I. PURPOSE
The purpose of this crisis management policy is to act as a guide for the Head of School, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school. The step-by-step procedures suggested by this policy will guide the development of a School Crisis Management Plan for Bluffview Montessori School. This plan will coordinate protective actions prior to, during and after any emergency or potential crisis situation.

II. GENERAL STATEMENT OF POLICY
The school administrators shall develop a building-specific School Crisis Management Plan that shall include:
A. General crisis procedure;
B. Crisis-specific procedures; and
C. Other additional procedures.
The School Crisis Management Plan shall be created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

III. GENERAL INFORMATION
A. Elements of the Crisis Management Policy
   1. General Crisis Procedures
      This crisis management policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation and sheltering, as well as designates the individual(s) who will determine when these actions will be taken.

      a. Internal Physical Communication System
         The Head of School will have a cell phone in order to be contacted at all times in the event of a potential crisis. The Head of School will appoint at least two designees in the event that he/she is unavailable. The alternative designees may include members of the school’s emergency team.

      b. Resource
         The school has a copy of the most recent edition of the Comprehensive School Safety Guide to assist in the development of the school’s emergency plan.

      c. Special Needs Procedures for Staff and Children
         The school’s emergency response team will meet in the fall of each year to ensure that there are specific procedures for the safe
evacuation of each student and staff member with special needs. If an emergency situation/crisis occurs at Bluffview Montessori School, the assignments made for each student and staff member at the fall planning meeting will be implemented by the assigned staff and will include specific procedures for evacuating students and staff with special needs.

i. The evacuation procedures will 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. This may include students who do not have a 504 plan or an individualized education program (IEP).

ii. The evacuation procedures will also address transporting necessary medications and medical equipment used by students and staff during the school day.

d. Lockdown Procedures

Lockdown 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 Head of School or his or her designee. The Head of School or designee will announce the lockdown over the public address system. Emergency responders use plain language when responding to emergencies or crisis situations. School district staff will also use plain language rather than code words. Provisions for emergency evacuation will be maintained even in the event of a lockdown. Specific lockdown procedures are included in the school's crisis management plan.

e. Evacuation Procedures

Evacuations of classrooms or the school building shall be implemented at the discretion of the Head of school or his/her designee. The Crisis Management Plan will include procedures for transporting students and staff a safe distance from harm to a designated safe-area location until released by the Head of School or designee. Safe-area locations may change depending on the specific emergency situation. The evacuation procedures will also include planning for students and staff with special needs related to evacuation.

f. 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 that may change depending on the specific emergency. The Head of School or designee will announce the need for sheltering over the public address system and specific
sheltering procedures will be included in the school’s Crisis Management Plan.

2. Crisis-Specific Procedures

The crisis-management policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These procedures are designed to enable the Head of School to tailor response procedures when creating the school’s management plan.

3. School Emergency Response Team

a. Purpose

The school’s emergency response team serves as a first responder for school emergencies and assists the Head of School in developing and revising emergency plans. The school emergency response team implements the Crisis Management Plan.

b. Composition

The Head of School will select a school emergency response team that will be trained to respond to emergency situations. The school emergency response team members will receive ongoing training to carry out the school’s crisis 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 crises and be available to assist in any crisis situation as deemed necessary by the Head of School. The office will maintain a current list of school emergency response team members which will be updated annually. The Head of School, administrative staff, and his/her alternate designees, will know the location of that list in the event of a school emergency. The list may be in an electronic and/or paper format, but must be accessible in the event of a power outage.

c. Leaders

The Head of School or designee shall serve as the leader of the crisis response team and the primary contact for emergency response officials. In the event the primary designee is unavailable (e.g. out of the building), 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 the Head of School or alternative designee assume a liaison role and be available to emergency response officials.
IV. Preparation before an Emergency

A. Communication of the Crisis Management Plan

1. School Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teacher school personnel who have direct contact with students. All staff shall be aware of this Crisis Management Policy and Bluffview’s Crisis Management Plan. The Crisis Management Plan will be reviewed with all employees annually and shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant crisis management plan and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the district’s crisis management policy and the school’s Crisis Management Plan. The Crisis Management Plan shall set forth how students and parents are made aware of specific school plans. Students shall receive specific instruction on plan implementation and shall participate in the required number of drills and practice sessions throughout the school year.

C. Visitors

1. Entrance Procedures

Visitors must proceed directly to the office to sign-in and must wear a visitor badge while in the school building.

