

**FORDVILLE-LANKIN  
PUBLIC SCHOOL  
EMERGENCY  
PROCEDURE MANUAL**

**2022 –2023**

# CONTENTS

Cover Sheet	Page 1
Table of Contents	Page 2
Emergency Numbers	Page 3
Emergency Team Roster	Page 3
Response to Any Emergency	Page 4
Staff Responsibilities	Page 4-5
General Procedures	Page 5
Man Made Disasters	Page 6
Missing Student	Page 7
Abduction	Page 7
Break In/Vandalism	Page 7
Action Plan	Page 7
Fire/Tornado	Page 7-8
Blizzard	Page 8
Illness/Injury	Page 8-9
Death	Page 9
Lockdown	Page 9
Hostage Situation	Page 10
Evacuation	Page 11
Utilities Gas Escaping	Page 11
Power Failure	Page 11
Angry Patron/Visitor	Page 12
Bomb Threat/Checklist	Page 12-15
Evacuation Facilities	Page 15
Signature page	Page 16

## EMERGENCY PHONE NUMBERS

LAW ENFORCEMENT-FIRE-AMBULANCE	9-1-1
Walsh County Sheriff's Department	701-352-2041
1 <sup>st</sup> Care Health Center-Hospital (Park River)	701-284-7500
1 <sup>st</sup> Care Health Center-Clinic (Park River)	701-284-7555
North Dakota Poison Information Center	1-800-222-1222
Walsh County Social Services (Grafton)	701-352-5111

## FORDVILLE-LANKIN PUBLIC SCHOOL

### EMERGENCY TEAM ROSTER

NAME	Position	PHONE NUMBER
Fordville-Lankin School		701-229-3297
Michael O'Brien	Superintendent	331-2718
Sheri Kunrath	Elementary Principal	270-8016
Kirby Erickson	Instructor	331-8836
Lori Beneda	Instructor	331-0215
Augusta Ramsey	Business Manager	910-465-3509

### RESPONSE TO ANY EMERGENCY

1. Notify 911 (if necessary) and Building Administrator
2. Seal off high-risk area.
3. Take charge of area until incident is contained or relieved by

appropriate authority.

4. Assemble Emergency Team Members
5. Preserve evidence and keep detailed notes of incident.
6. Refer media to Emergency Team Roster. (See Chain of Command )

## **STAFF RESPONSIBILITIES**

When directed by the Team Leaders, the Team Members will function as outlined in this manual.

Chain of Command: Team Leaders

1. Superintendent/H.S. Principal
2. Elementary Principal
3. Business Manager/Administrative Assistant (Office Staff)
4. Mr. Kirby Erickson, Mrs. Lori Beneda, Teachers and support staff

Team Leaders:

1. Verify Information.
2. Call 911 (if necessary).
3. Take master key from the main office (**Marked Key**).
4. Seal off-high risk area.
5. Convene Emergency Team members and implement crisis response procedures.
6. Notify students and staff (depending on emergency, students may be notified by teachers).
7. Evacuate students and staff (if necessary).
8. Deal with media. Refer to Emergency Team Roster. (Do not release names of suspects or victims).
9. Notify community agencies, example, counselors (if necessary).

### **Staff:**

1. Verify Information.
2. Lock classroom doors, unless evacuation orders are issued.
3. Warn students if advised.

4. Have a written account for all students that you have at that time.
5. Stay with students during an evacuation and take class roster.
6. Refer media to Emergency Team Roster.

## **GENERAL PROCEDURES**

When directed to evacuate go to the marshalling area which are as follows...

1. Fordville Ambulance Building
2. Fordville Fire Hall

### **Teachers:**

1. Tell students where to go before anyone leaves the classroom.
2. Take class roster or grade book.
3. Close classroom doors.
4. Last staff member out, do a quick walk through all rooms to ensure all students are accounted for before leaving.
5. Follow assigned evacuation path OR evacuate as directed.
6. Upon arriving at the marshalling area, account for all students.
7. Immediately notify the office or an Emergency Team member of any missing student(s).

### **When school can be re-entered:**

Teachers:

1. Return to room with students.
2. Account for all students.
3. Report any missing students to the office or an Emergency Team member.

### **Bus-Loading Procedures: When directed to evacuate by bus:**

#### **Team Members:**

1. Load bus and count off. Ensure all students are present.
2. Be sure a teacher or staff member is on each bus before it departs.
3. Instruct driver to depart.

