



Forsyth Schools Emergency Guidelines for Administrators & Office Personnel

**Forsyth School District #4
& Forsyth High School District
Forsyth MT**

**Adopted 03/2005
Revised 8/25**

Policy Statement of Forsyth Board of Trustees



School authorities have both a moral obligation and a legal responsibility to provide for the protection of public property and the life, health, and property of students, staff, and facilities in emergencies.

A comprehensive plan has been developed and coordinated to cover emergencies and will include a plan for each building in the Forsyth School District, Forsyth, Montana, and also includes plans to manage outdoor facilities, all school properties, central administration offices, and district vehicles.

Plans include checklists with lines of succession and emergency assignments clearly designated. Consideration is also given to security and preservation of essential records and sensitive areas such as the boiler room and electrical panels.

This SCHOOL SAFETY MANUAL will be reviewed and updated annually prior to the commencement of school in August. Any changes will be provided to ALL SCHOOL PERSONNEL and must be reflected in all procedure manuals immediately.

Disaster and Emergency Services Coordinators' Statement of Responsibility

The Rosebud County Sheriff's Office and/or the Emergency Disaster Agency servicing the Forsyth area will coordinate the resources of Rosebud County if they are needed to assist the school administration in disaster planning or response. Other duties of the Rosebud County Sheriff's Office and/or Emergency Disaster Services for Rosebud County include:

1. Collection, analysis, and dissemination of information concerning potential disasters.
2. Establishment of a warning system to ensure that school officials receive immediate word of any situation that may cause a threat to the schools or their students/staff.
3. Coordination of fire, police, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in the training of school personnel who may require special training as a result of the disaster response assignments.
5. Assistance in dealing with state and/or federal officials during the recovery phase.

School/Facility Administrator Statement of Responsibilities



Each school's/facility's SAFETY PROCEDURE MANUAL will be updated yearly to better reflect the actions required to minimize the loss of life and injuries to persons and property.

The administrator/supervisor for the school/facility will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Staff responsibility for the implementation of the plan will be assigned.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergency situations.

Within one calendar month after school commences, the administrator will arrange for a staff meeting for the purpose of reviewing the validity of the plan and updating new procedures.

A chain of command (Person in Charge) that includes names and phone numbers of the persons to succeed the administrator in the event of his/her absence or incapacitation will be designated.

STAFF DIRECTIVE - When an emergency occurs that you respond to:

After calling emergency services and following safety procedures for your building, it is imperative that employees IMMEDIATELY relay factual information regarding any emergency or disaster to your School Safety Team Leader in order listed below:

SCHOOL SAFETY TEAM LEADER

Chain of Command (Person in Charge) HOME PHONE NUMBERS



FHS		FES	
A. Morgenstern	(406)346-2796 ext. 5141 (406)861-2650 (cell)	B. Schwagler	(406)346-2796 ext. 5122 (406)351-3600 (Cell)
S. Treible	(406)346-2796 ext. 5145/5619 (406)351-3685 (cell)	E. Bidwell	(406)346-2796 ext. 5602 (406)351-1970 (cell)
B. Schwagler	(406)346-2796 ext. 5122 (406)351-3600 (cell)	A. Morgenstern	(406)346-2796 ext. 5141 (406)861-2650 (Cell)

COMMUNICATION PROCEDURES FOR THE PERSON IN CHARGE

STEP 1

Emergency Services- call 911

Police, Fire, Ambulance, Sheriff, City/County Civil Defense- call 346-2715

Tell the dispatcher specifically where your command post is (that location where “Person in Charge” or his/her designee can be found at all times). Remain there until help arrives.

STEP 2

Immediately report the crisis to

Dixie Seleg, Superintendent of Schools, 346-2796. ext 5102 or (406)351-2540 Cell
(Superintendent will handle ALL media relations.)

