 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.

IV. Sample Procedures Included In This Policy:

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plan. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- 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. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

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V. Miscellaneous Procedures:

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

BLC shall implement procedures mandating visitor sign in and visitors in school buildings.

BLC 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. Student Victims of Criminal Offenses at or on School Property

BLC shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school.

Legal References (the following are included for reference purposes only, may not reflect the most current relevant statutory citation, and should not be read to contravene or limit the school's obligations under any federal, state, or local law):

Minn. Stat. Ch. 12 (Emergency Management)

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)

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)

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SAMPLE

Crisis Management Procedures Manual
2014-2015

TO CALL THE OFFICE:

- (612) 729-9266

TO CALL LOCAL PERSONNEL IN THE EVENT OF AN EMERGENCY:

The phone number for all emergency police, fire, and ambulance calls is 911. Use your classroom telephone to call; stay on the line with the dispatcher and hang up last. Provide specific directions to the emergency.

- ✓ BLC Address: 3216 E 29th Street, MN 55406
- ✓ Main Telephone Number: (612) 729-9266
- ✓ The emergency is: 911
- ✓ The emergency is located: (give room number or location in the building)

POLICE, FIRE, EMERGENCY PHONE - 911
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EMERGENCY RESPONSE TEAM INFORMATION

School Site Team

Adrian Liberty-Director of Instruction & Education (218) 407-0631
Angela Christian-Director of Operations (612) 707-6333
Iva Bunker-Administrative Assistant (612) 998-0412

Local Personnel

Local Fire Dept. – Fire Station 6, 612-874-8691
Local Police Dept. (non-emergency) – Third Precinct 612-673-5702
Xcel Energy (Emergency) - 1-800-895-2999
Poison Control – 1-800-222-1222
Mental Health Hotline – 1-800-862-1799

Crisis Response Team/Post Incidence Response Team

Adrian Liberty-Director of Instruction & Education (218) 407-0631
Angela Christian-Director of Operations (612) 707-6333
Iva Bunker-Administrative Assistant (612) 998-0412

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GENERAL CRISIS MANAGEMENT PROCEDURES MANUAL INFORMATION

MEDIA COMMUNICATION PROCEDURES

The Director and the Board of Directors is the spokesperson in an emergency. You may get questions from parents, neighbors, or the media. Feel comfortable with responding as follows:

1. I understand your concern.
2. Right now I must concentrate on keeping my students/staff safe.
3. Please contact the School Director at TBD.

INTERNAL COMMUNICATION OF A CRISIS SITUATION

- Primary mode of communication: Via telephone system
- Secondary mode of communication: Walkie Talkie

EMERGENCY FOLDERS

- Evacuation Map
- Emergency Protocols
- Crisis Response Team Contact Info.
- Student Contact List
- Attendance List (updated weekly)*
- Laminated colored cards – red, green, yellow

FOLDER/SAFETY INFORMATION DISPLAY EXPECTATIONS

- Place folder on your small telephone table, underneath your telephone
- Laminated evacuation map on inside of doorway
- Protocols posted near doorway (evacuation, lockdown, tornado/severe weather)
- Ensure your folder has everything that it needs at all times and that it is up to date

DRILLS

Minnesota Statutes 121A.037 and 123B.90 require schools to annually conduct a least:

- 5 lockdown drills
- 5 fire drills
- 1 tornado
- 1 bus evacuation drill

*Additional drills may be called by the fire department at any time

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EVACUATION (ADMINISTRATION)

1. Director will direct staff and students to evacuate the building by way of the classroom telephones or secondarily via Walkie Talkies.
2. Activate Emergency Response Team.
 - a. Activate ground level sweeper
 - b. Activate first level sweeper
 - c. Activate second level sweeper
3. Follow program/site protocols for evacuation procedures.
4. Staff will take emergency folders.
5. Evacuate students to main school parking outside of front entrance.
6. Authorized staff will sweep the building to ensure the evacuation is complete.
7. Remain calm. Keep students calm.
8. Account for all students and staff.
9. Remain in the parking lot until director or community official directs you to return to the building.