#### **Pick-up Area Procedures, Team Members:**

1. Contact parent to pick up student at marshalling area.
2. Keep students/guardian on buses until their parent/guardian picks them up.
3. Locate students as their parents or other adults arrive.
4. Have each adult sign out their child when they are released.

## **MAN-MADE DISASTERS**

Man-made disasters are categorized as hazardous chemical accidents, either spills or releases to the atmosphere, or transportation accidents such as a plane crash at or near our site. Your response to a man-made disaster must be dictated by first finding out as much as you possibly can about the nature of the accident BEFORE any steps are taken.

### **FIND OUT THE ANSWERS TO THE FOLLOWING QUESTIONS.**

1. What is the exact location and nature of the danger?
2. What are the weather conditions (wind direction, visibility and temperature)?
3. Is there an alternate site ready to handle our students if the need arises?
4. Identify who is declaring the emergency situation.

### **IS THERE AN IMMEDIATE DANGER WITHIN THE BUILDING?**

#### **IF THE ANSWER IS YES:**

1. Utilize your Evacuation Procedures.
2. Account for all students.
3. Call the appropriate emergency number 9-1-1.

#### **IF THE ANSWER IS NO:**

Have air circulation units shut off by the school janitor.

Teachers need to take roll and make sure all children are accounted for and then notify their parents.

#### **MISSING STUDENT**

1. Initiate search. Call their home.
2. Call 9-1-1 if unable to locate student on premises.

## **ABDUCTION**

1. Call 9-1-1 and report relevant information.

## **BREAK IN/VANDALISM**

Immediate: Report any evidence of break in or vandalism to the office.

Phase I: If staff and students have NOT entered the building:

- Remain outside.
- Stay with students until marshaled by appropriate authority.

Phase II: If staff and students HAVE entered the building:

- Tell students not to touch anything.
- Collect and report relevant information from students/staff.

## **Action Plans**

In the event of an emergency, it is necessary to act promptly. It is in these times that staff needs to know how to respond effectively.

In any emergency, the main objective is to remove all students and staff from the situation. **Do not** attempt to save equipment or materials if people are in danger.

## **FIRE ALARM/DRILL: In Event of Fire:**

In the event of a fire, the following steps shall be followed:

1. Call 9-1-1/Pull the red fire alarm box in the designated area.
2. Take student roster/ laptop.
3. Immediately leave the building through the exits that have been designated to your classroom/area. If members of the public are in your office or classroom, assist them to safety with you in a calm efficient manner. *Maintenance personnel to make sure Special Education exit is not blocked with ice/snow, (south-east exit).*
4. The administration will be responsible to make sure the classrooms, bathrooms, offices and kitchen are empty.
5. Upon leaving the building, the staff and students should all walk out to the street in front of the school or bus barn.
6. *If your regular exit is blocked, use an alternate route*

## **Tornado:**

If the civil defense siren sounds or on the school's intercom someone announces Tornado, staff shall:

1. Have 7-12 students seek shelter in the locker rooms in the basement of the west side of the school and the elementary students in the basement of the east side of the school.

Do not be near windows and/or heavy equipment. *The Math/Science departments should exit to the basement.* Take a student roster or your laptop that has your roll call on it.

2. Assist the children in covering their head and neck. Proceed to cover their head and neck with their arms to protect their head and face from flying objects.
3. The administration will be responsible to make sure the classrooms, bathrooms, kitchen and all offices are empty.

If you are in a vehicle and spot a tornado approaching:

1. Immediately get out of the vehicle and if in the bus, evacuate the bus. Assist students to lie in the ditch or other low area and protect their head with their hands or jacket. Staff shall assume this position as well.
2. Be careful to avoid power lines and other hazards when leaving the shelter area.
3. Under no circumstances should you try to outrun a tornado with your vehicle or on foot.

## **Blizzards**

In the event of a blizzard while students are at school, the student's safety and well-being are the main concerns.

1. If the storm has occurred early, radio announcements and/or TV announcements will be made canceling class/school.
2. If the storm has become severe, families will be notified that students will need to go to their storm homes.
3. In the event that the weather becomes so severe, students will only be allowed to leave the premises with their parents/guardians. Staff will stay on-site caring for the students throughout the blizzards.

