



# 6680 B

## Definitions

### *Regulation 6680 B*

Original Adoption: 11/25/2009 (originally published as Regulation 6680 C)  
Revision Dates:  
Review Dates: 7/17/2013

Effective Date: 11/25/2009

### **I. PURPOSE**

The purpose of this regulation is to supply definitions of words and terms used in the Safety, Security, Crisis and Emergency Management Policy and Regulations supporting it.

### **II. DEFINITIONS:**

- A. “lock-down procedures” means those procedures to be used in situations where harm may result to persons inside the school building. Such situations may include unrest in the neighborhood of the school, an intruder in the building, or a trespasser on the premises, or in other circumstances determined to be necessary by the Building Administrator or his or her designee. Procedures may include, but are not limited to:
1. restricting access to the building to all but official first-responder personnel;
  2. closing and locking all rooms within a building;
  3. restricting the ingress or egress to or from any room or area within a building;
  4. use of a coded warning system to establish the level of restriction within a building;
  5. maintaining control of the environment until emergency responders arrive.
- B. “evacuation procedures” means those procedures to be used in the event that the safety and security of the students, staff and official visitors to a site require that they leave the room, area or building. Such events include suspected fires, bomb or other threats, chemical or hazardous materials exposure, structural damage or instability, or other circumstances determined to be necessary by the Building Administrator or her or his designee. Procedures may include, but are not limited to:
1. Establishment of safe locations away from the building, which may include open air or closed locations, depending on the circumstances;
  2. transportation to the designated safe areas;
  3. arrangement for supervision of students in transit to the safe area and while at the safe area;
  4. arrangements for the special transportation needs of students with disabilities or children enrolled in district day-care on the premises to be evacuated;
  5. arrangements for transporting student medications that may be required by students who have a school medication plan;
  6. how and under what circumstances students, staff and visitors may be released from the safe area.
- C. “sheltering procedures” means those procedures to be used in the event that students, staff and visitors require safe places of refuge within the building that maximize the safety of inhabitants during an emergency. Such events include severe thunderstorm activity, tornadic activity, and human created situations where the usual and expected

location of the students, staff and visitors is insufficient to provide the maximum available safety to them. Procedures may include, but are not limited to:

1. designation of building areas that constitute safe areas for different purposes;
2. how inhabitants of the building will be notified of the need to shelter, and the location of the selected shelter area(s);
3. arrangements for the transportation of students with special needs or disabilities, including children enrolled in on site district day-care facilities.

- D. “Incident Command System (ICS)” is the Command and Management and Preparedness components of the emergency response system that align to the National Incident Management System (NIMS). The function of the Incident Command System is to be an organized prevention, mitigation, management and recovery system in an all hazards approach. ICS is designed to be expandable and contractible to respond to emergency situations of different kinds and scope.
- E. “National Incident Management System (NIMS)” is the nation’s first standardized system to approach emergency incident management and response. It unifies federal, state, tribal and local lines of government into one coordinated effort to work together during domestic incidents.
- F. “duty day” is the defined hours that school instructional staff are expected to be in attendance on student contact days. The duty day may be defined differently between district buildings.
- G. “student contact days” are those days in the regular school calendar where all students are expected to be in attendance.
- H. “first responders” are those public safety employees whose duties include response to natural or human made emergencies. They include police officers, fire and rescue personnel, emergency medical personnel and the like.

***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 5685 (Environmental Health and Safety)  
MPS Policy 6680 (Safety, Security and Emergency Management)  
MPS Policy 6681 (Accident Prevention and Reporting)  
MPS Policy 6682 (Emergency Health Care)  
MPS Policy 6691 (Communicable and Infectious Diseases Affecting Students)

MPS Regulation 6680 A (Planning, Teams and Procedures)