EVACUATION PROCEDURE (CLASSROOM) – (posted in classroom and located in emergency folder)

Signal: fire alarm or telephone or walkie talkie announcement

1. Line up students. Do not stop to gather belongings.
2. Gather any students from hallway or restrooms nearby.
3. Take Emergency Folder and any emergency medications.
4. Pull your door shut, but do NOT lock it.
5. Evacuate building via designated evacuation route.
6. Proceed to designated area in parking lot. If necessary: Across Oak Grove Street to Loring Park.
7. Instruct students to stand/sit in a line.
8. Conduct a count to determine that all children exited safely and check for injuries.
9. Hold colored card up over your head to signal to Response Team the status of students.

Green = All students from the class are accounted for and present

Yellow = Additional students present that are not included in the homeroom list

Red = Student/s unaccounted for and/or Need Assistance

10. Wait for “All clear” signal or further instructions from Emergency Response Team.

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EVACUATION SHELTER INFORMATION – TBD

LOCKDOWN PROCEDURE – (posted in classroom and located in emergency folder. This procedure can be initiated by any staff.)

Signal: telephone

1. Gather any students from hallway or restrooms nearby.
 - *Note: If you are in the hallway or in route to another place in the building, find the nearest classroom, or other locking space where you can lock yourself and students.*
 - *Note: If you are on the playground or outside, start walking across Oak Grove Street to Loring Park.*
 - *Note: If you are in the Fireplace room or shared refectory space, lock students and staff in the kitchen.*
2. Close and lock exterior doors and windows.
3. Pull shades over exterior and interior windows if possible.
4. Shut off lights.
5. Seat students away from doors and windows.
6. Be quiet and wait for further instructions.

Note:

- Do not leave for any reason
 - Do not open door for any reason
 - If fire alarm is activated, do not evacuate unless fire or smoke is visible
-

COMMUNITY CONCERN PROCEDURE – (posted in classroom and located in emergency folder. Administrator initiated only.)

Signal: telephone

1. Gather any students from hallway or restrooms nearby.
2. Close and lock exterior doors and windows.
3. Pull shades over exterior and interior windows if possible.
4. Continue conducting class as normal, except; **NO STUDENTS ALLOWED TO LEAVE CLASSROOM FOR ANY REASON.**
5. Wait for further instruction.

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TORNADO/SEVERE WEATHER PROCEDURES – (posted in classrooms, bathrooms and located in emergency folder)

Signal: telephone

1. Line up students. Do not stop to gather belongings.
2. Gather any students from hallway or restrooms nearby.
3. Take Emergency Folder and any emergency medications.
4. Pull your door shut, but do NOT lock it.
5. Proceed to designated Tornado Shelter Location. (shared refectory space)
6. Instruct students to sit with their backs to the walls.
7. Conduct a head count to ensure all students are accounted for. Alert Emergency Response Team on student status using colored cards.

➤ If alerted “DROP and TUCK” instruct students to:

