

# Great Oaks Academy

## Crisis Management Policy No. 802

### I. PURPOSE

A. Policy. This Crisis Management Policy (this “Policy”) of Great Oaks Academy (the “School District”) has been created in consultation with local community emergency response agencies and other appropriate individuals and groups that would likely be involved in the event of a School District emergency. It is designed to facilitate the creation of a building-specific crisis management plan tailored to each School District building’s situation and needs.

B. Building Level Plans. The administration of the School District shall present building-specific crisis management plans to the Great Oaks Academy Board of Directors (the “Board”) for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures, which shall be consistent with the provisions set forth in this Policy. Upon approval by the 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.

### II. GENERAL POLICY PROVISIONS

A. General Crisis Procedures. The following provisions include general crisis procedures for securing buildings and classrooms, classroom evacuation, building evacuation, campus evacuation and sheltering.

1. *Designated Individual.* Each building-specific crisis management plan shall designate the individual(s) who will determine when the procedures within such building-specific crisis management plan will be taken. Additionally, at least two (2) alternate designees shall be designated for contact if the designated individual is not available. The alternative designees may include members of the School District’s emergency/first responder response team. Current contact information for all such individuals shall be promptly displayed in each building-specific crisis management plan.

2. *Communication System.* 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 and setting forth the method to contact the designated individual or alternative designee(s), if applicable. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable (i.e. power loss).

3. *Special Needs Procedures for Staff and Children.* Each building-specific crisis management plan will address specific procedures for children and staff with special needs such as physical, sensory, motor, developmental, and mental health challenges. The School District’s crisis management team (described herein) will meet in the fall of each academic year to ensure that there are specific procedures for the safe sheltering/evacuation of each student and staff member with special needs, and all staff should be trained on specific procedures for evacuating students and staff

with special needs.

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

(b) The evacuation or sheltering procedures should also address transporting necessary medications and medical equipment used by students and staff during the school day.

4. *Lock-Down Procedures.* Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a violent incident, hostage incident, trespass, disturbance, or when determined to be necessary by the designated individual. The designated individual will announce the lock-down over the public address system or other designated communication system. Detailed lock-down procedures will be included as part of each building-specific crisis management plan.

5. *Evacuation Procedures.* Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each 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 building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures shall include planning for students and staff with special needs in accordance with subsection II.A.3 of this Policy.

6. *Hold/Secure Procedures.* Hold/Secure procedures provide refuge for students, staff, and visitors within the school building during an emergency. Hold is when there is a non-violent situation inside the building where staff/students need to convene in their office/classroom space. These safe areas maximize the safety of inhabitants. Secure is when there is a non-violent situation outside the building where no one is allowed in or out of the building and the school day operates normally within the building. Safe areas may change based upon the specific emergency. The designated individual will announce the need for hold/secure over the public address system or other designated system. Detailed hold/secure procedures will be included as part of each building-specific crisis management plan.

7. *Early School Closure Procedures.*

(a) *Decision Making by Executive Director.* The School District executive director will make decisions about closing school or buildings 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, email, or district or school building websites), and will discuss the factors to be considered in closing and reopening a school or building.

(b) *External Communication Methods for Parents and Guardians.* It shall be the responsibility of the building administrator to inform parents and guardians of communication and notification methods and media outlets that will be used in the event of early school closure.

8. *Behavioral Health Crisis Intervention Procedures*

(a) *Short-Term.* Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will use available resources including the school psychologist, counselor, social worker, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the designated individual determines it to be necessary, such as following an assault, a hostage situation, violence incident or suicide. The designated individual will meet with relevant persons, including school psychologists, counselors and social workers to determine the level of intervention needed for students and staff. Short-term behavioral health crisis intervention procedures shall include the following:

- (i) A designation of specific rooms as private counseling areas;
- (ii) A direction to escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas;
- (iii) A prohibition against media interviewing or questioning students or staff;
- (iv) A provision for follow-up services to students and staff who receive counseling; and
- (v) A provision for resuming normal school routines as soon as possible.

(b) *Long-Term Recovery Intervention Procedures.* Long-term recovery intervention procedures may involve physical/structural recovery, fiscal recovery, academic recovery and social/emotional recovery.

9. *Fire Evacuation Procedures.* Each building-specific crisis management plan shall incorporate fire evacuation plans including emergency egress routes, procedures for assisted rescue for persons unable to use the general means of egress unassisted, procedures for accounting for employees and occupants after evacuation has been completed, identification and assignment of personnel responsible for rescue or emergency medical aid, the preferred and any alternative means of notifying occupants of a fire or emergency, and the preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.

