

**SAMPLE POLICY:**

**Crisis Management**

ORA Requests

Colorado Charter School Institute

This sample policy language is excerpted from the [CSI School Response Framework Guidance](https://resources.csi.state.co.us/wp-content/uploads/2021/07/Establishing-a-School-Response-Framework_FINAL.pdf). This editable document is intended to be used by CSI Schools in drafting their own Crisis Management Policies. While this sample language may provide a helpful starting point, each school’s policy may be tailored to its own practices and preferences within the confines of the compliance requirements outlined in this document. This document should not be considered to be inclusive of everything a school could have in its policy, and schools are encouraged to have all policies reviewed by legal counsel and by CSI prior to adoption.

As further elaborated in the guidance document, a Crisis Management Policy should, at a minimum:

* Adopt the [National Response Framework](https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response) (NRF)and [National Incident Management System](https://www.fema.gov/emergency-managers/nims) (NIMS) developed by FEMA, which shall include implementation of the [Incident Command System](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c);
* Include the date by which the school is (or will be) in compliance with the requirements outlined in 22-32-109.1(4), C.R.S.;
* Address coordination with community partners to assess overall alignment and compliance with 22-32-109.1(4), C.R.S.; and
* Direct the Executive Director/Head of School/Principal (or designee) to develop, implement, and maintain a School Safety, Readiness, and Incident Management Plan.

Use the sample language beginning on the next page to guide the drafting of your policy, and then return to this list to confirm that your policy will include the necessary components.

# Sample Policy Language

**Crisis Management Policy**

The Governing Board (the “Board”) for [School] recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment, and that safe schools contribute to improved attendance, increased student achievement, and community support. The Board further acknowledges the necessity of preparing a School Response Framework to adequately prepare school personnel, parents, and the community to respond appropriately to a crisis that involves the school community.

As an important component of school safety planning, the [School] Board adopts the National Response Framework and National Incident Management System (NIMS) as applicable to schools. In adopting the National Response Framework and NIMS, [School] will institutionalize the Incident Command System to ensure all responders use common language and processes when responding to a school emergency. [School] achieved compliance [ALTERNATE: will achieve compliance] with the requirements set forth in C.R.S. 22-32-109.1(4) on DATE [ALTERNATE: must be no later than December 31, 2021] and will continue to take the necessary steps to remain in compliance.

The Board directs the [Executive Director/Head of School/Principal] (or designee) to develop, implement, and maintain a School Safety, Readiness, and Incident Management Plan (Safety Plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. To the extent possible, the Safety Plan shall be done in conjunction with [School’s] local community partners including fire departments, law enforcement agencies, emergency medical service personnel, mental health organizations and local public health agencies. The Safety Plan shall incorporate the requirements of state law and CSI Board Policy and shall be reviewed and updated at least annually.

References

22-32-109.1(4), C.R.S.

22-30.5-503.5, C.R.S.

[CSI Board Safe Schools Policy](http://go.boarddocs.com/co/csi/Board.nsf/goto?open&id=96A23M003CDF)

[CSI Safety Policy Supplement](http://go.boarddocs.com/co/csi/Board.nsf/goto?open&id=9DE2RP720076)

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