

**SHIELDS VALLEY PUBLIC SCHOOLS
CRISIS AND DISASTER MANAGEMENT**

SUPERINTENDENT’S STATEMENT

School district personnel have a moral and legal responsibility to protect public property and life and the health and property of students, faculty, and staff in emergencies.

A comprehensive plan has been developed to cover emergencies. This plan consists of the phone numbers of emergency facilities, the line of authority for handling such emergencies, evacuation sites, and procedures. Consideration will be given to the security and preservation of essential records and sensitive areas such as the boiler room and electrical and gas junctures.

The superintendent is first in the chain of command. Principals are next in case of the superintendent’s absence. Building principals will be in charge of each building. A designated Person in Charge will be appointed in each building for the occasion when a principal or other administrator is absent.

Our first consideration is always the safety of students and staff. This procedure must be followed and lines of communication retained so that everything goes as smoothly as possible.

CHAIN OF COMMAND FOR EMERGENCY SITUATIONS

In an extreme emergency, the following personnel is to be contacted in the order given:

| | Work | Home |
|---|--------------------------|---------------------|
| Mr. Danny Johnston, Superintendent | 406-578-2535/2176 | 406-589-2015 |
| Mr. Greg Sager, 7-12 Principal | 406-686-4621/4937 | 406-223-2331 |

PERSONS IN CHARGE

On the extremely rare occasion when there is no administrative person available, the following persons are designated as those in charge of emergency situations:

| | | | |
|--------------------|---|----------------------------|---------------------|
| Clyde Park: | Ken Huff (<i>Students & Staff</i>) | 406-686-4621 / 4937 | |
| | Scott Armstrong (<i>Building</i>) | 406-686-4621/4937 | 406-633-1583 |
| Wilsall: | Kristin Long (<i>Students & Staff</i>) | 406-578-2535 / 2176 | 406-222-5145 |
| | Mitch Marx (<i>Building</i>) | 406-578-2535/2176 | 406-224-8263 |

Should it be necessary to shut off gas or electricity within buildings, call:

Wilsall

| | | |
|------------------------------------|---------------------|---------------------|
| Mr. Mitch Marx, Maintenance | 406-578-2535 | 406-224-8263 |
| Mr. Scott Armstrong | 406-686-4621 | 406-633-1583 |

Clyde Park

| | | |
|------------------------------------|---------------------|---------------------|
| Mr. Mitch Marx, Maintenance | 406-578-2535 | 406-224-8263 |
| Mr. Scott Armstrong | 406-686-4621 | 406-633-1583 |

EMERGENCY COMMUNICATIONS**SOURCES OF INFORMATION**

Misinformation may cause damage and confusion. Therefore, information in an emergency must come from one source: the administrative offices. The superintendent is the first person to contact in an emergency. All pertinent information regarding the emergency is to be related to that office.

Staff members are directed to make no statements to media representatives but to refer such persons to the administration offices. Staff is also directed to protect students from media representatives whose purpose may be to use students for sensationalism or other negative publicity ends. All staff members are reminded that anything they say could be used later in determining fault, liability, or negligence.

STUDENT/PARENT COMMUNICATIONS

In the event school closure is required, administrative personnel will inform staff. Bus transportation to homes will be arranged as soon as possible. In the meantime, students must be kept occupied and calm until transportation arrangements have been implemented. Telephone trees originating in administrative offices or the administration's direction will be activated if necessary. If transport home is impossible for any students, alternate arrangements for lodging will be made for every student through the administration. Staff will be directed by administrative personnel regarding further duties.

ADMINISTRATION/STAFF COMMUNICATIONS

Report serious injuries to building principals if possible. An ambulance will be called if necessary. If the injury/situation is of such a nature that the parent can be contacted without creating undue pain or danger, do so to inform them of the problem.

ALTERNATE SCHOOL LOCATIONS

In the rare event that evacuating to an alternate site is necessary, the receiving facility must be notified of the pending evacuation. Each district school building will utilize the other building as a first alternate site. Should all buildings be unavailable/unsuitable, the community hall in Clyde Park and the Lutheran Church in Wilsall may be utilized as a second alternate site. Other local churches and/or the fire hall would be a final alternative.

All students are to be escorted to alternate sites under the supervision of the faculty and will remain there pending further instructions.

