



# Philipsburg K-12 School District #1

## EMERGENCY PROCEDURE MANUAL



By Tom Gates

8/10/2022

**\*If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instruction to relay progress reports as soon as possible.**

# Communication Phone List for Incident Commander “I.C.”

## 911...For all Emergency’s

Sherriff-(406)859-3251... Scott Dunkerson

Granite Country Medical-(406)859-3271

Fire-(911)...Philipsburg Volunteer Fire Department

Poison Control-(800)222-1222

### Important School Phone Numbers

<b>Philipsburg School</b>	<b>Position</b>	<b>Cell</b>	<b>Office/Home</b>
Tom Gates	<b>Superintendent</b>	(406)560-1409	(406)859-3232 ext.222
Maggie Tallon	<b>Assistant Principal</b>	(406)498-3218	
Sara Rouse	<b>School Board “Chair”</b>	(406)381-1748	
Chris Cornelius	<b>Head Custodian</b>	(406)396-8079	
Jack Housel	<b>Elem. Custodian</b>	(406)560-3225	
Shannon Huckfeldt	<b>H.S. Secretary</b>	(406)529-3880	
Tomme Carlyon	<b>Elem. Secretary</b>	(406)560-4044	
Linda Graham	<b>District Clerk</b>	(406)529-3880	
Justin Blume	<b>Transportation Director/teacher</b>	(406)560-7496	
Denny House	<b>Bus Driver</b>	(406)859-3604	(406)859-3604
David Swanson	<b>Bus Driver</b>	(406)859-3431	(406)859-3431
TJ Victor	<b>Bus Driver</b>	(406)560-1799	
Erin Moore	<b>Head Cook</b>	(406)859-5115	(406)859-5115
TBA	<b>Assistant Cook</b>	(406)	
Crista Beattie	<b>Elem. Teacher</b>	(406)360-7688	
Laykin Smith	<b>Elem. Teacher</b>	(406)560-3742	
Jamie Baumgartner	<b>Elem. Teacher</b>	(406)560-6217	
Criss Shea	<b>Elem. Teacher</b>	(406)490-7875	
Dustin Keltner	<b>Elem. Teacher</b>	(406)552-9405	
Amber Burch	<b>Elem. Teacher</b>	(425)345-2536	
Kendra Kanduch	<b>Elem. Teacher</b>	(406)560-0883	
Jennifer Graham	<b>H.S. Teacher</b>	(406)531-4044	
Meredith McDonald	<b>H.S. Teacher</b>	(406)560-2453	
Kaley Hansen	<b>H.S. Teacher</b>	(406)202-1910	
Melissa Kienitz	<b>H.S. Teacher</b>	(406)5604345	
Cassandra Hopkins	<b>H.S. Teacher</b>	(406)546-1421	
Lauren Robbins	<b>H.S. Teacher</b>	(406)560-3225	
Brandie Morales	<b>Elem. Teacher</b>	(406)209-4717	
Carrie Coleman	<b>Paraprofessional</b>	(406)241-4866	
Del Vose	<b>Paraprofessional</b>	(406)560-0186	
Open	<b>Interpreter</b>	(406)	
Katie Tobin	<b>Special Education(July)</b>	(218)731-4330	
Leigha Bates	<b>Kindergarten(July)</b>	(406)560-0849	
Stephanie Gates	<b>Preschool</b>	(406)498-2656	
Ray Hess	<b>Counselor</b>	(406)560-4345	

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**EMERGENCY MANAGEMENT TEAM**

Tom Gates- **K-12 Superintendent/principal**

Maggie Tallon-**Assistant principal**

Ray Hess- **K-12 Counselor**

Cris Cornelius-**H.S. Custodian**

Shannon Huckfeldt-**H.S. Secretary & Tomme Carolyn-E.S. Secretary**

\*During an emergency all your actions must be communicated to someone from the above-named list.

**ALTERNATE SCHOOL LOCATION**

The following location has been secured for immediate, temporary housing of students before they are bused home or picked up by parents/guardians.

