

# Washington West Supervisory Union Model Policy

## Policy E7-R

### **E7-R: SCHOOL CRISIS PREVENTION & RESPONSE**

#### **Policy**

It is the policy of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) to maintain a safe, orderly, civil and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

#### **Definition**

Examples of crises include criminal acts, disease epidemic, physical injury or death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters or bomb threats.

#### **Administrative Responsibilities**

To help prevent the occurrence of some individually caused crises, the Superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The Superintendent is directed to create a school crisis prevention and response plan and administrative procedures that identify how the students, staff should respond to emergency situations, and the role that local emergency service providers will play in crisis preparedness and crisis management. This will include appropriate and effective training; establishment of crisis response teams, both within each building and throughout the supervisory union/district; consultation and cooperation with community agencies, such as police, fire, emergency medical, youth and health authorities; and publication of emergency procedures for such situations as can be imagined.

Generally, the Principal or his/her designee will organize and oversee the planning and operation of the crisis response team and will serve as the incident response team leader, according to the crisis response procedures. The plan will be reviewed annually and routinely practiced during regular drills.

Following a major incident, the crisis response team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for the future to the superintendent.

#### **Staff Responsibilities**

The staff shall follow all guidelines outlined in the crisis response procedures and staff handbook when practicing routine drills and when responding to actual emergency situations.

#### **Student Responsibilities**

Students shall follow all guidelines outlined in the crisis response procedures and student handbook when practicing routine drills and when responding to actual emergency situations.

Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline policy and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Any lost time learning time resulting from response to a school crisis or emergency shall be made up.

Date Warned: 08.29.13  
Date Adopted: FES: 09.17.13; HUHS: 09.18.13; MES: 09.09.13; W-D: 09.10.13; WES: 09.16.13; WS: 11.20.13  
Legal Reference(s): 16 V.S.A. §1161a(a)(4) (Discipline)  
13 V.S.A. § 1604 (Possession of explosive devices)  
13 V.S.A. §1612 (Placing a hoax device)  
13 V.S.A. §1753 (False alarms and reports)  
School Crisis Response Procedures Guide  
Cross Reference: Risk Management (E4)  
Student Conduct and Discipline (F1)  
Search and Seizure (F3)  
Weapons (F21)

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