

6680

Safety, Security and Emergency Management

Policy 6680

Original Adoption: 09/25/1973

Effective Date: 11/25/2009

Revision Dates: 02/23/1976, 08/13/1985, 11/24/2009

Review Dates: July 17, 2013

I. PURPOSE

The safety and security of the students and staff of Minneapolis Public Schools while on school premises or while on school business off school premises is an integral part of the mission of the District. The ability to respond responsibly, quickly and efficiently to emergencies, whether localized or of a general applicability, is a goal of the District. Safety education, accident prevention and emergency preparedness are integral to the proper preparation of our students for response to emergencies, crises, and the prevention of the same.

II. GENERAL STATEMENT OF POLICY

- A. Minneapolis Public Schools will provide safe, secure and welcoming learning and work environments for all students, staff and visitors.
- B. In the absence of a district directive, each school principal has the responsibility for making local decisions aligned with general district or school safety plans affecting the safety, welfare and educational program for all students and staff assigned to his or her school. The school principals, and the appropriate superintendents, share this responsibility. The principal has the ultimate authority within her or his school to carry out this responsibility in alignment with district parameters and directives.
- C. The curriculum shall include safety education, including school bus safety training, accident prevention and emergency preparedness.
- D. The Superintendent, or superintendent's designee shall develop a district wide emergency management plan 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.
- E. All Minneapolis Public Schools and administrative sites will develop and implement an emergency management plan, aligned to the district-wide plan, that prepares them to respond to any emergency that could be caused by:
 1. natural disaster;
 2. structural or systems failure; or
 3. human activity;
 4. threatening animals.

III. EMERGENCY PLANS

- A. Emergency plans required by Section II shall include, at a minimum, the following:
1. integration with the Federal and State Incident Command System;
 2. compliance with all pertinent Federal and State laws;
 3. decision making matrices;
 4. general crisis procedures, including:
 - a. lock-down procedures;
 - b. evacuation procedures; and
 - c. sheltering procedures.
 5. crisis-specific procedures, including:
 - a. fire;
 - b. hazardous materials, chemical or biological threats;
 - c. severe weather, including blizzards and tornados;
 - d. medical emergencies, highly contagious serious illness, suicides;
 - e. assaults, weapons, discharge of weapons, fights, disturbances,
 - f. intruders;
 - g. hostage situations;
 - h. bomb threats, or threats made by telephone or electronic means;
 6. specific procedures in all circumstances for addressing the special needs of children with physical, sensory, motor, developmental or mental health challenges;
 7. communications;
 8. building and site diagrams location and possession; and
 9. warning systems.
- B. District-wide emergency plans shall include continuity of operations plans.

III. MANDATORY DRILLS

- A. Each district building or site shall provide in its plan for the practice of procedures.
- B. In schools, all minimally required drills shall occur during student contact days, and during the defined school day for that building. Additional drills may be scheduled for before and after school hours and on non student contact days when school personnel have duty days.
- C. Drills shall be conducted in coordination with local safety organizations when appropriate, and may be without warning and at various times and under all circumstances, including recess, lunch or assembly periods.
- D. A minimum of five (5) lock-down drills will be held annually for each district facility.

- E. A minimum of five (5) fire drills will be held annually for each district facility.
- F. A minimum of one (1) tornado drill will be held annually for each district facility.

IV. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The Superintendent, or Superintendent's designee, shall establish a district team to ensure:
 - 1. appropriate emergency response;
 - 2. crisis management;
 - 3. threat assessment, and
 - 4. appropriate crisis recovery services for students and staff.
- C. The Superintendent, or Superintendent's designee, shall provide direction, protocols and procedures aligned with national best practices for buildings to follow for safety, emergency preparedness, emergency response and recovery.
- D. The Superintendent, or Superintendent's designee, shall design and provide for the necessary training of district personnel responsible for carrying out emergency response.
- E. The Superintendent, or Superintendent's designee, shall make an annual report to the Board of Directors regarding compliance with this policy.
- F. The Superintendent, or Superintendent's designee, shall designate a Building Administrator for each district site for the purposes of this policy. Duties of the Building Administrator shall be determined by the Superintendent, or Superintendent's designee.
- G. The Superintendent, or Superintendent's designee, shall develop and implement a communications plan for the district emergency plan and this policy for informing staff, students and parents.

Legal References:

Title IX, Part E, Subpart 2, Section 9532
20 U.S. C. §7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)
Minn. Stat. Chapter 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 Part 7510 (Fire Safety)

Cross References:

MPS Policy 1040 (Student and Staff Data Protection)

MPS Policy 1480 (Visits to Schools)

MPS Policy 1541 (Response to Violence and Disruption)

MPS Policy 3517 (Operation, Maintenance and Security of Buildings and Grounds)

MPS Policy 3548 (Safety)

MPS Policy 3620 (Safety and Risk Avoidance)

MPS Policy 3630 (Risk Management Reports)

MPS Policy 4010 (Communicable and Infectious Diseases Affecting Employees)

MPS Policy 5621 (Use of Peace Officers and Crisis Management Teams to Remove Students from School Property)

MPS Policy 5680 (Search of Students, Lockers, Desks, Motor Vehicles)

MPS Policy 6681 (Accident Prevention and Reporting)

MPS Policy 6682 (Emergency Health Care)

MPS Policy 6691 (Communicable and Infectious Diseases Affecting Students)

MPS Policy 7010 (Environmental Health and Safety)