A.) Mungus Football Field	Behind PPS High School	Grades K-12
B.) Winninghoff Park	106 East Stockton St.	Grades K-12
C.) Philipsburg Town Park	403 Airport Road	Grades K-12
D.) Granite Hospital	310 South Sansome St.	Grades K-12

The students will walk to this location and then be either bused home or picked up by a parent(s)/guardian(s). If the emergency is resolved before the end of the school day, students will return to the school and school will be dismissed with the buses running as usual.

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 the school has insurance to cover any injuries or property damage while the students are at their facility. The property owner, school, and administrative office will each have copies of the agreement.

Some Special Education students may need special transportation. Make arrangements following instructions under section “References Unique to Your Building.”

**PHILIPSBURG SCHOOL DISTRICT #1**  
**HOLD HARMLESS AGREEMENT**

In consideration of the use of \_\_\_\_\_  
for a temporary shelter for school children during a School District determined emergency, Philipsburg K-12 Schools to defend and hold harmless for injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location. The students will be supervised by District employees while on your premises.

You will be notified by the School District before any students are brought to your facility.

## **FIRE DRILL PROCEDURES**

1. At the sound of the fire alarm, all students must exit the building in a prompt, safe, and orderly fashion.
2. The first pupils outside must move away from the building so they do not block the exit from those following.
3. Teachers are responsible to see that students move away from the building, take roll call, and cross the street when necessary to clear the area.
4. The principal of each building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision. It shall be posted on the wall in every classroom.

## **POLICY STATEMENT OF THE SUPERINTENDENT**

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

This plan will include checklists and lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room, electrical panels, and administration offices and or district safes.

This Emergency Procedure must be previewed and updated annually prior to the start of school in September. Any changes will be provided to school personnel and must be reflected in all procedure manuals immediately.

Thomas M. Gates/ Superintendent

## **STATEMENT OF GRANITE COUNTY'S RESPONSIBILITY**

The Granite County DES/SAFETY TEAM and Granite County Sherriff's Office will assist school officials in disaster awareness. Their responsibilities include:

1. Collection, analysis and dissemination of information concerning potential disasters.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or their students.
3. Coordination of fire, sheriff, 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 their disaster response assignment.
5. Assistance in dealing with state or federal officials during the recovery phase.

## **POLICY STATEMENT OF THE PRINCIPAL**

Philipsburg K-12 School District's Emergency Procedure plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and to property.

The Superintendent will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Faculty responsibilities for implementation of the plan will be assigned by position.

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

At least once a year, within one month after school begins the Superintendent and or Principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.

A chain of command that will include names and phone numbers of the persons to succeed the principal in the event of his absence or incapacitation will be designated in writing titled, "**Media Procedure-Building Chain of Command**" and located in each school's main office.

## **PRINCIPAL'S CHECKLIST**

1. Determine command post in your building (that location where the "I.C." or 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.
2. Assign written chain of command (I.C.) in your building and have posted in the building administrative office. Record names in writing and post in main office: "**Media Procedure—Building Chain of Command**". Alert all personnel to their assignment.
3. Have first aid equipment and instruction in designated shelter area in your building.
4. Review teacher checklist with staff on a regular basis and be certain each teacher has a check list available at his/her desk in his/her classroom.
5. Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available in his/her office.
6. In an emergency, see **Chain of Command** listed below for Person in Charge. It is mandatory that the "I.C." be easily identified by wearing a "Vest". The "I.C." will arrange for checking of all restrooms, vacant rooms and locker rooms.
7. Secretary will secure all records and office valuables in a safe place.
8. Confirm that roll count of students is received at command post.
9. If a student is released to an individual other than parent, get signed statements from that person including the child's name, pickup time, the person picking up the student and the final designation.

### **CHAIN OF COMMAND (PERSON IN CHARGE)**

First: Admin: Tom Gates/ Superintendent, Principal & Maggie Tallon-Assistant Principal

Second: Secretaries: Tomme Carlyon Elem. & Shannon Huckfeldt H.S.