STEP 3

If the superintendent is not available, media relations will be handled by (in this order):

Marty Cox, 346-2796 ext. 5104 or 406-351-1233 (C)

Stacy Montgomery, 346-2796 ext. 5101 or 406-853-9928 (C)

Aaron Morgenstern, 346-2796 ext. 5131 or 406-861-2650(C)
Blake Schwagler, 346-2796 ext. 5120 or 406-351-3600 (C)

MEDIA PROCEDURES

The only means to inform the general public is by the mass media (radio, television, and newspapers). The only person(s) authorized to communicate with the media is/are listed ABOVE in Step 2 and Step 3.

Radio Stations to which pertinent emergency/crisis information will be reported:

KIKC, Forsyth	356-2711
KATL, Miles City	232-7700
KOAL, Colstrip	748-3543
KMTA, Miles City	234-5626

TRANSPORTATION OF INJURED PERSON

When it is necessary to transport an individual for injury care and treatment, a staff member will accompany the injured person(s) to the appropriate medical facility, unless an immediate family member or approved emergency contact is available. When possible, a copy of the medical release form will be taken with the injured person(s). Progress reports will be updated when appropriate, between the medical facility and the school administration.

TRANSPORTATION EMERGENCY PROCEDURE

BUS DRIVER DUTIES:

1. Evaluate the safety of students on the bus. Move students to the closest safe location if the safety of students is in question.
2. Notify the base station of the incident. Give the location and other specific information available. If an incident occurs when the base station is not in operation or communication is impossible with the base station, contact the Rosebud County Sheriff's Office. If the bus radio is non-operational, request the first passerby to notify the appropriate law enforcement agency and the transportation director of the incident.
3. Place hazard signs and flares as appropriate.
4. Take a roll count of students. Attempt to keep students calm.
5. Administer first aid to students as appropriate.
6. Continue to monitor the radio during and after carrying out your duties under items 3 and 4. Notify the base station or the mutual aid channel of any status changes of the incident.

TRANSPORTATION OFFICE DUTIES:

1. Call the appropriate Sheriff's Office and Rosebud County Sheriff with pertinent information for dispatching ambulances and police.

Rosebud County Sheriff **346-2715**

2. Notify the transportation Supervisor at home if not available at the office.

Marty Cox **346-2796 xt. 5104** **351-1233 [cell]**

Notify the superintendent at home if not available at the office.

Dixie Seleg	346-2796 ext. 5102	406-351-2540 [cell]
Stacy Montgomery	346-2796 xt. 5101	406-853-9928 [cell]

3. Remind other drivers with students to TURN RADIOS OFF (to prevent students from becoming alarmed by messages). Attempt to avoid the area of the incident.
4. Notify building principals so that parents of involved students can be contacted. (Give roll of students, IF POSSIBLE.)
5. After seeing that items 1-4 are accomplished, the Transportation Supervisor will travel immediately to the incident scene.
6. Secure all evidence that might be pertinent to the situation [other than what law enforcement has secured].
7. Notify Trustees.
8. Notify Insurance Company.
9. Media information will only be provided by the superintendent or, in his/her absence, the media relations team

Stacy Montgomery	346-2796 xt. 5102 (wk)	853-9928 [cell]
Aaron Morgenstern	346-2796 xt. 5141 (wk)	861-2650 [cell]
Blake Schwagler	346-2796 xt. 5120 (wk)	351-3600 [cell]

NOTE** Should an accident involve the railroad, call: Burlington Northern
& Santa Fe Railway Corp.- National Command Center (manned 24 hrs/day) – 1-800-832-5452

ALTERNATE SCHOOL LOCATIONS:

In the rare event that an alternative site is needed, a phone call **MUST** be made to alert the people in the alternative facility. If the alternate location is not a school, a “Hold Harmless Agreement” will be signed by the school district and the property owner assuring them that students will be supervised by district employees while on the premises and that the school district is responsible for any injuries or property damage while the students are at their facility. The property owner, the school, and the central administration office will each have copies of the agreement.