SHIELDS VALLEY PUBLIC SCHOOLS EMERGENCY NUMBERS 911

| | |
|-------------------------------|------------------------------------|
| Sheriff | 406-222-4172 |
| Montana Highway Patrol | 800-525-5555 |
| Fire (Clyde Park) | 406-686-4921/4969/4681/4649 |
| Fire (Wilsall) | 406-578-2543/2526/2324 |
| Ambulance | 406-222-2112 |

HOSPITALS:

| | |
|--------------------------|---------------------|
| Livingston | 406-222-3541 |
| Bozeman Deaconess | 406-585-5000 |
| Emergency Room | 406-585-1000 |

MENTAL HEALTH CENTER:

| | |
|--|---------------------|
| Mental Health Services (Livingston) | 406-222-3332 |
|--|---------------------|

DEPARTMENT OF FAMILY SERVICES:

| | |
|--------------------|---------------------|
| Park County | 406-222-7402 |
|--------------------|---------------------|

CRISIS INTERVENTION:

| | |
|--|-----------------------|
| Child Abuse (HELPLINE) | 1-800-332-6100 |
| Suicide Prevention (GALLATIN HELPLINE) | 406-586-3333 |
| National Suicide Prevention Lifeline 1-800-273-8255 | |
| Sexual Abuse (GALLATIN HELPLINE) | 406-586-3333 |

CRISIS INSTRUCTIONS

EMERGENCY CHECKLIST, CUSTODIANS

In case of a disaster or extreme emergency, immediately notify the building principal or superintendent. If no one is available or at their direction, do the following:

1. Shut off gas and water as soon as possible.
2. Shut off electricity but only when directed to do so, or if a life-threatening situation would result from the failure to terminate power.
3. In the event of any disaster resulting in building damage, provide the administration with a condition report and damage assessment. When checking the building always take two people for the initial assessment.

EMERGENCY CHECKLIST, TEACHERS, AIDES, OTHER EMPLOYEES

If the emergency is outside buildings and the children are inside, teachers are to follow this checklist:

1. Unless directed by the principal or Person in Charge, the teacher will stay in the room with the children.
 - a. Immediately take a roll call accounting of your students.
 - b. If someone is unaccounted for, send word to the Person in Charge.
2. Take action to protect the children from harm if the building is threatened.
 - a. Keep the children away from windows and outside walls.
 - b. If needed, children can take refuge under desks, tables, and/or heavy furniture to protect themselves from injury from falling objects.
 - c. Electrical equipment should be shut off.
 - d. Be alert to developing threats such as broken water pipes or electrical wires.
 - e. As soon as it is safe, send a roll call count of your students to the Person in Charge of the building.
 - f. If told to do so, evacuate the building according to the fire drill plan.
 - g. EARTHQUAKE ONLY – **Leave doors to rooms open** to prevent jamming.
 - h. NUCLEAR WARNING – Move away from the outside walls, take shelter under desks, tables, or other furniture, and stay away from any openings to the outside.
 - i. PLANE CRASH – Evacuate if told to do so and follow the fire drill plan.
 - j. ASSAULT/TERRORISM—Take shelter in the classroom, keeping all your students with you. Evacuate if told to do so. Stay away from doors and windows.
 - k. TORNADO – If a tornado is sighted in the area and is tracking in our direction:
 1. Stay away from the windows.
 2. Get under the heaviest furniture available.
 3. If in an area without furniture, lie face down next to the interior hallway wall and cover your head.
 4. If a tornado strikes the building, follow the procedure used for earthquakes after the tornado passes.

SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

1. When advised by the administration or Person in Charge, evacuate the building.
2. Proceed to alternate sites for your school if possible. (See Alternate Location List.)
3. If possible, students will be sent home by walking or bus or parents can pick them up at alternate locations. Information on student pickup will be broadcast on the radio or television.

WEATHER-RELATED EMERGENCIES

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the superintendent or designee will determine if the school will be open for the day.
2. Tune in to the radio stations for early morning reports.
KPRK 222-2841/1340
KBOZ 586-5467
KMMS 582-2343
3. Other school district personnel not employed at elementary or secondary schools will be advised whether or not they are to report to work.

FIRE ALARM

1. Keep your door locked while you are instructing in the classroom at all times. Close your classroom door when you (or anyone else) are not using the room.
2. Make sure students know the exit route for your classroom.
3. During a fire alarm:
 - a. Excuse students calmly according to your classroom fire exit route and rally Point.
 - b. Take a roll sheet and radio with you.
 - c. Shut windows and doors before you leave.
 - d. Meet students at rally point for roll count.
 - e. If a student is missing, report the individual's name at radio check-in.
4. Return to the classroom if the all-clear signal is heard.

UNEXPECTED DEATH

It is always difficult to cope with the unexpected death of a student or staff member. What affects one student may tend to affect all students similarly. Whether the death is a student's, a staff member's, or a close relative of one, we may well see the results rippling through the schools. Though not professionally trained, teachers and support staff may be asked to help guide our students through a time of tragedy.

The district has established a CRISIS TEAM to manage such an event. Cooperation from all is essential to successfully deal with any emotional crisis. We need to be aware of those directly involved and those in whom the situation may trigger a similar response.