**EMERGENCY MEMO**  
**PHILIPSBURG K-12 PUBLIC SCHOOLS**

TO: All parents and/or Guardians of Philipsburg K-12 Public Schools  
FROM: Thomas M. Gates, Superintendent of Philipsburg Schools  
RE: Emergency Procedures for Philipsburg Public Schools

Philipsburg K-12 Public Schools District #1 has just updated the Crisis Procedure manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by school, staff and parents.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building your student will be moved immediately to his/her schools alternative site, or another safe site to be announce at the time via phone, email or other electronic message.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO or TV.** We will keep the media accurately informed of any emergency.

**KMBR-FM**, 95.5, Butte, (406)494-9550  
**KXLF –TV**, Butte,(406)496-8400  
**KQRV-FM**, 96.9, Deer Lodge, (406)846-1100  
**KYSS-FM**, 94.5, Missoula,(800)543-9500  
**KPAX-TV**, Missoula, (406)542-4200

2. **PLEASE DO NOT COME TO THE SCHOOL.** Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

- a. If, for any reason “school” must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.
- b. Stay tuned to the local radio and TV stations for updated, accurate reports and information provided by the school district administration concerning when and where to pick up your child.

## **TRANSPORTATION PROCEDURES**

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for bus students. Schools affected will be advised by the Superintendent's office as to the option to exercise depending on the nature of the disaster.

### **OPTIONS:**

1. Immediate closure of specified schools and transportation of the students either to their homes or to a further than listed alternate locations.
2. Placement of school buses at pre-determined sites in readiness to transport should the situation require.
3. Holding of students at schools and provision of shelter at the school.
4. Acceleration of regular transportation schedule (run the regular route but ahead of schedule with no deviations).

## **PUPIL DISMISSAL PROCEDURES**

Once the dismissal order is received from the proper school authority, the principal will:

1. Relay dismissal instructions to every classroom by most rapid and efficient means.
2. Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance regarding parents who have made special arrangements for care in the event the parents are not at home.
3. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
4. School principal may request assistance from Administration and or Department of Emergency Services to assure that students disperse from the school building to minimize hazards and reduce congestion.
5. All dealings with the news media and the public must be handled through the Superintendent's office.



## **CUSTODIAL CHECKLIST**

1. Cut off gas and water supplies immediately.
2. Cut off electricity, ONLY if directed to do so.
3. In the event of an earthquake or crisis that damages buildings, provide the person in charge with condition report and damage survey. Always send two people for initial damage assessment. References unique to your building: see final tab.

### **CHAIN OF COMMAND (I.C.)**

	<b>Home</b>	<b>Cell</b>	<b>Office</b>
Tom Gates	(406)859-5430	(406)560-1409	(406)859-3232 ext.222
Assistant Principal		(406)498-3218	(406)859-32332 ext226

\*Then follow emergency phone tree 2022-2023

## **TEACHER CHECKLIST**

### **IF INDOORS:**

1. If advised by Person in Charge, stay in your room.
2. Immediately take head count of students.
3. Take protective action if building is threatened.
4. Keep children away from windows and outside walls.
5. Take shelter under desks, tables and heavy furniture.
6. Move away from light fixtures and other suspended objects.
7. Shut off or disconnect any electrical or gas operated appliances.
8. Be alert to any developing threats such as broken water pipes or electrical wires.
9. Communicate roll count of students and situation to the Person in Charge.
10. Be prepared to evacuate if advised to do so.
11. If advised to evacuate, follow the fire drill plan.
12. EARTHQUAKE ONLY—Leave doors to room open to prevent jamming.
13. NUCLEAR WARNING—Move to inner core of building to the lowest level openings to the outside. Remember, SHIELDING IS REQUIRED.
14. PLANE CRASH—Be prepared to evacuate if advised to do so, following fire plans with possible modifications.

### **IF OUTDOORS:**

1. EARTHQUAKE (can happen without warning)
2. Move away from building to open space.
3. Avoid overhead wires and utility poles.
4. Lie flat, face down. Wait for earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
5. Keep students assembled and take roll count of students. Be prepared to provide this information to the Person in Charge.
6. Do not light fires or touch any fallen wires.
7. Do not enter building until authorized to do so.

