

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 708 –Crisis Management –Revised

I.0 PURPOSE

The district acknowledges the necessity of preparing a Crisis Management Plan in the event that, despite prevention efforts, a crisis or emergency should occur. Any disruptive event that threatens safety and security shall be considered a crisis.

This policy will act as a guide for school district and building administrators, school employees, students, school board members, and community members on to how to address a wide range of potential emergency situations in the school district. The policy will provide guidance to each school building in developing crisis response plans to coordinate protective actions prior to, during, and after various types of emergency situations in the school district.

2.0 GENERAL STATEMENT OF POLICY

To reduce the disruptive effects of a crisis, the superintendent and/or designee will develop and maintain a Crisis Management and Communications Plan. The plan will be developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

The plan shall include reasonable steps to ensure student and staff safety, and minimize property damage, such as:

- 2.1. Written procedures for taking action in the event of a crisis.
- 2.2. Written procedures for communicating with local law enforcement agencies, community emergency services, parents, students, staff, and media in the event of a crisis.
- 2.3. A plan for crisis management training of all staff.
- 2.4. Designation of specific management and reporting responsibilities of each staff member during a crisis.
- 2.5. An outline of aftermath services for staff and students affected by trauma that addresses individuals will provide such services.
- 2.6. An emergency intervention checklist to be widely distributed to employees and other appropriate persons for use in the event of a crisis.

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- 2.7 Building administrators may modify district-wide procedures when developing building specific Crisis Response Plans.
- 3.0 The superintendent shall appoint a district-wide emergency management coordinator who shall work with the administration to develop the Crisis Management Plan, recruit and supervise a District and building level emergency response teams, coordinate in-service programs for teams and all staff members, serve as a liaison between central office and staff, and serve as a liaison between the district and local emergency agencies.

The coordinator shall be responsible for providing copies of current plans developed under this policy to local emergency agencies on a regular basis.

Adopted: 9/10/70
Revised: 5/23/00
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