

6680 A

Planning, Teams and Procedures

Regulation 6680 A

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I. PURPOSE

The purpose of this regulation is to establish how the emergency plans, safety and security will be implemented in the district.

II. RESPONSIBILITY

- A. The Superintendent designates the Emergency Management, Safety and Security Office as the Superintendent's Designee in the area of Emergency Management, Safety and Security.
- B. The Emergency Management, Safety and Security Office shall establish teams to ensure implementation. They shall include:
 1. A District Emergency Response team which has the responsibility for district-wide response to emergencies or crises.
 2. A District Safety team which is available to consult with building emergency response team efforts for localized emergencies or crises.
 3. A District Crisis Recovery Team which is responsible for post-crisis or post-emergency management of issues related to recovery from the crisis or emergency.
 4. A District Threat Assessment Team to evaluate data regarding suspected threats to student, staff or facility safety.
- C. The Transportation department shall coordinate with the academic offices to provide bus safety curriculum and supporting materials to the schools.

III. GENERAL SAFETY AND SECURITY PROCEDURES

- A. All schools and other district facilities shall have a mandatory sign in and sign out procedure for all visitors to district schools during school hours. Scoti80598.
- B. All district staff shall be issued and shall display an official staff photo identification badge while at any district facility, regardless of the location of their primary job assignment. If they do not have their issued identification card they shall use the visitor identification system in place at the location.
- C. The Emergency Management, Safety and Security Office shall:
 1. manage the School Resource Officer contract in consultation with General Counsel;
 2. participate or provide training for emergency response, safety, crisis recovery and threat assessment teams;
 3. respond to all building emergencies and assist the building administration and responding law enforcement officials in managing incidents;

4. consult with local law enforcement officials regarding school safety issues;
5. manage safety plans for District headquarters and administrative buildings.

IV. DISTRICT EMERGENCY MANAGEMENT PLANNING AND PROCEDURES

- A. The District will, to the extent possible, engage in on-going emergency planning with first responders and other relevant community organizations.
- B. The Superintendent designates the Emergency Management Office to
 1. develop, review and maintain the District Emergency Management Plan;
 2. designate the individual(s) who will determine when and what actions will be taken in the event of an emergency or crisis. These persons:
 - a) must be generally available for communications at all time and must notify appropriate personnel when they know they will be unavailable for the purposes of this policy;
 - b) must identify primary and secondary means of communication; and
 - c) must identify primary and secondary designees in the event that the individual is unavailable
 3. publish recommended emergency procedures for all district sites;
 4. publish the identity of the individuals designated as decision makers in the event of district wide crises or emergencies.
 5. collaborate with the emergency and crisis response teams of :
 - a) community partners;
 - b) the City of Minneapolis;
 - c) Hennepin County;
 - d) the Minnesota Department of Public Safety;
 - e) Homeland Security; and
 - f) any other governmental body assigned to emergency preparedness, response or recovery.
 6. provide oversight of individual district site emergency plans; and
 7. coordinate continuity of operations plans developed by district departments,
 8. ensure that first responders in the community have access to the district and building-specific crisis and emergency management plans.
 9. act as primary contact for emergency responders who assume command and control of a crisis in keeping with the Incident Command System.

V. BUILDING AND SITE EMERGENCY MANAGEMENT PLANNING AND PROCEDURES

- A. Every district school building or other district site shall have a site emergency team (SET) led by the Building Administrator appointed by the Superintendent.
 1. In schools, the Building Administrator shall be the principal, unless another is appointed by the Superintendent or Superintendent's designee.
 2. In non-school sites, the Building Administrator shall be the general site administrator, unless another is appointed by the Superintendent or Superintendent's designee.

3. The Building Administrator shall be the primary contact for emergency response officials.
- B. The SET shall be selected by the Building Administrator at least annually. Staff members who do not have direct student supervisory roles are preferred for membership.
- C. The Building Administrator shall maintain a current list of SET members, designating roles and responsibilities of each member. All SET members must be aware of the procedures, evacuation routes and safe areas established in the building emergency plan. At least one other member of the SET shall have, or know the location of, the current list of SET members.
- D. The SET shall establish the building or site emergency and crisis response plan for the specific building.
- E. The Building Administrator is responsible for:
 1. assuring compliance with the site emergency plan;
 2. identifying at least one designee in the event of the Building Administrators' absence or inability to perform her or his duties. Multiple designees shall be ranked on the list of the SET contact list.
 3. assessing and arranging for necessary staff training to implement the site emergency and crisis response plan; and
 4. posting the site emergency plan on the district website.
 5. coordinating practice drills for the site response to emergencies and crises with the District Emergency Management Office and local emergency response organizations;
 6. posting the school or site participation in practice drills on the district website at the location designated by the Office of Emergency Management, Safety and Security.
 7. communicating the terms of the emergency and crisis response plan to all staff, and recording the time and manner of this communication; and
 8. compliance with the district communications plan and procedures.

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. 037 (School Safety Drills)
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 5685 (Environmental Health and Safety)

MPS Policy 6691 (Communicable and Infectious Diseases Affecting Students)