

## **Crisis Management Policy**

**Adopted: May 22, 2012**

**Modified: January 27, 2026**

**Last review: January 27, 2026**

### **1 Purpose**

2 The Crisis Management Policy guides the MNOHS crisis plan managers, staff, students, board members,  
3 and community members to address a wide range of potential crisis situations. For purposes of this Policy,  
4 the terms "school", "district" and "school district" refer to Minnesota Online High School (MNOHS).

5 MNOHS will, to the extent possible, engage in ongoing emergency planning within MNOHS and with first  
6 responders and other relevant community organizations. MNOHS will provide training and information to  
7 staff to enable them to act appropriately in the event of a crisis.

### **8 General Information**

#### **9 A. Policy and Plans**

10 MNOHS's Crisis Management Policy has been created in consultation with appropriate individuals and  
11 groups that would likely be involved in the event of a school emergency.

12 The MNOHS Executive Director shall present a crisis management plan to the Board of Directors for  
13 review and approval as often as deemed necessary. The crisis management plan will include general crisis  
14 procedures and crisis-specific procedures. Upon approval by the Board of Directors, such crisis  
15 management plans shall be an addendum to this Crisis Management Policy.

16 A generalized plan for responding to a crisis when working with students at offsite locations should also be  
17 created and disseminated to staff.

#### **18 B. Elements of the MNOHS Crisis Management Policy**

19 1. General Crisis Procedures. In any crisis situation, the Executive Director is the crisis plan  
20 manager and will be notified as soon as possible by voice or video call. If the Executive Director is  
21 not on site or unavailable during the crisis to implement the crisis plan, the Interim Inactive  
22 Executive Director or the MNOHS Social Worker will be contacted in the same manner. The  
23 contact information for each of these individuals will be posted at the MNOHS office and on the  
24 internal online contact page. When voice or video calling is inoperable, instant messaging, text or  
25 email may be used. For crisis events at the MNOHS office where none of these parties is present, the  
26 MNOHS staff member on site will execute the crisis plan.

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- 27                    a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm  
28                    may result to persons inside the MNOHS office, such as a shooting, hostage incident,  
29                    intruder, trespass, disturbance, or when determined to be necessary by the crisis plan  
30                    manager or their designee. The crisis plan manager or designee will announce the lock-down  
31                    by voice. Code words will not be used. Emergency evacuation maps are posted at the  
32                    MNOHS office by the building owner. These plans will be followed as applicable. If the  
33                    MNOHS office is in lockdown, the building manager and local emergency personnel must be  
34                    contacted by voice or text.
- 35                    b. Evacuation Procedures. Evacuations of meeting rooms or the MNOHS office shall be  
36                    implemented at the discretion of the crisis plan manager or their designee. Individuals with  
37                    specific needs will each be accompanied during the evacuation by an onsite MNOHS staff  
38                    member. All evacuated individuals will remain a safe distance from harm in the southwest  
39                    corner of the building parking lot – near the dumpsters – until released by the crisis plan  
40                    manager or designee.
- 41                    c. Sheltering Procedures. Sheltering in the MNOHS office shall be implemented at the  
42                    discretion of the crisis plan manager or their designee. The location of the sheltering will be  
43                    determined based on the specific crisis. The crisis plan manager or their designee will  
44                    announce the shelter in place order and location by voice. Individuals with specific needs  
45                    will each be accompanied to the shelter location by an onsite MNOHS staff member.
- 46                    2. Crisis-Specific Procedures. When a student is in crisis, the Student in Crisis Flowchart  
47                    procedures will be followed. See addendum to this policy.
- 48                    3. School Emergency Response Teams
- 49                    a. Composition. The Executive Director will select a school emergency response team that  
50                    will be trained to respond to emergency situations. All MNOHS emergency response team  
51                    members will receive ongoing training to carry out the crisis management plans and will  
52                    have knowledge of procedures, evacuation routes, and safe areas. Team members must be  
53                    willing to be actively involved in the resolution of crises and be available to assist in any  
54                    crisis situation as deemed necessary by the Executive Director. The list of MNOHS  
55                    emergency response team members will be updated annually. The Executive Director and

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56 their alternative designee will know the location of that list in the event of a school  
57 emergency. A copy of the list will be kept on file in MNOHS office and online.

58 b. Leaders. The Executive Director or their designee will serve as the leader of the school  
59 emergency response team and will be the primary contact for emergency response officials.  
60 When emergency response officials are present, they may elect to take command and control  
61 of the crisis. It is critical in this situation that school officials assume a resource role and be  
62 available as necessary to emergency response officials.

## 63 **Preparation Before An Emergency**

### 64 A. Communication

65 1. MNOHS Staff. All MNOHS staff shall be aware of the MNOHS Crisis Management Policy and  
66 of their role in responding to crisis situations. All MNOHS staff will receive a copy of the MNOHS  
67 crisis management plan and shall receive periodic training on plan implementation.

68 All MNOHS staff who have direct contact with students must be aware of their role in responding to  
69 crisis situations. This applies to any MNOHS staff who have direct contact with visitors at the  
70 MNOHS office.

### 71 B. Planning and Preparing for Fire

72 1. The southwest corner of the MNOHS office parking lot is the designated safe meeting area in an  
73 emergency fire situation.

74 2. A diagram is posted at the MNOHS office indicating the most direct evacuation routes to the  
75 designated safe areas both inside and outside the MNOHS office building. The building diagram  
76 identifies the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water  
77 spigots, and utility shut offs.