## **SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER**

1. When advised by Person in Charge, evacuate building.
2. Proceed to alternate site for your school.
3. If repairs cannot be made to the school to allow classes to resume, parents can pick up their children at the appropriate alternative site. Information on where students may be picked up will be supplied by the school district administration and will be broadcast on radio and television. The parents of students who are to walk or be bused home will be notified by phone. Parents of high school students driving their own vehicles will also be called.

### **Radio and Television Names:**

**KMBR-FM**, 95.5, Butte

**KXLF –TV**, Butte

**KQRV-FM**, 96.9, Deer Lodge

**KYSS-FM**, 94.5, Missoula

**KPAX-TV**, Missoula

## **SEVERE STORM/OTHER WEATHER-RELATED EMERGENCIES**

### **Examples-“Avalanche/ High Winds/Deep Snow/Wildfire Smoke”**

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
2. Tune to the Butte, Deer Lodge and Missoula radio stations for early morning reports.
3. Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report whether or not they are to report for work. The Philipsburg Phone tree will also be utilized to help communicate to all staff and district trustees.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the WEATHER ALERT WARNING radio. The Superintendent will determine the action to be taken and advise the elementary principal. The news media will be informed by the school administrators of the procedures being followed. Bus Drivers/teachers will call parents of all students on their bus routes. In town students’ parents will be advised to pick them up at school.

## **EARTHQUAKES**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

### **IF INSIDE:**

1. Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
  - a. Use triangle of safety.
  - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and use best cover possible. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desk or furniture, get against wall or inside doorway and crouch.

### **IF OUTSIDE:**

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take attendance count of students and report to the "IC" as soon as you're safe.
4. Do not attempt to enter building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from "IC".

## **HAZARDOUS MATERIALS SPILL OR LEAK**

The main threats include toxic vapors or major fire explosions.

### **IF STUDENTS ARE INSIDE:**

1. Unless the threat is obvious or imminent, **DO NOT EVACUATE THE BUILDING** until advised by public safety official in charge.
2. Close all doors and windows and turn off heating or ventilation equipment (try to make the building an airtight environment.)
3. If evacuation is required, direct all evacuees out of the downwind side of the building.
4. Evacuees will walk or use provided transportation-**NO PRIVATE VEHICLES**.
5. Alternate sites will depend on the distance needed for safe refuge, the wind direction and may not be the normally designated building(s).

### **IF STUDENTS ARE OUTSIDE:**

1. If outside, move the students upwind if possible.
2. Don't step in or get near any spilled materials.
3. Follow directions of public safety official in charge.

## UNEXPECTED EXPLOSIONS

1. When advised by Person in Charge, evacuate building using fire drill plan, with possible modifications.
2. Proceed to alternate site for your school (See Alternate School Location tab).
3. If possible, students will be sent home by walking or bus, or parents can pick them up at the alternate location. Information on the picking up of students will be supplied by the school administration and broadcast on radio and television.

## TORNADO/High Winds

While considered a remote possibility, tornadoes have occurred in the Townsend area and must be included in the overall Crisis Procedure Plan.

Information regarding tornadoes will be broadcast on the Weather Alert Warning radio.

1. TORNADO WATCH—means no funnel clouds have been sighted, but tornadoes can be expected to occur.
2. TORNADO WARNING—means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

**\*The best shelter from a tornado/High Winds is a specially constructed fallout shelter. Lacking this, a steel frame or reinforced concrete structure is best. If this type structure is not available, take these precautions:**

1. Stay away from windows.
2. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
3. Avoid auditoriums, gyms or any room with a wide free span roof.
4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

## **FLOODS**

In general, there will be advance warning of an impending flood.

**The following guidelines will be used:**

1. Notify the principal or **PERSON IN CHARGE**.
2. Notify necessary emergency services.
3. Notify the Superintendent's office of the probable flood situation.

