

ROSEVILLE AREA SCHOOLS  
Independent School District No. 623

Policy 708 – Emergency Response Management

1.0 Purpose

The purpose of this policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential emergency situations in the school district. This policy will provide guidance to each school building in developing emergency 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

2.1 The school district's Emergency Response Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency response plan to meet that building's specific situation and needs.

2.2 The district's standard Emergency Response Plan will serve as a regulation to this policy, and will be reviewed and updated annually. Building-specific Emergency Response Plans will be consistent with the district's standard plan.

3.0 The District's Standard Emergency Response Plan.

The district's standard Emergency Response Plans will include general emergency procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It will designate the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating building-specific Emergency Response Plans.

4.0 Facility Diagrams and Site Plans.

School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available in the office of the building administrator and kept on file at the District Center. Current copies will be distributed to local law enforcement agencies and fire departments.

## Policy 700 – Emergency Response Management

NOTE: The Uniform Fire Code promulgated pursuant to Minn. Stat. 299F.011 does not specifically require posting of facility diagrams for school buildings. See Uniform Fire Code 13.03.3.1 (requiring emergency plans) and 13.03.4.1 (requiring certain floor maps and site plans as part of an emergency plan).

### 5.0 District Employees.

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to emergency situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the Emergency Response Management Policy and their own building's Emergency Response Plan.

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