## **Illness or Injury**

If a student is in need of immediate medical attention for an illness or injury, staff will:

1. Call for assistance if needed. If you feel it is a very serious situation you need to call 9-1-1. First aid techniques will be utilized until the ambulance arrives. If the parent is not present, a teacher will accompany the student in the ambulance.
2. The parent/guardian will be contacted by staff that remains at the school. If staff is unable to reach the parent/guardian, they will contact a person listed on the emergency contact form.
3. The Administration will be notified of the emergency situation by staff.
4. Staff that witnessed the illness or injury will document the incident.

Call Social Services-352-5111 if the illness/injury warrants the call.

## **DEATH**



- If a death occurs at school, the following entities should be contacted immediately: The teaching staff will notify 9-1-1. Local Law enforcement will notify family members. The Administration will be notified.
- The body should not be tampered with at any time.
- The students should only be told what is essential for them to know about what has occurred. Staff should offer any comfort as needed. If needed, our school counselor will be contacted for immediate counseling.
- No news or media should be informed of the situation. If a news reporter is aware of the situation and asking for information, they should be referred to the Emergency Team Roster.
- Staff will document the incident as well as any actions that took place before the student's death.

### **LOCK-DOWN PROCEDURES**

Team Members:

1. First, you announce that we are going into lockdown procedure *Code: Flyers on the loose.*
2. The Administration will check non-classroom areas for students and staff. Direct them to the nearest occupied classroom for sheltering.
3. *Lock Classroom doors. Close blinds, put paper on windows so intruder cannot see in.*
4. *Code for all clear. Flyers are back.*

Teachers:

1. Direct students to stay away from doors and windows, use furniture for protection, stay low, and remain quiet.
2. Do not open the room until advised by the administration.

### **HOSTAGE SITUATIONS**

A hostage situation is one in which students or staff are held against their will by the threat of a deadly force. The first 15-45 minutes in the situation are the most critical. It is during this time that emotions are at the peak and the situation is the most volatile.

#### **1. Call 9-1-1**

Dial the emergency phone number 9-1-1 to notify the law enforcement. Identify yourself, the school, the address of the school (Fordville-Lankin Public School-102 4<sup>th</sup> Ave. W.) and tell them you have a hostage situation or a shooting.

## 2. Chain of Command

In the event of a hostage and the need for gathering information for making decisions there is need to follow the chain of command.

3. When a message is given over the intercom, all are to immediately secure their classroom, or working area they are responsible for until further official notice is given to resume normal activities.
4. If you are in a classroom, lock the door. Allow in your room only people you know or can positively identify. **DO NOT ALLOW ANYONE TO LEAVE YOUR CLASSROOM UNDER ANY CIRCUMSTANCE.**
5. **DO NOT** use the telephone to place any calls outside the building, as phone lines will need to remain open during the emergency situation. **NO** staff member is to call the main office unless there is an immediate emergency in your room or area.
6. You will be informed of the situation as needed via the intercom or by a phone call to your room by the office.
7. **DO NOT ATTEMPT TO NEGOTIATE WITH THE SUBJECT.** The law enforcement in charge will determine whom and when anyone can communicate with the subject. Isolate the subject as much as possible.

## **Be prepared to assist law enforcement.**

The administration is to meet the law enforcement officer in charge of the situation. You will need to supply the office with details such as:

- How many people are involved?
- How many hostages are involved?
- What type of weapons do they have?
- What is their exact location?
- Are there any injuries?

The law enforcement will establish a command post at the site.

## **Evacuation**

Let law enforcement handle the situation.

In the event the situation lasts more than one hour, police will attempt to evacuate the area of the school that is safe to evacuate. The teacher will work to keep a calm and safe environment without knowing how long they will need to keep students in the classroom. If students need to be taken to a designated site, the evacuating officers will give directions to the teacher. Students will be kept together.

The law enforcement and Emergency Response Team will determine what area is safe to evacuate to.

## **Utilities and Maintenance Emergencies**

### **Gas Leaks:**

If anyone in the facility smells gas, the office will be notified.

Windows should be opened immediately *if it is an internal gas leak*.

*Exception would be if external gas leak; for example, anhydrous ammonia is leaking, which would mean to keep the doors and windows shut.*

The office staff will call 9-1-1.

No electrical switches should be touched.

If the gas odor remains, evacuate to the Fire Hall or the Fordville Ambulance Building.