8. *Other Crisis-Specific Procedures.* Each building-specific crisis management plan

shall include crisis-specific procedures for the crisis and other situations that may occur during the school day or at school-sponsored events and functions, as listed in Article V of this Policy.

B. School District Building Emergency Response Teams

1. *Purpose.* Each building within the School District shall appoint an emergency response team to serve as a first responder for school emergencies and assist School District administration in developing and revising this Policy and building-specific crisis management plans. Each emergency response team implements their building-specific crisis management plan to respond to threats and active emergency situations.

2. *Composition.* The designated individual for each building will select an emergency response team that will be trained to respond to emergency situations. All emergency response team members will receive on-going training to carry out their building-specific 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 during an emergency. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation in accordance with applicable building-specific crisis management plans. Each building will maintain and post a current list of emergency response team members which will be updated annually. The list may be in an electronic and/or paper format, but must be accessible in the event of a power outage.

3. *Leadership.* The designated individual for each School District building will serve as the leader of their building emergency response team and will be the primary contact for emergency response officials. In the event the designated individual is unavailable (e.g. out of the building), the alternative designee(s) shall act as the primary contact. When emergency response professionals are present, they may elect to take command and control of the crisis. It is critical in this situation that the designated individual assume a liaison role and be available to emergency response professionals.

C. Visitors

1. *Entrance Procedures.* The school district shall implement procedures mandating visitor sign-in and sign-out at a specific location as well as the use of an identifying visitor badge while in school buildings.

2. *Building Entrances.* The school district 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.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication of the Crisis Management Plan

1. *District 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 this Policy and their building-specific crisis management plan. Each 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 plans and shall receive periodic training on plan implementation.

2. *Students and Parents.* Students and parents shall be made aware of this Policy and the relevant building-specific crisis management plan. Each building-specific crisis management plan shall set forth how students and parents are made aware of this Policy and building-specific 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.

B. Facility Diagrams and Site Plans. All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, accessible egress routes, areas of refuge, and the location of fire alarm control panel, fire alarms, fire extinguishers, fire hydrants, hoses, water spigots, emergency vehicle access and utility shut-offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the School District main office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

C. Emergency Contact Information

1. *Emergency Response Contact Information.* Each building will maintain a current list of emergency contact information 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/contact information 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 updated annually and kept on file in the school district office, or at a secondary location for single building school districts.

2. *Internal Building Communication.* School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, two-way radios and other electronic devices, as well as the procedure to enable the staff to rapidly convey emergency information to the designated individual or alternative designee(s), as applicable. 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.

D. Warning and Notification Systems

1. *Maintenance of the District Warning System.* The School District 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. The School District should consider an alternate notification system to address the needs of staff and students with special needs, such as necessary translation for the vision or hearing impaired.

2. *Notification of the District Warning System to Staff and Students.* The School District shall ensure that students and employees are informed and trained on how the warning system is used to identify a specific crisis or emergency situation and the procedures to follow based on the warning. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system/procedure information to students and employees in the most common languages spoken in the school.

3. *Notification of Crisis or Emergency to Parents/ Guardians.* The School District shall inform parents/guardians of communication methods that will be used in a crisis or emergency to relay information. Each building-specific crisis management plan shall include the communication methods and frequency of dissemination of the communication methods to parents/guardians.

G. Media Procedures. The executive director has the sole authority and discretion to notify the media in the event of a crisis or early school closure, and may designate a spokesperson to act on his/her behalf, if desired. Any communication with the media shall be in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

IV. STAFF TRAINING & DRILLS

The executive director will develop, maintain, and train staff on all procedures and plans referenced in this Policy, including on all procedures a part of the building-specific crisis management plan. Staff will receive training on how to make emergency contacts, including 911 calls. A record of all crisis-related drills conducted by the School District shall be maintained in the main office.

V. SCHOOL DISTRICT PROCEDURES AND PLANS

The School District shall implement procedures and plans for all of the following occurrences:

- Fire
- Hazardous Materials / Chemical Spills / Biological Threat
- Severe Weather: Tornado/Severe Thunderstorm/Flooding
- Medical Emergency
- Fight/Disturbance
- Assault
- Intruder

Adopted: September 23, 2024

Revised: October 13, 2025

- Weapons
- Shooting
- Hostage
- Bomb Threat
- Checklist for Telephone Threats
- Demonstration
- Suicide or Attempted Suicide
- Lock-down Procedures
- Shelter-In-Place Procedures
- Evacuation/Relocation
- Media Procedures
- Post-Crisis Procedures
- Bus Safety

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. Ch. 13 (Government Data)

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)