Face wall → Drop to knees → Tuck head down → Place hands on top of head and neck



8. Wait for “All clear” signal or further instructions from Emergency Response Team.

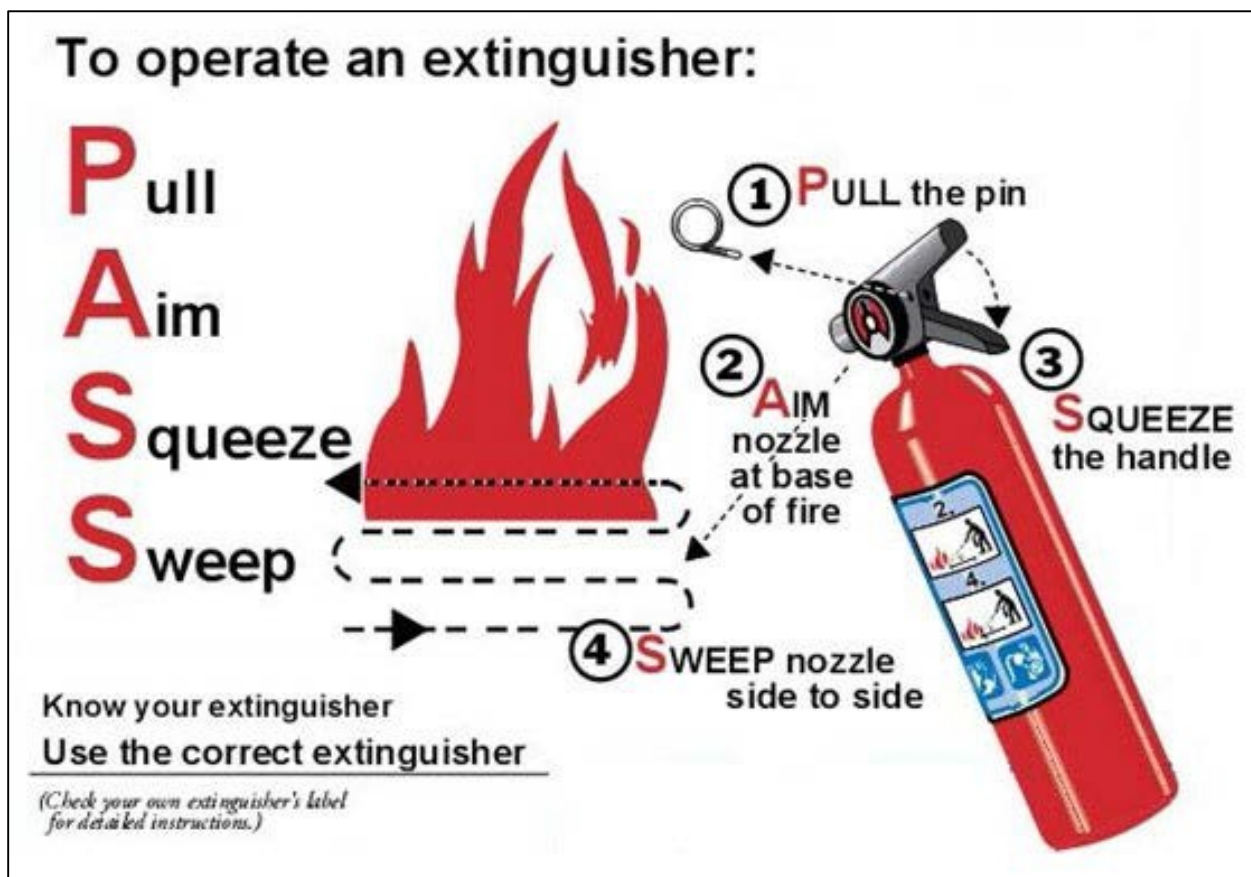
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FIRE - (posted in classroom, next to fire extinguishers and fire alarms, located in emergency folder)

When a fire is discovered:

1. **Rescue** Clear the area. Sound the fire alarm.
2. **Alert** Call 911/Notify the office to call 911.
3. **Confine** Close doors.
4. **Evacuate** Teachers take emergency folders. Evacuate the building. Lock doors behind you. Teachers make sure students are accounted for and stay back at least 500 feet from the building. Return to the building when the director or community official gives the direction to resume activities.

Only trained staff should use fire extinguishers. Pull pin, aim extinguisher, squeeze handle and sweep.



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UTILITY EMERGENCIES:

Electrical Power Failure:

1. Notify the Director.
2. During school hours, call Xcel Energy at 1-800-895-1999.
3. **NEVER** touch damaged electrical equipment or downed power lines until the power source is known to be shut off!

Gas Line Break: TOP PRIORITY

1. Clear the immediate area; evacuate the building if necessary; notify the director.
2. Call 911/notify office to call 911.
3. Call Xcel Energy 1-800-895-2999 (EMERGENCY)

Water Main Break

1. Notify the office. The water department will be called and given the address and nature of the problem.
2. Notify the director.
3. If uncontrollable flooding occurs, the fire department will be called for help.

HAZARDOUS ACCIDENTS:

Accidents may be a hazard to the safety of staff and students. If there is a hazardous accident:

1. Protect the victim(s) from further harm.
2. Evacuate all staff and students if needed.
3. Call 911/notify the office to call 911.
4. Notify the director.
5. Activate the Emergency Response Team.
6. If there is an evacuation, teachers will take emergency folders and account for all students.
7. Staff may aid the victims. Students should not be involved in rescue efforts that could expose them to danger or risk.
8. Return to the building after the director or community officials have declared that the hazardous situation has ended.

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SERIOUS ILLNESS and INJURY:

When a person has been injured or is ill:

1. Administer appropriate first aid procedures. Use standard precautions for blood or body fluids.
Do NOT touch blood with your hands.
2. Call 911/notify the office to call 911 when injury or illness warrants.
3. Notify the office to call the school nurse or trained personnel (First Aid designee).
4. Office will contact parent or emergency contact.
5. Notify the director.
6. Stay with the victim until a relative or emergency care arrives.
7. Complete accident/incident form for an accident.