No one will enter again until authorized to do so.

### **Power Failure:**

If weather conditions do not permit the maintenance of safe conditions within the school building, families will be notified.

### **Hazardous Chemical Spills:**

Hazardous material may include poisons, fertilizers, or corrosive materials that have the potential of becoming a hazard in the immediate vicinity. If a spill has been witnessed, staff will:

1. Call 9-1-1.
2. Follow law enforcement/fire department directions.
3. Evacuate as advised.

## **Angry Parents and /or Visitor**

1. Staff receiving any kind of verbal threats and that feel uncomfortable with a situation, should discuss the situation with the Administration.
2. When any person visiting begins to display violence in any way (verbal or physical), the staff should attempt to talk/calm the person down. If in the classroom, attempt to remove the person from the classroom and shut the door. If this fails, the staff should ask the visitor to leave. If the visitor refuses to leave, staff should alert other staff by saying over the intercom: **"We're out of Band-Aids"**. Such a call will alert other staff of need of assistance. Try to keep a barrier (desk, chair.) between yourself and the angry individual.

3. If the person becomes increasing agitated, staff will call 9-1-1.

## **BOMB THREATS**

### **Never hang up the phone if you receive a bomb threat.**

Bomb threats will never be treated lightly. The following steps shall be followed in these situations. **No one is to use their cell phone as it may trigger the device.**

1. The employee receiving the threat shall try to engage the caller or person to get possible clues about the bomb's location and characteristics of the person making the threat (age, sex, mental status, etc.). Once off the phone, immediately notify the administration following the chain of command.
2. Upon notification, the school will be evacuated to either the Fordville Ambulance Building or the Fordville Fire Hall. Evacuation will be calm, attempting to avoid noise and/or vibration from running or other movement since it may detonate the device. Also, no cell phones will be allowed for this reason.
3. The bomb threat will be reported to the law enforcement center immediately.
4. Re-enter the School only after receiving approval from law enforcement.  
Phone Number: 9-1-1

## **BOMB THREAT CALL CHECKLIST**

### **Never hang up the phone if you receive a bomb threat.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Line# \_\_\_\_\_

Caller's Exact Words:

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Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

**Additional Immediate Notations:**

Male/Female      Approximate Age: \_\_\_\_\_      Length of Call: \_\_\_\_\_

**Caller's Voice:**

Calm	Angry	Excited	Distinct	Deep Breathing
Soft	Loud	Slow	Rapid	Throaty
Accent Slurred	Nasal	Stutter	Lisp	
Raspy	Deep	Ragged	Disguised	Cracking
Normal	Laughing/Crying			

If voice is familiar, whom does it sound like?

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**Background Sounds:**

Street Noises	Animal Noises	House Noise	Cleaning Dishes
Machinery	Motor	Office Machines	Silence
Long	Distance	Local	PA System

Booth	Static	Clear	Music
Airplanes	Voices	Children	Other

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**Threat Language:**

Taped	Foul	Message read by threat maker
Incoherent	Irrational	Well spoken (educated)
Accent	Speech Impediment	

**Time caller hung up:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Main Facilities for Evacuation**

- 1. Fordville Ambulance Building
- 2. Fordville Fire Hall

**Alternate Facilities for Evacuation**

Park River Public School

Midway Public School

704 5<sup>th</sup> Street West  
Park River ND 58270  
(701) 284-7164

3202 33<sup>rd</sup> Ave. NE  
Inkster ND 58244  
(701) 869-2432

Larimore High School  
300 Booth Ave.  
Larimore ND 58251  
(701) 343-2366

Lakota High School  
500 Main Street  
Lakota ND 58344  
(701) 247-2992

Edinburg High School  
600 5<sup>th</sup> St  
Edinburg ND 58227  
(701) 993-8312

These alternate facilities have been designated to us in the event of an emergency or conditions that would render a facility unsafe, unhealthy, or unduly uncomfortable. \*Parents will be informed about our Crises Plan on the Fordville-Lankin Website. They will be informed of what we do and where our evacuation places are. They will also be told not to contact us if there is a crisis, we will be contacting them.

# Signature Page

I have read and understand in its entirety the Fordville-Lankin Public School 2019-2020 Emergency Procedure Manuel.

Name of Employee

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Date Signed

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**Please return this last page to the main office by Friday, September 9, 2022.**