Forsyth Elementary School -----	<i>First Baptist Church - Forsyth</i> <i>[406] 346-7704</i>
Forsyth High School-----	<i>Concordia Lutheran Church - Forsyth</i> <i>[406] 346-7614</i>

If the Alternative Site is Unavailable:

ALL SCHOOLS-----	<i>A) Public Library</i> <i>B) County Shop</i>
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Forsyth Public Schools
P.O. Box 319
Forsyth MT 59327
(406) 346-2796

HOLD HARMLESS AGREEMENT

In consideration of the use of _____ for a temporary shelter for students during a School District-determined emergency, Forsyth Public Schools agrees to defend and hold _____ harmless for any injuries or property damage arising out of such use. This document is to be in effect while students are at your location under the School District direction. The students will be supervised by School District Employees while on your premises. You will be notified by the School District before any students are brought to your facility.

PHONE _____ NUMBER _____ TO _____ CALL _____ CONTACT
PERSON _____

Property
Owner/Agent _____ Date _____

Superintendent _____ Date _____

Copies to: Property Owner
 School File
 Central Administration File

APPENDIX A

ADMINISTRATOR'S PLANNING CHECKLIST - Completed by the start of each school year

- [] 1. Ascertain that an FS EMERGENCY GUIDELINE MANUAL is located in each building/facility.
- [] 2. Confirm that each manual and telephone tree has current names and phone numbers of the School Safety Team (see pg. 3).
- [] 3. Determine the command post in your building/facility (that location where the Person in Charge or his/her designee can be found at all times), usually the office, so there is access to a telephone. Appoint a person to stay by the phone. Determine alternate command post to be used as needed.
- [] 4. Assign a written chain of command (Person in Charge) in your building. Record the names of those persons in charge of communications under "**School Safety Team Leader.**"
- [] 5. Have first aid equipment and instructions in a designated area in your building. Notify all personnel of this location.
- [] 6. Office staff should be specifically assigned to secure all records and valuables in a safe place.
- [] 7. Confirm that procedures for a roll count of all students/staff/employees and for reporting results to the command post are in place.
- [] 8. Have prepared a sign-out form, where and, if appropriate, when a student is released to an individual, a signed statement from that person, which includes the student's name, pickup time, the person picking up the student, and the final destination of the student, must be obtained.
- [] 9. Confirm all safety and evacuation procedures necessary for disabled persons are in place and communicated to appropriate staff.
- [] 10. Meet with members of the response team.

OTHER specific items to address in assembling a school safety plan:

APPENDIX B

IMMEDIATE DUTIES OF “PERSON IN CHARGE”

1. Confirm that emergency personnel have been notified.
2. Advise teachers/staff/students to remain in rooms or evacuate.
3. Remind teachers/staff of confinement or evacuation procedures and to reference their Safety Procedure Manual for information and procedures.
4. Advise teachers/staff to immediately take roll.
5. Secure any/all evidence.
6. Confirm roll count from teachers/staff.
7. Confirm that the superintendent (media chain of command) has been notified.
8. Communicate the procedure for the resolution of a crisis with the superintendent and emergency personnel.
9. Request transportation if necessary.
10. Notify the alternate school site of transportation plans when appropriate.
11. Communicate directives to teachers/staff as necessary.
12. Provide accurate information to District media person(s).
13. Upon resolution of the crisis situation, write a short synopsis of what occurred and the procedures used in resolving the incident.



APPENDIX C

EMPLOYEE CRISIS MODE CHECKLIST

IF INDOORS:

- [] 1. If advised by the person in charge, stay in your room.
- [] 2. Take protective actions as appropriate
- [] 3. Stay away from windows and outside walls.
- [] 4. Take shelter under desks, tables, and heavy furniture.
- [] 5. Move from under the light fixtures.
- [] 6. Immediately take a roll count of students.
- [] 7. Communicate the roll count of students and the situation to the person in charge as soon as it is safe. Listen for specific instructions. [Use phone if possible].
- [] 8. Shut off or disconnect any electrical or gas items.
- [] 9. Be alert to any developing threats, such as broken water pipes or electrical wires.
- [] 10. Be prepared to evacuate if instructed to do so - keep everyone together during and following evacuation (have a designated destination for evacuation.) Take roll immediately following evacuation.
- [] 11. If advised to evacuate the building, follow the fire drill plan.
- [] 12. If time allows, get coats on and take the grade book.
- [] 13. EARTHQUAKE ONLY- leave doors to the room open to prevent jamming
- [] 14. TORNADO ONLY- Move students toward hallway walls, away from windows, or INTO the hallway. Instruct students to crouch on the floor and cover bowed heads with locked hands.
- [] 15. EXTERIOR RADIOACTIVE/TOXIC MATERIAL WARNING – Move to the center core of the building to the lowest level away from outside walls and any openings to the outside.
- [] 16. PLANE CRASH – Be prepared to evacuate if advised to do so, following fire drill plans with possible modifications.
- [] 17. Staff will NOT tie up communications systems (intercom, phone, e-mail, etc.)

