

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 806  
CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

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

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

**II. GENERAL INFORMATION**

**A. The Policy and Plans**

Bluffview Montessori School's Crisis 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 tailored to meet Bluffview Montessori School's specific situation and needs.

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

**B. Elements of the Bluffview Montessori School Crisis Management Policy**

1. General Crisis Procedures. The Crisis Management Policy includes general crisis 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. 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 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. Bluffview Montessori School will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis 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. HOLD. When the “Hold” announcement is made, students and staff should be clear of the hallways and remain in their rooms/areas until the “All Clear” message is announced. Staff should close and lock doors, as well as account for all students and staff. Students and staff outside of the building should remain outside unless otherwise directed by administration. Business should then be conducted as usual. Examples of situations where a Hold will be announced are medical issues that require attention, an altercation in the hallway, or other situations which require clear hallways/access areas.
- b. SECURE. The “Secure” action call signals students and staff to get inside the school building and lock the outside doors. Staff should account for all students and staff, and then conduct business as usual indoors until the “All Clear” message. The Secure message will be announced, for example, in the event of unknown persons on school grounds, a dangerous animal in the vicinity, or criminal activity in the area.

- c. LOCKDOWN. Locks, Lights, Out of Sight. “Lockdown” will be announced 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. Staff should recover all students from hallways, if possible, lock classroom doors and turn out the lights. Students and staff who are outside of classrooms at the time of the Lockdown call should try to get into the closest possible room with a door or a location where they are out of sight. Students and staff should move away from sight, maintain silence and should keep doors closed and locked until notice that the Lockdown had been lifted.
- d. EVACUATE. Evacuations of classrooms and buildings shall be implemented at the discretion of the Head of School or his or her designee, and an evacuation location made be stated in the “Evacuate” announcement. Safe areas may change based upon the specific emergency situation. Staff will lead students to the evacuation location, bringing only their phones and emergency backpacks, if possible. Staff should account for all students and notify others if there are missing, extra or injured students or staff in their count. 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.
- e. SHELTER. “Shelter” will be announced when specific protective actions are needed based on a threat or hazard (i.e. tornados, earthquakes, hazardous materials situations). 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 Head of School will submit sheltering procedures as part of the Bluffview Montessori School 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 Head of School 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 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. Bluffview Montessori School will maintain a current list of school emergency response team members which will be updated annually. The Head of School, 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 the Bluffview Montessori School office.
- b. Leaders. The Head of School 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. Bluffview Montessori 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 Bluffview Montessori School's Crisis Management Policy. The

crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of Bluffview Montessori School's Crisis Management Policy. The crisis management plan shall set forth how students and parents are made aware of the 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 building on 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 building'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 Minnesota Statutes section 299F.30. See Minnesota Statutes, section 121A.035.

6. A record of fire drills conducted at the building will be maintained in the Head of School's office.
7. Bluffview Montessori School will have prearranged sites for emergency sheltering and transportation as needed.
8. Bluffview Montessori School will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). Bluffview Montessori School 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

Bluffview Montessori School 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 maintained by the Head of School and will be easily accessible and on file in the Bluffview Montessori School office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Bluffview Montessori 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, 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 Bluffview Montessori School office and will be updated annually.

Bluffview Montessori School plans will set forth a process to internally communicate an emergency, using intercom systems, classroom telephones, cell phones, or emails, as well as the procedure to enable the staff to rapidly convey emergency information to the building designee. Each 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

Bluffview Montessori 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. Bluffview Montessori School should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The Head of School 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. Bluffview Montessori School 's 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 Head of School will make decisions about closing the 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, texts, text to voice calls, or Bluffview Montessori School website), and will discuss the factors to be considered in closing and reopening the school.

G. 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 early school closure. The Head of School 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 Bluffview Montessori 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 Head of School 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. Administrators 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. ACTIVE SHOOTER DRILL**

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.



2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
  - a. a statistically significant effect on relevant outcomes based on any of the following:
    - (1). strong evidence from one or more well designed and well implemented experimental studies;
    - (2). moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
    - (3). promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. Bluffview Montessori School must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no

negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful,

or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.

**[NOTE: The Minnesota legislature enacted the addition to 2.c in 2025 (Session Law Chapter 35).]**

3. Bluffview Montessori School must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
  - a. student opportunities for leadership related to prevention and safety;
  - b. encouragement and support to students in establishing clubs and programs focused on safety; and
  - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

#### H. Board Meeting

At a regularly scheduled school board meeting, a school board of a charter school that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

## V. **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 plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). 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. Sexual Abuse
- F. Fight/Disturbance
- G. Assault
- H. Intruder
- I. Weapons
- J. Shooting
- K. Hostage
- L. Bomb Threat
- M. Chemical or Biological Threat
- N. Checklist for Telephone Threats
- O. Demonstration
- P. Suicide
- Q. Lock-down Procedures
- R. Shelter-In-Place Procedures
- S. Evacuation/Relocation
- T. Media Procedures
- U. Post-Crisis Procedures
- V. School Emergency Response Team
- W. Emergency Phone Numbers

- X. Highly Contagious Serious Illness or Pandemic Flu

## 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.

### B. Visitors

Bluffview Montessori School shall implement procedures mandating visitor sign in and visitors in the school building. See Policy 903 (Visitors to Charter School Buildings and Sites).

Bluffview Montessori School 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

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

**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.038 (Students Safe at School)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
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 (Trespasses)  
Minn. Rules Ch. 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
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 School District Buildings  
and Sites)  
*Comprehensive School Safety Guide*  
Minnesota School Safety Center - Resources (mn.gov)

**Resources:**

*Comprehensive School Safety Guide*

Minnesota School Safety Center - Resources (mn.gov)

I Love U Guys Foundation, *Standard Response Protocol*

<https://iloveguys.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools

<https://safeandsoundschools.org/> (012325)