

## **CRISIS RESPONSE PLAN**

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters or other crisis, which create distress, hardship, fear or grief. The Superintendent or designee shall develop and maintain a crisis response plan for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

A crisis response team for each school shall augment the district plan with working plans and procedures specific to each school building. The crisis response team must include the principal, one certified and one classified member of the school staff, and one parent whose child attends the school. Additionally, the team may include a school board member, a school counselor, a member of local law enforcement, and a student in grade 10 or higher.

All students and employees shall receive instruction regarding these plans. Employees shall be trained annually in crisis response, including evacuation and lock down drills. Disaster simulation exercises may be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Superintendent or designee shall consult with local social service agencies and law enforcement authorities so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communication systems between these agencies and each school district.

The crisis response plan for each school must:

1. identify the person in charge and designate a substitute;
  2. identify the crisis response team members and their specific job functions relating to a crisis;
  3. include a communication plan;
  4. include protocols for responding to immediate physical harm of students, faculty, or staff and to traumatic events, including the period after the events have concluded;
  5. include disaster and emergency procedures to respond to earthquakes, fire, flood, explosions or other events or conditions in which death or serious injury is likely;
  6. include crisis procedures for safe entrance to and exit from the school by students, parents and employees, including an evacuation and lock down plan; and
  7. include other policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis.
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The crisis response plans shall be reviewed annually and updated as appropriate. A copy of each school's crisis response plan shall be retained by the district and a copy provided to each local agency that has a role in the plan. Notice of completion of the annual review and update and the location of a school's crisis response plan shall be posted at each school in the district. Each school's crisis response plan shall be printed and available for inspection by the public.

The School Board shall grant the use of school buildings, grounds and equipment to public agencies for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered to district staff annually.

*Legal References:*

ALASKA STATUTES

*14.03.030 School Term*

*14.03.140 Emergency Drills*

*14.33.100 Required School Crisis Response Planning*

*18.70.080 – 18.70.300 Fire Protection*

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