IF OUTDOORS: (Earthquakes, explosions usually happen without warning)

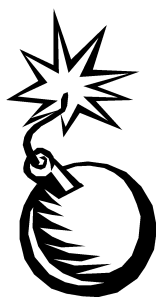
- [] 1. Move away from building to open space.
- [] 2. Avoid overhead wires and utility poles.
- [] 3. Lie flat, face down. Wait for Earth to stop moving. (The rolling motion of the Earth is frightening, but not dangerous. Large explosions will have many of the same effects as an earthquake.)
- [] 4. Keep students assembled and take a roll count of students. Be prepared to provide this information to the person in charge.
- [] 5. Do not light fires or touch any fallen wires.
- [] 6. Do not enter the building until authorized to do so.

- [] 7. Be alert for instructions from the person in charge.

APPENDIX D

BOMB THREAT PROCEDURE

1. Use the “Threat Call” checklist.
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
 - a. Prolong the conversation as much as possible.
 - b. Identify background noises.
 - c. Note distinguishing voice characteristics.
 - d. Interrogate the caller as to the description of the bomb, where it is, and when it is, due to explode.
 - e. Determine the caller’s knowledge of the facility.
 - f. DON’T HANG UP THE PHONE!!! (Use another phone to notify authorities.)
3. The person receiving the call will immediately alert the *person in charge*.
4. The administrator will confirm notification to the police.
5. The administrator or person in charge will decide whether to evacuate the building immediately and search the facility or make a preliminary search prior to any other action. DO NOT USE TWO-WAY RADIOS OR CELL PHONES, THEY COULD DETONATE A BOMB.
6. The bomb can be almost anything, ranging from the most obvious bundle of dynamite and clock to cleverly concealed, perfectly ordinary-looking objects. A briefcase, a toolbox, and a piece of pipe have been used. You will be looking for something that doesn’t belong.
7. If what is found appears to be a bomb, DON’T TOUCH IT. The Police Department will take charge.
8. If the caller indicates a time the bomb is due to explode, and the person in charge determines the threat is valid, the standard fire drill, with possible modifications, will be activated for evacuation of the facility.
9. Evacuate everyone at least 300 feet from the building at the time of the threat. [If elementary school, move ***behind*** middle school.] (It is important to have all visitors to a building sign in and out for this reason.) During inclement weather and a possible prolonged search situation, move students to your school’s alternate site.
10. Allow emergency services to take charge of the building search.
11. The person in charge should remain available for assistance to emergency services personnel.



APPENDIX E

THREAT CALL CHECKLIST



DON'T HANG UP THE PHONE (Use another phone to call police, superintendent's office and other emergency services.)

1. Record as accurately as possible the exact words of the caller:

ASK:

"What time is it set to explode?" _____
"Where is it?" _____
"What kind of bomb is it?" _____
"Is it in the open?" "Concealed?" "Disguised?" _____
"Why was it placed in the school?" _____
"How did you get it into the school?" _____
"Who are you?" _____

DESCRIPTION OF VOICE ON THE PHONE:

Man _____ Woman _____ Child _____ Intoxicated _____
Calm _____ Frightened _____ Accent (type) _____ Speech Impediment _____
Use of Slang expressions _____ Sounds Educated _____
Young _____ Middle-aged _____ Old _____ Other _____

BACKGROUND NOISE:

Music _____ Children _____ Talk _____
Airplane _____ Traffic _____ Typing _____ Machines _____
Train _____ Other _____

OTHER OBSERVATIONS: