



# **Forsyth Schools Emergency Guidelines for Administrators & Office Personnel**

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

**Adopted 03/2005/Revised 01/16/Revised 11/7/23**



## **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 assure 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 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 to update 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**



<b>FHS</b>		<b>FES</b>	
A. Morgenstern	(406)346-2796 ext. 5141 (406)861-2650 (cell)	D. Seleg	(406)346-2796 ext. 5122 (406)351-2540 (Cell)
S. Treible	(406)346-2796 ext. 5145/5619 (406)351-3685 (cell)	E. Bidwell	(406)346-2796 ext. 5602 (406)351-1970 (cell)
D. Seleg	(406)346-2796 ext. 5122 (406)351-2540 (cell)	A. Morgenstern	(406)346-2796 ext. 5141 (406)861-2650 (Cell)

**COMMUNICATION PROCEDURES FOR PERSON IN CHARGE**

**STEP 1**

Emergency Services- call 911

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

Tell 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 crisis to-

***Chris Hess***, Superintendent of Schools, 346-2796. ext 5102 or (406)208-3327 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)

Dixie Seleg, 346-2796 ext. 5120 or 406-351-2450 (C)

## **MEDIA PROCEDURES**

The only means to inform the general public is by the mass media (radio, television and newspaper). 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:**

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

## **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 school administration.

## **TRANSPORTATION EMERGENCY PROCEDURE**

### **BUS DRIVER DUTIES:**

1. Evaluate safety of students on bus. Move students to closest safe location if safety of students is in question.
2. Notify base station of incident. Give location and other specific information available. If incident occurs when base station is not in operation or communication is impossible with 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 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 number 3 and 4. Notify base station or mutual aid channel of any status changes of incident.

### **TRANSPORTATION OFFICE DUTIES:**

1. Call appropriate Sheriff Office and Rosebud County Sheriff with pertinent information for dispatching ambulances and police.  
**Rosebud County Sheriff** **346-2715**
2. Notify transportation Supervisor at home if not available at office.]  
**Marty Cox** **346-2796 xt. 5104** **351-1233 [cell]**  
Notify superintendent at home if not available at office.  
**Chris Hess** **346-2796 xt. 5102** **406-208-3372 (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

<b>Stacy Montgomery</b>	<b>346-2796 xt. 5102 (wk)</b>	<b>853-9928 [cell]</b>
<b>Aaron Morgenstern</b>	<b>346-2796 xt. 5141 (wk)</b>	<b>861-2650 [cell]</b>
<b>Dixie Seleg</b>	<b>346-2796 xt. 5120 (wk)</b>	<b>351-2450 [cell]</b>

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 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. Property owner, school and central administration office will each have copies of the agreement.

Forsyth Elementary School ----- ***First Baptist Church - Forsyth***  
***[406] 346-7704***

Forsyth High School----- ***Concordia Lutheran Church - Forsyth***  
***[406] 346-7614***

**If Alternative Site is Unavailable:**

ALL SCHOOLS----- ***A) Public Library***  
***B) County Shop***

**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 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 a 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 command post in your building/facility (that location where 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 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 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, whereas 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 response team.

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

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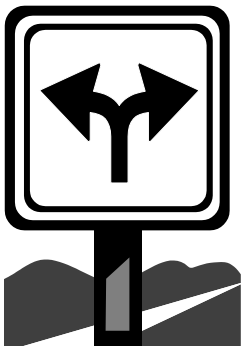
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## APPENDIX B

### **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 superintendent (media chain of command) has been notified.
8. Communicate procedure for resolution of crisis with superintendent and emergency personnel.
9. Request transportation if necessary.
10. Notify 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 resolve of 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 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 light fixtures.
- [ ] 6. Immediately take roll count of students.
- [ ] 7. Communicate roll count of students and 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 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 grade book.
- [ ] 13. EARTHQUAKE ONLY- leave doors to room open to prevent jamming
- [ ] 14. TORNADO ONLY- Move students toward hallway walls, away from windows or INTO hallway. Instruct students to crouch to 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, explosion usually happen with out 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 roll count of students. Be prepared to provide this information to person in charge.
- [ ] 5. Do not light fires or touch any fallen wires.
- [ ] 6. Do not enter building until authorized to do so.
- [ ] 7. Be alert for instructions from person in charge.

## APPENDIX D

### **BOMB THREAT PROCEDURE**

1. Use “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 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 notify authorities.)
3. The person receiving the call will immediately alert the *person in charge*.
4. The administrator will confirm notification of 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, toolbox and 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 caller:

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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 \_\_\_\_\_

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OTHER OBSERVATIONS:

## **EMERGENCY RESPONSES**

### **FIRE PROCEDURE**

1. Grab emergency backpack
2. Take walkie talkie (use to find missing students)
3. Shut door
4. Exit classroom
5. Meet at middle school parking lot
6. At designated spot account for all students
7. Hold up green paper, if all there
8. Wait for further instruction from office staff

### **TORNADO**

1. Instruct students to move to an interior wall away from windows and doors (hallways).
2. Await further instructions from administrator or person in charge.

### **EARTHQUAKE**

1. Instruct students to stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. “DROP-COVER-HOLD”
2. In halls, stairways, or other areas where cover is not available, move to an interior wall.
3. If outdoors, move to an open space away from the building. Lie down or crouch low to the ground.
4. Await further instructions from administrator or person in charge.

### **SHELTER-IN-PLACE**

1. Close and lock all outside doors and windows
2. Designated person will shut down all HVAC systems and seal air intakes and exhausts
3. Turn off any electrical heaters
4. Seal all windows and exterior doors. Available staff assist.
5. Assist teachers and administrators with sealing remainder of building
6. Report any missing students to administrator/designee
7. Await further instructions from administration or person in charge
8. Wait for “all clear” signal or communications from administrator/designee/responders

### **INTRUDER/ALICE**

#### **A-ALERT**

- Be Aware
- Alarm/Announcement of Emergency

#### **L-LOCKDOWN**

- Shut and Latch Door

- Keep kids safe, quiet and contained in classroom

#### I-INFORM

- Situational Awareness
- Listen for information

#### C-COUNTER

- Barricade room
- Use items to fend off intruder

#### E-EVACUATION

- If possible, evacuate

### **EVACUATION PROCEDURE**

1. Grab emergency backpack & walkie talkie
2. Exit School
3. Meet at middle school parking lot
4. Evacuation location
  - Baptist Church
5. Reunification Plan/Parental Contact
  - Remain with the student until reunited with parent/guardian.
  - Parents will be notified by District Staff of the location where they may pick their child(ren) up after evacuation.
  - Students will be released to parents/emergency contact from the evacuation site using a sign-out sheet.
  - Sign-out sheet will contain: time, student name, parent name, parent/adult signature.

### **CLEAR THE ROOM**

1. Send students to designated room/see sub packet
2. Call office (push black button next to door)
3. Assistance will come from the office

### **SOFT LOCKDOWN**

1. Administration secured all entrances.
2. Account for all students.
3. Limit transition.
4. No outdoor activities.
5. Wait for “all clear” signal or communications from administration/designee responders.

### **BACKPACK CONTENTS: (to be taken when building is evacuated)**

1. Walkie Talkie
2. Duct Tape
3. Class roster, parent name, address, phone number
4. Flashlight
5. Paper/Pen/Pencil
6. Green paper

7. Whistle
8. Staff phone tree
9. Forsyth Elementary School Emergency Response Sheet

### 7-12 Emergency Responses

To acquaint students with the proper exits and procedures, eight disaster drills are required during the course of the school year. In order to facilitate everyone's expedient exit from the building, please observe the following steps:

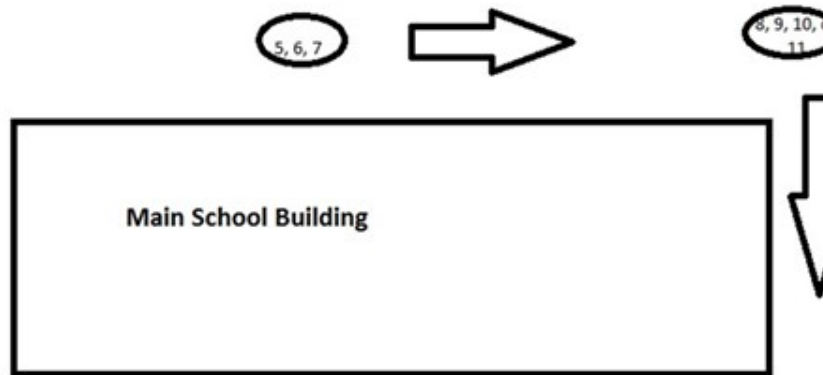
1. Post the evacuation exit route in your room. Call students' attention to this route.
2. The fire bell will ring or there will be an announcement over the intercom to initiate lock down or evacuation of the building, depending on the emergency.
3. Each room will be equipped with a backpack that contains the class rosters, safety procedures, green or red cards for reporting, and limited first aid supplies.
4. Regular teachers should peruse their areas for substitutes to assist them as needed with the procedures.

### EVACUATION for FIRE or CHEMICAL SPILLS

Never hesitate to call the office to report a fire, chemical spill or other danger that requires immediate evacuation of the building for student safety. If near a fire alarm, please pull it, rather than call.

1. When the fire bell rings, instruct your class to walk quietly to the appropriate exit. As a teacher you are responsible for getting your class escorted quickly and safely from the building.
2. Close all windows and the classroom door prior to exiting the building.
3. Take your grade book and safety backpack, and once outside, take attendance. Report to the group leader any missing students.
4. In case of fire-blocked passages, choose the safest alternate route.
5. If you have to choose an alternative path down a hallway, avoid traveling against traffic. Always use good pedestrian rules on traffic safety and stay to the right of the hallways in no more than double lines.
6. Do not allow students to hold arms, hold hands or lean on each other as they exit the building.
7. Students should move to the "safe spots" listed below. "Safe Spots" are established by each hall area.

### **RIVERSIDE PARK**



### **HIGH SCHOOL PARKING LOT**

- Rooms 5, 6 & 7 will exit out the north door and meet at the swing sets in Riverside Park.
- Rooms 8, 9, 10, Counselor’s office and room 11 will exit out of the east door. They then move across the street to the park near the fire hydrant.
- The shop/vo ag and music rooms will exit the building and move to the south-east corner of the school grounds along with administrative office personnel.
- Rooms 13, 14 and 15 will exit out of the south door on the east end of the building. They will join with the library in a group at the edge of the parking lot on the southern border of the property line.
- Rooms 5, 3, 2, 1, FCS, Office and Gymnasium will exit out of the front doors. They will meet in the parking lot on the southern border of the property across from the Dogie head on the side of the building. If the PE students are in the locker room area, they may exit out of the door closest to the locker rooms; however, they need to move to the southernmost area of the parking lot so that the group that came out of the front doors can see them.

Roll is immediately taken to assure all students made it out of the building safely. The teacher then reports to the group leader if all are safe. If all are safe and accounted for, a green card is held up by the lead teacher toward the next group in the chain. If there are missing students, a red card is held up which instructs administration that help is needed. Lead teachers are the last group out of the building determined by proximity to the door. Following are the assigned lead teachers:

- Group 1 (Rooms 5, 6 & 7) report to the Room 7 teacher as their leader. The room 7 teacher will then hold up a red or green card to signal to the teachers on the other side of the park (Group 2) who had exited out of the west door. If the room 7 teacher has a substitute, then the room 6 teacher will take the lead.
- Group 2 (Rooms 8, 9, 10, 11 & Counselor) report to the Room 9 instructor who will be responsible for verifying all in the group have their students, before sending the signal to the next group in the chain, group 3. If the PE class is in the weight room, then those students will also be part of this group. If the Room 9 teacher has a substitute, then room 10 will take the lead.
- Group 3 (Ag, Music, Admin) report to the Ag instructor as he or she is the only instructor there for the entire day. If the Ag instructor has a substitute, the music instructor in the building at that time will take the lead. The lead instructor will signal group 4.
- Group 4 (Rooms 13, 14, & 15) report to the Room 13 teacher as their leader. If a substitute is in that room, the Room 14 teacher will take the lead. They pass on the color

- code to group 5.
- Group 5 (Rooms 5, 3, 2, 1, FCS, Office and Gymnasium) will report to the Principal of Office Manager.

If a red card is shown anywhere along the chain, it will be the responsibility of the Principal to move from group to group to find where the students are missing. He or she will gather groups to see if the student is in one of the other groups before notifying emergency personnel.

## **EVACUATION and ALTERNATIVE STUDENT PICKUP SITE**

In the case of a fire, explosion or other emergency that prohibits students and staff from reentering the building, students will be taken to an alternate site. The alternate site for the junior and senior high school is the:

### ***Concordia Lutheran Church on the corner of 8<sup>th</sup> and River***

After taking attendance following the fire drill procedure, the Principal will move to the groups and advise them that the students must be moved to an alternate location. Following will be the procedure from this point:

1. Students will be dismissed to drive or walk home if that is how they arrived at school. Each student must check in with their teacher to advise them of how they will be going home.
2. Students may NOT ride with another student who is not an immediate family member, even if that is how they arrived at school.
3. Students who do not have their own transportation, or are within walking distance of their home, will walk to the Lutheran Church with their teacher.
4. Buses will pick up students at the church to take them home, or parents may be reached by telephone to pick up students at the church.
5. Information concerning student pickup will be supplied by the school administration and broadcast on the local radio.

## **INTRUDER in the BUILDING**

Doors to classrooms while kept open during the day should be kept locked at all times in preparation for an intruder. If a suspicious person is noted in the halls, call the office immediately and inform them. Forsyth Schools follows the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) protocol. A.L.I.C.E. is a program designed by law enforcement with recommendations from U.S. Homeland Security, the International Association of Police Chiefs, and the NYPD. The program gives staff options for dealing with a violent intruder designed to decrease the change of harm to staff and students. Staff and students have been trained so they are prepared in the unfortunate instance of a dangerous intruder in the building.

- **ALERT** - Students and staff are to immediately alert the office of any suspicious persons in the school or if they see a gun or weapon. The office personnel will immediately notify the staff of the situation.
- **LOCKDOWN** – When the school is informed of an intruder, or if shots are fired, the location will be identified so the teacher will make the choice whether to lockdown or evacuate. In lockdown:
  - The doors are closed (as they should already be locked) and a barricade is put in front of them.



- Any secondary locking devices for the room should also be put on the door.
  - Lights should be extinguished and students kept quiet.
  - Do not answer the door for anyone who knocks. Emergency personnel and school officials will have a key and announce their entrance.
  - Discourage students from using any cellular or electronic device that may interfere with emergency response.
- **INFORM** – Faculty and students will be informed of the movements of the intruder as feasible. Law enforcement will be notified, as well as the Administration Building and Elementary school. Parents will be notified through the website, text messages and email as soon as the situation is in the hands of law enforcement.
  - **COUNTER** – If an intruder with a weapon makes it into a classroom or area with students, they will counter by throwing items at the intruder. Swarm tactics will also be implemented as appropriate and practiced through drills.
  - **EVACUATE** – Those that have a clear path outside through exit doors or windows are to evacuate the building and move to the alternate location site of the Forsyth Municipal Pool and the old Wells Fargo Bank building

## **TORNADO**

Tornadoes are not a common occurrence in eastern Montana, but are becoming more prevalent. Information regarding tornadoes will be broadcast on the Weather Alert Warning system over area radio and television stations. The area will be under a tornado watch or a tornado warning.

### Tornado Watch

A tornado watch means no funnel clouds have been sighted, but the atmosphere is ripe for a tornado to occur. If eastern Montana is under a tornado watch, students should be kept indoors.

### Tornado Warning

A tornado warning means a funnel cloud has actually been sighted. The location and direction of travel is usually given when the warning is broadcast. If the school is in the path of a funnel cloud, the following precautions will be taken:

1. As soon as aware, personnel in the office area will announce to “Prepare for a possible tornado.”
2. Staff will move students away from windows and flying debris by taking them into the hallways.
3. Students will sit on the floors facing the wall or the lockers and cover their heads with their hands. If there is room to lie down, students may do so face down.
4. Students in the auditorium, gymnasium or any room with a wide free span roof should move to the hallways in the heart of the building, starting in the junior hallway by the Principal’s office.
5. Students out of doors should come inside immediately.
6. If the tornado hits the building, keep the students gathered and do not move them until instructed by office personnel. Dangerous debris or fallen power lines may impede exits in different areas of the building.

## **EARTHQUAKE**

Should an earthquake occur, there will be no forewarning. Should the earth start to shake and students are

### **INDOORS:**

1. Move students away from windows, outside walls, and falling debris by moving under tables or desks. Look around to assure nothing can fall on a student.
2. Shut off or disconnect any electrical or gas operated appliances currently in use.
3. Students should grasp the leg of a chair or table and cover their head with their other hand or arm. They should remain face down at all times.
4. Be prepared to evacuate if advised to do so from office personnel.
5. Maintain position under the table, face down with head covered until instructed by office personnel to return to your seats. Many large quakes have aftershocks or tremors that follow the larger quake, so this may take a few minutes.

Should the earthquake occur while students are ***OUTDOORS*** for their class:

1. Move students away from buildings, trees and utility poles to a large open area. For example, a physical education class being held outside will move to the center of the football field.
2. Students should lie on the ground face down with their heads covered and wait for the earth to stop moving.
3. When the initial tremor stops, take attendance and gather everyone into the same basic area. Students and teachers will sit on the ground until they are sure there are no immediate aftershocks.
4. The students are not to enter the building until authorized to do so by the building administration.

## **DEATH or PERSONAL TRAGEDY**

In the event there is an unexpected death of a student or staff member, the following steps should be followed:

### Day One:

1. Gather principals, counselors, and crisis teams as identified by each school.
2. If needed provide additional counselors from community resources.
3. Brief the teachers regarding the student's behavior to expect and how to deal with it.
4. Provide rooms and additional staff for students who wish to talk on an as needed basis.
5. There would be an obvious void in the classroom with the student missing. Make a counselor available to follow the student's schedule especially on the first day.

### Day Two:

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
  - a. Restrooms
  - b. Locker rooms
  - c. Areas of the school infrequently used.
3. Provide the phone number of counselors for further assistance.
4. Send information home to parents concerning the situation and alert them to any dangers they should be aware of.
5. At the end of the second day, the principals, counselors, and crisis team will meet to formulate follow-up procedures regarding the tragedy.

### Day Three:

1. Try to get things back to normal.
2. Treatment and care for students, especially those particularly affected, should continue for as long as needed on a case by case basis.

Students will be excused for the funeral, but classes will not be dismissed.

### Suicide

In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. The initial response upon verification of a suicide should be to protect the privacy of the family. The problems a family encounters take precedence. **DO NOT REFER TO THE DEATH AS A SUICIDE.** Statements about any death should come from one designated spokesperson.

#### Do's and Don'ts of Suicide

1. Do not refer to the death as suicide.
2. Do not allow anyone to describe the suicide as a heroic act.
3. Do not fly the school flag at half-mast.
4. Do not observe a moment of silence in school.
5. Do not have a memorial service at school or an "In Memoria" page in the yearbook.
6. Do not glorify the death in any way.