

MINNETONKA PUBLIC SCHOOLS

Policy 803: WARNING SYSTEMS AND EMERGENCY PLANS

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to District employees and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The Superintendent shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the School Board, the Emergency Plan shall be attached as an addendum to this policy.

III. PROVISIONS OF THE EMERGENCY PLAN

A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the School District is located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

B. The Emergency Plan shall address, but not be limited to the following emergency situations:

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| 1. Fire | 6. Utility emergency |
| 2. Bomb threat | 7. Hazardous material accident |
| 3. Threats with weapons | 8. National emergency |
| 4. Demonstrations | 9. Student body and/or staff health emergencies |
| 5. Natural disaster | |

C. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive in-service training annually on plan implementation.

- 1.0 The District will issue overall emergency procedures in booklet form each school year.
- 2.0 Each building principal must have specific procedures developed for various types of emergency situations such as serious accident, fire, bomb calls and

student disturbance for the respective school. The following frames of reference are noted in this regard:

2.1 District-issued Emergency Procedures.

2.2 Board Policy 913: Closing School in an Emergency

2.3 Policy #803: Warning Systems and Emergency Plans.

2.4 Emergency Chain of Communication Via Telephone.

D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.

E. Parents shall be made aware of the Emergency Plan.

IV. WARNING SYSTEMS

A. The School District shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all School District buildings.

B. It shall be the responsibility of the principals to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.

V. EMERGENCY PROCEDURES

1.0 The Superintendent or designee shall have full authority for action in the event of an emergency which threatens the safety and security of person or property.

2 Emergency procedures are to be developed to cover as many emergency situations as can be reasonably identified such as fire, bomb threats, natural disasters, utility emergencies, and disturbances or demonstrations.

3.0 When an individual student crises arises, such as a bus accident or pupil injury, the response should generally include a call to parents or guardians so that there will be full communication regarding the circumstances affecting their child and steps being taken.

3.1 The person(s) immediately responsible for the injured child should assure that communication with the parent and principal occurs.

3.2 The principal is responsible for following up on said communications with the parent as necessary.

Legal References: 42 U.S.C. § 5121 et. seq. (Disaster relief and emergency assistance)
Minn. Stat. Ch. 12 (Emergency Services)
Minn. Rules 3530.4400 to 3530.4700 (Civil defense: School Districts)

Cross References: ***MSBA Policy #804: Bomb Threats***
MSBA Policy #806: Crisis Management Policy

Adopted April 6, 2006