2. Building Entrances

School doors are locked following morning arrival. All visitors must use the main entrance and be admitted into the building by office staff. All doors will be locked prior to and after regular building hours.

D. Facility Diagrams and Site Plans

1. The school 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 the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots and utility shut-offs. All facility diagrams and site plans will be regularly updated whenever a major change is made to the building. Facility diagrams and site plans will be available in the office and will be easily accessible. They will be included in the crisis management policy. Facility diagrams and site plans will also be provided to first responders, such as fire and law enforcement personnel.

E. Emergency Telephone Numbers
1. External Communication
   a. Emergency Response Contact Information
      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 includes 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 school's office and will be updated annually.
   b. Staff Training on Making Emergency Calls
      School employees will receive training on how to make emergency contacts, including 911 calls.

2. Internal Building Communications
   The School Crisis Management plan 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. The plan will 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.

F. Warning and Notification System
   1. Maintenance of the school’s warning system
      The school 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 building. The school may consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.
   2. Notification of the District Warning System to Staff and Students
      It shall be the responsibility of the Head of School 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 includes the method and frequency of dissemination of the warning system information to students and employees.

G. School Closure Procedures
   1. Inclement weather school closures will normally correspond to the Winona Public School District closures. However, the Head of School may make decisions about closing school for crisis-specific reasons. School closure procedures will set forth the criteria for school closure and will specify how
closure decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, email, text message or school website) and will discuss the factors to be considered in closing or reopening the school.

2. External Communication Methods for Parents and Guardians

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

H. Media Procedures

The Head of School has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or school closure. The Head of School may also designate a spokesperson who will notify the media in the event of a crisis or 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.

I. 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 utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the Head of School determines it to be necessary, such as after an assault, a hostage situation, shooting or suicide. A school administrator shall develop and implement grief-counseling procedures to be used whenever necessary, such as after an accident, an assault, hostage situation, shooting, death or suicide. The procedures shall provide for the implementation of a plan utilizing available resources such as the school psychologist, counselor, community grief counselors or others in the community. The behavioral health crisis intervention procedures shall include the following steps:

a. Meet with school counseling staff to determine the level of intervention for students and staff (was the crisis on campus, are there student or staff witnesses, etc.).

b. Designate specific rooms as private counseling areas.

c. Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counseling area.

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

e. Provide follow-up services with 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

J. Planning and Preparing for Fire

1. Safe Area

   The Head of School will designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area shall not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products or combustion, (depending on the wind direction, where the building on fire is located, the direction from which the fire department is arriving and the location or fire equipment, the distance may need to be extended).

2. Accessibility of Building Facility Diagram and Site Plan

   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 the building. The facility diagram and site plan will identify the location of the fire alarm panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Staff Training on Evacuation Routes

   Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternative routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternative routes.

4. Additional Staff Training

   Certain employees, such as those who work in hazardous areas in the building, will receive training on the location and the proper use of fire extinguishers and protective clothing and equipment.

5. Conducting Fire Drills

   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 Minnesota Statutes, section 2999F.30. See Minn. Stat. 121A.035.
6. **Fire Drill Schedule and Log**

A record of fire drills conducted at the building will be maintained in the school’s office.

7. **Preparation and Planning for Sites**

The school will have pre arranged sites for emergency sheltering, relocation and reunification, and transportation as needed.

8. **Essential Staff Functions**

The Head of School will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., phones, building manager, etc.). The Head of School or designee will meet local fire or law enforcement agents upon their arrival.

V. **Sample Procedures Included in This Policy**

A. A template for universal and emergency specific procedures for the various hazards/emergencies listed below is attached to this policy. The template is to be used by the school when drafting the Crisis Management Plan. After approval by the Board of Directors, an adopted procedure will become an addendum to the crisis management policy.

B. **Universal Response Procedures for All Types of Emergency Response**

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

C. **Emergency Specific Response Procedures**

1. Assault (physical/sexual)
2. Bomb Threat
3. Demonstration
4. Fight/Disturbance
5. Fire
6. Hazardous materials
7. Hostage
8. Intruder
9. Media Procedures
10. Medical emergency
11. Severe weather: tornado/severe thunderstorm/flooding
12. Shooting
13. Suicidal threat or attempt
14. Suspicious package or email: chemical/biological threat
15. Terrorism
16. Threat
17. Threat incident report form
18. Weapons

VI. 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. The school will maintain material safety data sheets for all chemicals on campus. State, federal law and OSHA require that pertinent staff have access to material safety data sheets in the event of a chemical accident.

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. §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)