This is the procedure we will try to follow:

1. Anyone with knowledge of an unexpected death should call the superintendent immediately. The earlier we know, the better prepared we will be.
2. CRISIS TEAM alerted through phone calls for an early pre-school meeting the next day.
3. Meeting of the CRISIS TEAM at 7:00 a.m. in the superintendent's office. Verified information will be released at this time, and plans will be made, contingent upon the severity of the situation.

4. Staff (not just faculty) meeting at 8:00 a.m. in each building to pass along any information pertinent to the staff and students regarding possible revisions to the daily schedule.
5. If the administration considers such an announcement necessary, it may be made to the students at each school, releasing permissible information that has been cleared by the family.
6. Teachers may encourage students to talk about their feelings if inclined. Those who seem to have difficulty may be given a pass to the counselor's office for additional help. If necessary, send another student with them. We will, if possible, have outside professional help at the schools to help the students cope with their feelings.
7. After the initial shock wears off, returning to order and routine as much as possible is important. There may be times when further discussion is necessary, but utilize counseling when possible and do not permit students to dwell on the method of death or dramatize it. There is comfort in routine and structure.
8. We will announce the funeral and times to all interested. Those who wish to go MUST have written permission from their parents/guardians and a pre-arranged absence from the office before they can go. Staff members must apply for personal time, granted on a first-come basis, dependent upon available substitutes unless the staff member is directly involved.
9. All communication on the death will mention only the event itself and not the cause. Should the death be self-inflicted, the district will not mention suicide out of deference to the family. Any communication to the media will be through the superintendent's office only.
10. Above all, use professional judgment. Keep an eye on all students, and don't let them isolate themselves. Pick up on student reactions and emotions when possible. Report any questionable behavior or comments to the counselor immediately.

CRISIS TEAM

The following people make up the Shields Valley Public Schools Crisis Team. They will serve until they wish to be replaced or leave the system. They have been selected for their training and/or interest in the program.

If and when a crisis occurs, the superintendent will call the counselor and then the next member of the team. That person will, in turn, call the next to relay the information as quickly as possible while leaving people free to contact other resource personnel.

- | | |
|-----------------------------------|-----------------------|
| 1. Danny Johnston, Superintendent | 406-578-2083/589-2015 |
| 2. Greg Sager, 7-12 Principal | 406-578-2207 |
| 4. County Nurse | 406-222-4145 |
| 5. Ken Huff | 406-220-1907 |
| 6. Dale Dominick | 406-570-6136 |

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. Get beneath a desk, table, or bench. Cover your head with a coat or other clothing to minimize injury from falling light fixtures.
 - b. If there is no cover, get against the inside doorway or crouch against the inside wall and cover your 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 take the best cover. Do not attempt to run through buildings or outside. Most falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against the inside wall or inside doorway and crouch.

IF OUTSIDE

1. Move quickly away from the building and away from overhead electrical wires.
2. Lie flat, face down, and wait for the shocks to subside.
3. Take the roll count of students.
4. Do not attempt to enter the building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from the administration or the Person in Charge.

ASSAULT/TERRORISM

Many variables could exist in cases of assault and terrorism. Teachers should follow these guidelines:

IF THE SITUATION PERMITS, DO THIS:

1. Notify the Principal or Person in Charge. Follow the directions given.
2. If instructed to do so or if notification of one above isn't possible, notify the police or fire department and report specific details of the problem.

IN ALL CASES, DO THIS:

3. Secure the individual classroom area and keep students and self out of vision and sight from interior and exterior view. Turn out lights and lock doors, as examples.
4. Keep students with you and under control. Do all you can to keep students and staff calm. Avoid actions that could cause hysteria and confusion.
5. Exercise good judgment in making decisions concerning yourself, your students, and your peers. Remember the safety of all parties involved.

When contacting authorities clearly indicate the specifics of the disorder, including but not limited to the following:

1. Hostage(s) taken; where being held.
2. Number of people affected and their locations, if known.
3. Weapons involved; shots fired; explosives on the premises.
4. Number and seriousness of known injuries; fatalities that may have occurred.
5. Location of the aggressor in the building or on the grounds.
6. Keep students with you until notified by the Principal or Person in Charge. Students and faculty will be directed to where they can best be protected as soon as possible and when safety permits.

BOMB THREAT PROCEDURES

Upon receipt of a bomb threat, the party receiving the call should make every attempt to:

1. Prolong the conversation as much as possible.
2. Identify background noises
3. Not distinguishing voice characteristics.
4. Interrogate the caller about the bomb's description, where it is planted, and when it is due to explode.
5. Try to determine the caller's knowledge of the facility.
6. **DON'T HANG UP THE PHONE EVEN WHEN THE CALL IS COMPLETE** unless there is no other phone line.

The person receiving the call will immediately alert the principal or the principal's designee.