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

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- 81            4. Staff who work at the MNOHS office will receive training on the locations and proper use of fire  
82            extinguishers.
- 83            5. Fire drills will be conducted periodically without warning at various times of the day and under  
84            different circumstances. State law requires a minimum of five fire drills each school year, consistent  
85            with Minn. Stat. § 299F.30 and Minn. Stat. § 121A.035.
- 86            6. A record of fire drills conducted at the MNOHS office will be maintained by the Executive  
87            Director.
- 88            7. Emergency sheltering locations are designated by the MNOHS office building manager and  
89            marked with signage.
- 90            8. The Executive Director will determine which staff will remain at the MNOHS office to perform  
91            essential functions if safe to do so. The Executive Director or their designee will meet local fire or  
92            law enforcement agents upon their arrival.
- 93    C.    Planning and preparing for a Lock Down
- 94            1. The room individuals are in is where they will stay in an emergency lockdown.
- 95            2. If it is safe to evacuate, a diagram is posted at the MNOHS office indicating the most direct  
96            evacuation routes to the designated safe areas both inside and outside the MNOHS office building.  
97            Emergency sheltering locations are designated by the MNOHS office building manager and marked  
98            with signage.
- 99            3. Staff who work at the MNOHS office will receive training on lockdown procedures.
- 100           4. Lockdown drills will be conducted periodically without warning at various times of the day and  
101           under different circumstances. State law requires a minimum of five lockdown drills each school  
102           year, consistent with Minn. Stat. § 121A.035.
- 103           5. The Executive Director will determine which staff will remain at the MNOHS office to perform  
104           essential functions if safe to do so. The Executive Director or their designee will meet local law  
105           enforcement agents upon their arrival.
- 106    D.    Planning and preparing for a tornado

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107 1. Emergency sheltering locations are designated by the MNOHS office building manager and can  
108 be accessed from the MNOHS office through the exit leading to the restroom atrium.

109 2. Tornado drills will be conducted periodically without warning at various times of the day and  
110 under different circumstances. State law requires a minimum of one tornado drill each school year,  
111 consistent with Minn.Stat § 121A.035.

### 112 E. Facility Diagrams and Site Plans

113 The MNOHS office will have a facility diagram and site plan that includes the location of primary  
114 and secondary evacuation routes, exits, designated safe areas inside and outside of the site, and the  
115 location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility  
116 shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change  
117 is made to a site. Facility diagrams and site plans will be available in the MNOHS office and as an  
118 addendum to this policy. Facility diagrams and site plans will be provided to first responders, such  
119 as fire and law enforcement personnel.

### 120 F. Emergency Telephone Numbers

121 A current list of emergency telephone numbers and the names and addresses of local, county, and  
122 state personnel who may be involved in a crisis situation will be posted at the MNOHS office and  
123 updated annually. The list will include telephone numbers for local police, fire, ambulance, hospital,  
124 the Poison Control Center, county and state emergency management agencies, local public works  
125 departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the  
126 county welfare agency.

### 127 G. Warning Systems

128 MNOHS shall maintain an electronic communications system designed to inform students, staff, and  
129 visitors of a crisis or emergency. This system shall be maintained on a regular basis

130 It shall be the responsibility of the Executive Director to inform students and staff of the electronic  
131 communications warning system and the circumstances under which the system is used to identify a  
132 specific crisis or emergency situation.

### 133 H. School Closure Procedures

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134 The Executive Director or their designee, in consultation with the Board of Directors, will make  
135 decisions about closing MNOHS in a crisis situation. MNOHS will close when crisis events cause  
136 the MNOHS learning systems to be inoperable or unsafe for students or staff. Closure decisions will  
137 be communicated to staff, students, families and the MNOHS community via the MNOHS website  
138 and the student information system communications systems. This communication will include a  
139 reminder to check the MNOHS website and other communication media for updates.

### 140 I. Media Procedures

141 The Executive Director or their designee has the authority and discretion to notify families and the  
142 school community in the event of a crisis. The Executive Director or their designee may notify the  
143 media in the event of a crisis. Any public statements must be in strict compliance with federal and  
144 state law relative to the release of private data when conveying information to the media.

### 145 J. Grief-Counseling Procedures

146 Grief counselling will be offered through MNOHS counselling staff and/or community grief  
147 counselors, or other qualified community professionals. Grief counseling will be offered whenever  
148 the Executive Director or their designee determines it to be necessary, such as after an assault, a  
149 hostage situation, shooting, or suicide. The grief counselling procedures shall include the following  
150 steps:

151 1. The Executive Director will meet with relevant persons, including the MNOHS social worker and  
152 counselors, to determine the level of intervention needed for students and staff.

153 2. The Executive Director and counselling team will designate specific times and spaces as private  
154 counseling areas.

155 3. To the extent possible, the Executive Director will prohibit media from interviewing or  
156 questioning students or staff.

157 4. The counselling team will provide follow-up services to students, families and staff who receive  
158 counseling.

159 5. MNOHS staff will resume normal school routines as soon as possible.

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- 160    Legal References:
- 161        Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
- 162        Minn. Stat. § 121A.035 (Crisis Management Policy)
- 163        Minn. Stat. § 299F.30 (Fire Drill in School)
- 164        Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
- 165    Addendum:
- 166        [Student in Crisis Flowchart](#)
- 167        MNOHS office/building site plan – emergency exits, fire extinguisher, alarm locations – is available
- 168        on site