**\*The teachers will attend to the welfare of their students, then:**

1. Prepare to evacuate to alternate sites, if informed to do so.
2. Coordinate efforts for transportation of students.
3. If time allows secure individual classroom area.
  - a. Put all books, materials and equipment on shelving.
  - b. Empty file cabinets.
  - c. Empty desks (students take book with them).

**The principal or their designee will:**

1. Coordinate efforts with the Superintendent's office to inform parents regarding the flood situation and the status of the students. Local, Butte, Deer Lodge and Missoula radio stations will be utilized. Superintendent or designee will take care of this.

**KMBR-FM**, 95.5, Butte, (406)494-9550

**KXLF-TV**, Butte, (406)496-8400

**KQRV-FM**, 96.9, Deer Lodge, (406)846-1100

**KYSS-FM**, 94.5, Missoula, (800)543-9500

**KPAX-TV**, Missoula, (406)542-4200

2. Notify utility company and request all power and gas be shut off.  
**Northwestern Energy**, 1(888)467-2669

## **PLANE CRASH**

Be prepared to evacuate, if advised to do so, following fire drill plan, with possible modifications to alternate site. See Alternate Site for further action if need be.

## **NUCLEAR WARNING PROCEDURES**

1. The primary means of warning of a nuclear attack will be by the Weather Alert Warning radio located in the administration office of each building. TAKE IMMEDIATE PROTECTIVE ACTION.
2. In the event a Public Shelter (marked with a black and yellow “Fallout Shelter” sign) is not available, take the following steps:
  - A. Remember SHIELDING IS REQUIRED. This means to move to the center of the building of the lowest level (if there is more than one story) away from outside walls or any openings to the outside.
  - B. The heavier, thicker and denser the shielding material is between you and the outside, the better the protection.
  - C. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
  - D. If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempts by Civil Defense officials to get information to you.

## **WILDLIFE**

1. In the event students feel threatened by wildlife the first response should be to walk, jog or run to the nearest school building to find safety or assistance.
2. In the event that you cannot get to the school the best action to take is to walk, jog or run from the danger or aggravated wildlife causing harm or emotional distress.
3. All incidents must be reported to the teacher or supervisor in charge of the school at the time of the incident.
4. If medical assistance is needed call 911.
5. If medical treatment is minor go the school office or administration office.
6. Be respectful of all wildlife and keep safe distancing to ensure proper safety at all times.

## **BOMB THREAT PROCEDURES**

1. Use your Threat Call Checklist (see below).
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 distinguished voice characteristics.
  - d. Interrogate the caller as to description of 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 call authorities.)
3. The person receiving the call will immediately alert the sheriff at 911.
4. The principal will confirm notification of the sheriff.
5. The principal will decide whether to evacuate the school immediately.
6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn't belong.
7. If what appears to be a bomb is found, DO NOT TOUCH IT. The sheriff's department will take charge.
8. If the caller indicates a time the bomb is due to explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school's alternate location (see alternate location tab).
10. Check absentee list for possible clues to who might have phoned in the bomb scare.
11. Attendance will be taken when the students are assembled away from school. Give roll count to Person in Charge.
12. Alert office of Superintendent of Schools.

### **IF BOMB THREAT CALL IS RECEIVED AT HIGH SCHOOL OR ELEMENTARY MAIN OFFICE:**

1. Use threat Call Checklists: DO NOT DISCONNECT INCOMING CALL LINES.
2. Immediately call the sheriff's department at 911
3. Call the school involved.
4. Alert Office of Superintendent of Philipsburg Schools. (406)859-3232 ext.222

## **BOMB THREAT—THREAT CALL CHECKLIST**

**DON'T HANG UP THE PHONE-DO** *(use another phone to call sheriff-911)*

Record the exact words used by caller.

### **ASK**

Is it a time bomb?

How will you set off the bomb?

What time is it set for?

Where is it?

What does it look like?

Why are you doing this?

Who are you?

Who do you want to hurt?

