

**DISTRICT CODE: 806**

**CRISIS MANAGEMENT**

**I. PURPOSE**

The School District will develop and maintain a Crisis Management Plan to act as a guide for School District Board members, administration, staff, students, parents and community members to address potential crises in the School District. The District will consult with local emergency response agencies. The plan will address all phases of a crisis -- prevention/mitigation, preparedness, response and recovery. The objectives of the Crisis Management Plan will be to:

1. Establish procedures to identify potential threats and minimize risks;
2. Establish crisis response duties using the National Incident Management System (NIMS) and the Incident Command System (ICS);
3. Establish procedures for training employees on emergency response actions; and
4. Establish procedures for conducting required drills.

**II. GENERAL STATEMENT OF POLICY**

The Crisis Management Plan will provide guidance for the School District and for each site and will be used prior to, during, or after any emergency situation. The superintendent or a designee will be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the District Health and Safety coordinator who will report any recommended changes to the Superintendent for Board review.

Each principal and site manager will receive a copy of the Crisis Management Plan. The District Crisis Management Plan serves as the foundation for the development, training and implementation of individual site / program plans.

## HOPKINS PUBLIC SCHOOLS POLICIES

The District and each individual site will have a Crisis Management Team led by site administration and comprised of appropriate staff volunteers. Each crisis management team will maintain a roster describing roles on the team and a contact list including at least one way to contact team leaders other than through District means. Each crisis management team will review and update their team roster and contact list at least once a year.

In compliance with state law, each individual site will conduct at least five fire drills, five lock down drills and one tornado drill a year. To meet State Fire Marshal requirements, each site will conduct its first fire drill within the first 10 school days of each fall session and conduct two additional drills during the summer in facilities hosting summer sessions or activity. Schools hosting summer sessions or activity will also complete one tornado drill during the summer.

While each site may conduct fire drills and lock down drills together in pairs, a clear separation in time of at least five minutes must occur. Sites should not conduct more than two fire drills or more than two lockdown drills in a month. Each year, sites will conduct at least one fire drill in which they simulate very cold conditions outside and must then move evacuated people back indoors into a safe portion of the building. To simulate a building intrusion, each year, sites will conduct at least one lock down drill in which all school staff will lock down and no staff will check the building for drill compliance.

As part of conducting the required drills, each individual site will conduct a planned enhanced drill each year to include more realism and enhanced response. In compliance with this policy, the District Crisis Management Team will participate in and support at least one enhanced drill per year.

The superintendent or a designee will develop and maintain a plan and guidance governing unexpected school start delays or school closures and early school closures. The superintendent and the cabinet will review and update the plan annually.

Adopted: May 18, 2000

Revised: September 26, 2013, October 3, 2017

Reviewed: November 6, 2014, September 17, 2015, September 22, 2016, September 25, 2018