



## SECURITY AND CRISIS MANAGEMENT

### I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school. The step-by-step procedures suggested by this Policy will provide guidance to our school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

### II. POLICY STATEMENT

Nextide Academy will, to the extent possible, engage in ongoing emergency planning within the school and with first responders and other relevant community organizations. Nextide Academy will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to the school staff to enable them to act appropriately in the event of a crisis.

### III. POLICY TERMS

#### A. General Crisis Procedures

The Crisis Management Policy will include general crisis procedures for securing the school building, building evacuation, campus evacuation, and sheltering. The Policy will designate the individual(s) who will determine when these actions will be taken. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons.

##### a. Lock-Down Procedures.

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down through a designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

##### b. Evacuation Procedures.

Evacuations of the school building shall be implemented at the discretion of the Director or his or her designee. The school's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Director or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. If applicable, the evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

#### B. School Emergency Response Team

The Director will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the



school's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students.

## IV. PREPARATION BEFORE AN EMERGENCY

### A. Communication

#### 1. School Employees.

All staff shall be aware of the school's Crisis Management Policy. The plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive periodic training on plan implementation.

#### 2. Students and Parents.

Students and parents shall be made aware of the school's Crisis Management Policy. The plan shall set forth how students and parents are made aware of this policy. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year, to the extent that state law is applicable in this regard to online schools.

### B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Fire drills will be conducted periodically without warning at various times of the day. The staff will investigate how such drills are to be carried out at an online school and include the information in the final Plan.

5. A record of fire drills conducted at the building will be maintained in the school's office.

6. The school will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

### C. Facility Diagrams and Site Plans

The school building will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility



diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the school office and in other appropriate areas and will be easily accessible and on file in the school office. A secondary location for the diagrams and site plans will be included in the school's Crisis Management Policy and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.

#### D. Emergency Telephone Numbers

The Director will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. This list will updated annually.

School employees will receive training on how to make emergency contracts, including 911 calls, when the school's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

The final Plan will set forth a process to internally communicate an emergency as well as the procedure to enable the staff to rapidly convey emergency information to designated individual. The plan will also identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several method of communication because computers, telephones and cell phones may not be operational or may be dangerous to use during an emergency.

#### E. Warning Systems

The school shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance schedule for the Plan. It shall be the responsibility of the Director to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. The Plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### F. Early School Closure Procedures

The Director will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather- related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening school. Because Nextide Academy is an online charter school, the Plan should address closures in a context that is useful to long distance learners.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible and if applicable.

#### G. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or



others in the community. Grief-counseling procedures will be used whenever the Director determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps, if it is determined that such procedures are applicable for long distance learners:

1. Administrator will meet with relevant persons to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

## V. DISASTER RECOVERY PLAN – ONLINE OPERATIONS

This Disaster Recovery Plan is designed to ensure the continuation of vital business processes in the event that a disaster occurs. Nextide Academy's dependence on information systems compounded with the complexities of third party solution and changing technology, the following elements were considered to implementing a Disaster Recovery Program:

- Critical Application Assessment
- Back-Up Procedures
- Recovery Procedures
- Implementation Procedures
- Test Procedures
- Plan Maintenance

### A. Disaster Recovery Scenario

The disaster recovery scenario that will be specifically addressed, within the scope of this plan, is the loss of access to the various online systems in use at Nextide Academy and the data processing capabilities of those systems and the network connectivity. This Disaster Recovery Plan will only address recovery of the critical systems and essential communications – Edmentum Learning Management Solution, Office 365, Moodle LMS, Student Information System and Helpdesk.

### B. Recovery

The crisis management team will maintain contact telephone numbers in the event of a crisis related to any of the third party applications used, including but not limited to Edmentum, Office 365, Asana, ACT Aspire and Parchment.

The information systems maintained at Nextide Academy will follow standard protocols for recovery from daily, weekly or monthly backups as determined by IT.

### C. Communication

The director will send out a school wide notification, including all the stakeholders, about the outage or any other crisis situation that will also include a timeframe for recovery. When the systems have been restored, a further notification will be sent accordingly.

## V. MISCELLANEOUS PROCEDURES

### A. Visitors



The administration shall develop and implement procedures mandating visitor sign in and visitors to the school. The administration shall implement procedures to minimize outside entry into the school except at designated check-in points and assure that all doors are locked prior to and after regular building hours.