



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Emergency/Crisis Response
Policy Number:	ECR-TCA
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Category:	Board
Author:	Governance Committee
Board Approval:	TCA Board of Directors

EMERGENCY/CRISIS RESPONSE

Emergency and crisis circumstances are unpredictable. These occasions require school leaders to assess unstable situations, take immediate and proper actions, and then return to typical operations as soon as practical. Emergency and crisis events may involve natural disasters; these include weather-related events such as blizzards, tornados, earthquakes, floods, etc.; or they may include situations such as natural gas explosions, water main breaks, power outages, active shooters, pandemics, etc. Each situation is unique and creates a wide variety of necessary and immediate responses.

Actions taken during these events will vary depending on the situation, damage magnitude, crisis timeframe, time duration, and related knowledge and/or expertise. In every scenario, proper communication between the TCA Board, President and Administration, Academy School District 20, staff, students, TCA community, related crisis management organizations/incident command structures, and various media outlets (if involved), is paramount.

Depending on the type or extent of the emergency/crisis situation, the TCA Board would consider forming an Emergency/Crisis Response Committee (ECRC) to ensure an appropriate plan is developed, with associated and requisite inputs from the Board and Administration. This committee would be formed for large-scale, school and community wide occasions that have far reaching consequences which would impede typical school business. In contrast, each campus is equipped with localized emergency plans as campus-specific situations arise. The ECRC is approved by the Board of Directors, is accountable to the Board, and follows the guidelines established under the Board Committee Policy.

CONSIDERATIONS

Goal: The goal of any emergency/crisis response is to ensure the continued physical and mental health, safety, and security of our students and staff, with restoration to typical operations as soon as practical.

Approach: Emergency and crisis initially connotes disorder and chaos. In most cases, school leaders do not control the circumstances associated with various emergencies and crises, but they

do control their approach, and their associated attitude. Similar to how TCA personnel approaches success in all school endeavors, TCA’s leaders should always seek to model the behaviors and practices outlined in the Core Values, including healthy conflict resolution, open communication, positive relationships, and a desire to model for our students what it means to be an exemplary citizen.

Committee Composition: The ECRC, as a minimum, should consist of not more than two Board members, the TCA President, and the TCA Director of Operations. The ECRC should strongly consider inviting other members who have applicable expertise, including but not limited to: law enforcement, crisis/risk management, Academy School District 20 protocols/guidance, legal counsel, mental health and medical expertise, school administration, and parents. This committee should read and understand the guidelines, directives, and laws from federal, state, and local authorities when making decisions or protocols to ensure TCA is in compliance. Additionally, the ECRC should consider working with other established TCA committees (e.g., TCA’s Wellness Task Force) as applicable when overseeing and taking associated actions with regard to applicable emergency/crisis response. The ECRC will be terminated at the discretion of the Board.

Communication: Integral to any emergency/crisis response is ensuring the TCA community understands that an appropriate action plan is in place and accompanying measures are implemented. TCA’s Director of Communications, working with the ECRC and applicable school administrators, will determine the best and most appropriate communication methods to be utilized; these include but are not limited to: emails, text, voicemail, social media, website dashboard, town halls, and/or Zoom/MS Teams meetings. The ECRC will communicate with the Board through the TCA President’s updates, given at the monthly Board meeting.

Stakeholder Advocacy: Appropriate avenues should be provided for all community stakeholders (e.g., students, staff, and parents) to address questions, concerns, and unique situations. Guidelines provided in the Board’s Conflict Resolution Policy should be used to the maximum extent possible. If time plays a critical factor with the involved situation, however, the TCA President may amend the associated procedures or seek additional forms of immediate feedback. Questions and/or concerns should be addressed first by the TCA President (or designee), with adjudication by the Board through the Conflict Resolution Policy and Procedures, as necessary.

Policy Revision History

Date	Revision Details	Revised By
3/8/2021	Policy created.	TCA Administration
11/17/2021	Reformatting and wordsmithing.	TCA Administration
4/11/2022	Replaces PR-TCA Emergency/Pandemic Response Protocols	TCA Governance Committee and approved by the TCA Board
12/11/2023	Page 2; Committee Composition; 1 st sentence: Changed three to two	TCA Governance Committee recommended and approved by the TCA Board