Treat all such occurrences as though they are real. Immediately call the police, both county and highway patrol, **BUT DO NOT USE TELEPHONES IN THE BUILDING.**

Evacuate immediately for a fire drill. No person is to do anything other than leave the building – no lockers, coats, etc. 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, the Community Hall in Clyde Park and the Lutheran Church in Wilsall. After students have been evacuated, all utilities should be turned off. Attendance will be taken when the students have assembled away from the school. Give roll count to administration or the Person in Charge. Check absenteeism for possible clues as to student involvement.

Do not return to the building until the police have affirmed that it is safe.

If what appears to be a bomb is found, DO NOT TOUCH IT. The police department will take charge.

HAZARDOUS MATERIAL SPILLS

The main threat is toxic fumes. If the spill is outside, keep students inside. Close all windows and shut off the ventilation system. Evacuation to a site away from the spill may become necessary.

IF OUTSIDE

1. Stay upwind.
2. Don't step in spilled material.
3. Get inside as quickly as possible.

UNEXPECTED EXPLOSIONS

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

TORNADO

While considered a remote possibility, tornadoes have occurred in the 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.
 - a. If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
2. TORNADO WARNING – means a funnel cloud has actually been sighted. The approximate location and direction of travel are usually given when the warning is broadcast.

The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type of structure is not available, take precautions:

- a. Stay away from windows.
- b. Get beneath heavy furniture, if available. If not, lie face down, head covered, along the wall of an interior hallway on the lowest floor available.
- c. Avoid auditoriums, gyms, or any room with a wide free-span roof.

- d. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

PLANE CRASH

Be prepared to evacuate, if advised to do so, following a fire drill plan, with possible modifications.

NUCLEAR WARNING PROCEDURES

1. Local emergency broadcast systems will be the primary means of warning of a nuclear attack. TAKE IMMEDIATE PROTECTIVE ACTION.
2. Take the following steps:
 - a. Remember, SHIELDING IS REQUIRED. This means moving to the center of the building, away from outside walls, the roof (buildings having more than one story), 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. Physical particles of dust or dirt carry radiation. If you keep this dust and dirt out, you are minimizing 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 of Civil Defense officials get information to you through special teams, public address systems, or on a door-to-door basis.

This procedure manual is subject to periodic revision. Please update as revisions are made.

1.) Over the intercom, you will hear a color with either “lockdown” or “student lockdown” and then color again (either red or white) to indicate what building.

a.) **Red Lockdown Red** - individual(s) unrelated to the school are putting the individuals in the red building in danger.

b.) **White Lockdown White** - individual(s) unrelated to the school is putting the individuals in the white building in danger.

c.) **Red student Lockdown Red**—Student (s) from the school are putting the individuals in the Red building in danger, or a search of the grounds is being conducted.

d.) **White student Lockdown White**—**Student (s) from the school are putting** the individuals in the White building in danger, or a search of the grounds is being conducted.

Regardless of the color, both buildings go into lockdown. The color just gives you an idea of where the immediate threat is.

Regular Procedures: (Run, Hide, Fight)

2.) Immediately lock your classroom door(s). Secure the room (stack items in front of the door, tie the doors shut, put a chair in the door handle, use a door stop, etc.) Turn off lights, and shut all curtains, including ones on doors. Move students away from windows. Be prepared to fight by finding items to protect yourself. Turn on the radio to channel 1. If you need to/can get out of the room, get the kids out of the building (probably out the windows) and go to the safe places (bus barn or shop below hill).

3.) If a student is out of the classroom and cannot be easily accessed as you lock your door, lock your door anyway to keep the rest of the students safe. When the room is secure, radio the office to inform them about the student.

4.) If you have a student from another class in your room, lock him/her in your classroom.

5.) Take the roll immediately. The office will contact you by intercom or radio to ensure all students are accounted for.

Responsibilities

Superintendent & Principal

- 1.) Go through buildings looking for students - if safe, to do so.

Teachers

- 1.) Follow “regular procedures”.
- 2.) Take attendance and wait to be contacted by the office or administration.
- 3.) Wait until an administrator has keyed into your room or the secretary has given the “all clear” signal.

Secretary

- 1.) Lock Office.\
- 2.) Announce the lockdown over the intercom using the correct terms
Red lockdown red.
White lockdown white.
Red student lockdown red.
White student lockdown white.
- 3.) Dial 911
- 4.) Make sure the office doors are secured and the office is safe.
- 5.) Start checking rooms (using radio or intercom) to get an attendance report - Use the lockdown form to record missing students and ensure all staff is accounted for.
- 6.) Relay report to administration.
- 7.) Take down any other information coming into the office.

Custodians

- 1.) Follow “regular Procedures.”
- 2.) Listen to the radio to see if your assistance is needed.