### **VOICE ON THE PHONE CHECKLIST:**

___	Man	___	Woman	___	Child
___	Intoxicated	___	Speech Impediment	___	Accent
___	Other _____				

### **BACKGROUND NOISE CHECKLIST:**

___	Music	___	Children	___	Talk
___	Airplane	___	Traffic	___	Typing
___	Machines	___	Other		

\_\_\_\_\_

**DO NOT HANG UP THE PHONE** *(use another phone to call the sheriff at 266-3441)*

Person receiving call, immediately notify authorities and give above information, then notify person in charge and alert Superintendent's office.

DATE: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Distribute copies immediately as shown below:

cc: Immediate Supervisor  
Superintendent's Office



## **SUICIDE**

In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. Treatment and care for students, especially those particularly affected, should continue for as long as it is needed. This longer term care should be developed on a case by case basis. The following plan is designed to meet the immediate needs of the student body in general.

The initial response upon verification of a suicide should be to protect the privacy of the family. The problems a family encounters take precedence over the curiosity of others. **DO NOT REFER TO THE DEATH AS A SUICIDE. REQUIRE STATEMENTS REGARDING THE DEATH TO COME FROM THE DISTRICT'S DESIGNATED SPOKESPERSON.**

### **Plan:**

1. Gather administration, counselor, and emergency team.
2. If needed, provide additional counselors from community and local area schools will be assigned.
3. Brief teachers regarding the student's behavior expectations and how to deal with it using suicide resources/students guidelines.
4. Provide rooms and additional staff for students who wish to talk as needed.
5. If multiple students seem to be missing or any one student missing class whom is normally in attendance be sure to inform the emergency team as soon as possible.

### **DAY 1:**

1. Superintendent will contact police to verify.
2. Superintendent will contact Family to offer condolences.
3. All district staff will meet as soon as above actions have been addressed to inform, clarify and prepare staff.

\*A crisis center will be designated where crisis/grief team members can meet with students for counseling. Teachers should allow discussion satisfying any need for students concerns, but then try to resume normal class routine as soon as possible. After school staff will meet to discuss and reflect upon the school days events. Teachers can identify student at risk at this time to administration and counselors.

### **DAY 2:**

1. Counselors and community resources will be available to assist students or staff having a particular difficult time with the tragedy.

2. Extra supervision in non-instructional areas such as: restrooms, locker rooms, hallways, or other areas deemed necessary.
3. Provide phone numbers to counselors as needed for after school hours.
4. Send information to parents/guardians concerning the situation and alert them to any dangers of which they should be aware. Encourage family support and possibly funeral attendance.
5. The district emergency team will complete a follow up review of procedures taken to this point.

**DAY 3:**

1. Crisis center will continue to counsel drop-in students.
2. Establish normal class routines.
3. Continue to supervise for at-risk students.

**DAY 4:**

1. A brief, voluntary moment of silence will take place in the classrooms. This signals the end of the crisis and establishes the notion that it is time to move forward.
2. The crises center will continued to be staff as needed.

## **INTERNAL THREAT LOCKDOWN/INTRUDERS**

An all call over the intercom will communicate to all students and staff of immediate Lockdown! Teachers must secure classrooms and follow proper procedures while waiting for further updates or an all call from an administrator or designee.

Administration will call 911 or a designee. In the event an administrator is assumed to be in harm's way an adult or student can also call 911.

Teacher Checklist for lockdown procedures:

1. Teachers will lock their classrooms and otherwise secure their work areas. Any students outside of the classroom will be brought into the nearest classroom and kept there.
2. Check attendance and account for all students. Send names of any student to administration and or secretaries as soon as possible via email/phone.
3. From the time the door is locked, maintain a calm classroom environment as best as possible. Move students away from windows and remain as quiet as possible.
4. The administrative staff and/or designee will check and secure all bathrooms. If students are in the bathrooms, they will be taken to the closest classroom.
5. If an emergency occurs during lunch, recess or other area other than a classroom, students will be taken to the nearest safe place possible. Student in class prior to recess or lunch must stay on Lockdown until they are informed of the ALL CLEAR from an administrator.
6. The ALL CLEAR can only be given by an administrator or designee.
7. Use intuition and common sense to keep yourself and students safe and protects.