First Aid designees in this building are: TBD

INTRUDERS OR UNAUTHORIZED PERSON:

Note: All visitor's that have checked in at the office will have a badge that says "Visitor" and has the current date clearly displayed. If they do not, they must be escorted to the office immediately.

Person(s) who, on or near school property, display behavior that is threatening, disruptive, or suspicious; or there is the possibility of a threat to students, staff or public safety:

1. Ask the intruder what their business is with the school.
2. If the business is of a legitimate nature, escort them to the office. They will be given a VISITOR badge after they sign in.
3. If the business is not legitimate, ask the intruder to leave the premises.
4. If the person does not leave, call the office and request a 911 call.
5. Notify the director.
6. Protect the safety of the students.
7. Maintain contact with the intruder until police arrive.
8. Complete a written description of the incident.

VIOLENCE AND WEAPONS:

In the case of violence or the threat of violence, staff must protect students, themselves, and then the general public.

In the case of violence or the threat of violence:

1. Immediately clear the area.
2. Call the office to request that lock-down procedures are in effect immediately.
3. Lock the classroom door.
4. Move students away from windows. Close blinds and take cover.
5. Call 911/notify the office to call 911.
6. Notify the director.
7. Do not attempt to forcibly disarm the person.
8. Remain in the classroom until the direction to move has been given by the director or community official.

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BOMB THREAT:

Employee receiving the call is to contact the office or director at once.

1. If possible obtain the following information from the caller:
 - ✓ Specific location of the bomb.
 - ✓ Time bomb is to go off.
 - ✓ Type and size of bomb.
 - ✓ Determine possible age, sex of caller and note details that might be helpful (background noise, speech characteristics, etc.)
2. Call 911/notify office to call 911.
3. Notify the director.
4. Evacuate if necessary to Loring Park across Oak Grove Street. Teachers must take emergency folders and account for students.
5. If the bomb is located, do not touch, handle, or move it.

ASSAULT:

In the event of an assault or rape involving any individual on the school grounds:

1. Take immediate steps to assist the victim and protect the person from further harm.
2. Call 911 or call the office and instruct to call 911.
3. Begin first aid as appropriate.
4. Notify the director.
5. The victim's emergency contact will be notified. Stay with the victim until a relative or emergency contact arrives.
6. Complete an Accident/Incident Report.

DEATH or SUICIDE:

1. Secure the area.
2. Call 911/notify the office to call 911.
3. Notify the director.
4. Director will activate the Emergency Response Team.
5. Remove students from the area.
6. Director to notify Board of Directors.
7. Director to notify parent/guardian.
8. Director will activate the Post-Incidence Response Team.
9. Follow program procedures for notifying parents of students.
10. Refer media contacts to the director.

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CRISIS INTERVENTION PROCEDURE

In the event of a student in crisis who is either endangering themselves or others, please follow this procedure:

1. Call for the school Crisis Intervention Team
 - a. Members: Adrian Liberty, Angela Christian, Iva Bunker
2. Calmly move any other students in the immediate area out of harm's way.
3. Use a calm speaking voice to engage the student in strategies to de-escalate the situation, such as:
 - a. Empathetic responses to help the student talk through feelings
 - b. Relaxation techniques
 - c. Time out
 - d. Decrease stimulation
 - e. Redirection of behavior
4. Turn the situation over to the Crisis Intervention Team when they arrive.

After the Crisis Intervention Team arrives, team members will take over any de-escalation strategies initiated by the first staff member:

1. Continue initial de-escalation strategies from previous staff member or change tactics to help student calm down in a safe manner.
2. Once calm, determine how to move the student to the office or other safe location.
3. Converse with the student to help understand student's feelings and uncover the root cause of the issue. Provide resources and strategies to help the student cope with trauma and self-regulate in the future.

Should students put themselves or others in imminent or actual danger, trained Crisis Intervention Team members will administer restraints to calm and/or transport the student. Team members are trained to use:

- Children's control position in the case of imminent or actual danger to the student or others
- Team control position in the case of imminent or actual danger to the student or others or refusal to walk with the Crisis Intervention Team to a safe space
- Transport control position to safely escort the student to a safe space

Any time the Crisis Intervention Team is called to support a student, an immediate parent conference is required once the event has ended. The student in crisis will not be allowed back into the school until a meeting has been held with parents or guardians to establish a crisis procedure and initiate any further necessary steps to ensure the safety of the student and others in the school. Disciplinary actions beyond this parent conference may be necessary in cases of attempted or actual harm to the student, staff, or others.