

**BAGLEY SCHOOL DISTRICT #162**  
**EMERGENCY OPERATIONS MANUAL**

I. CERTIFICATION OF PLAN APPROVAL

This page documents approval of the basic plan and annexes, the standard operating procedures, and the resource manual.

Plan approved by: \_\_\_\_\_  
Superintendent Date

Plan Approved by: \_\_\_\_\_  
School Board Chairman Date

II. RECORD OF BASIC PLAN AND ANNEX REVISIONS

This preparedness guide has been revised and is approved by the School Board for each school year. See the master binder in the District Office for a record of approval signatures.

## **School Bus/Automobile Crisis Plan (Section-O):**

Section-O of the Emergency Disaster Preparedness Guide contains this School Bus/Automobile Crisis Plan in case a potential school -related bus/automobile crisis event should occur. School district and site offices will have everything in their Emergency /Disaster Preparedness Manuals including directory information which may include but is not limited to: student name; parent(s) name; address (s); telephone number(s); and e-mail address (s)). Directory information will also be available and retained on each school bus.

### **Advanced Planning Stage:**

**Crisis Steering Committee Members:** Darin Halverson, Wendy Fultz, ~~Kathy Clark, Bob Garland, Lee Furuseth, Steve Cairns,~~ Kari Anderson, ~~Helen Kennedy, Neil Dolan, Kim Halverson,~~ Carrie Ham and ~~Mike Erickson.~~ Andrew Bennett, Stuart Dukek, Kristi Moritz, Erich Heise, Mark Bensen, Anne Lundberg and Belinda Schermerhorn

**Incident Commander:** Superintendent

**Operations Chief:** High School Principal and Elementary Principal

**Communication Personnel:** Superintendent, Principals, Deans of Students, Transportation/Building & Grounds Director and School Liaison Officer. These people have access to the administrative line on the two way radios.

**Press Release Writer:** High School Administrative Assistant

**Bus Driver Lists and Student Bus Assignments:** (Section S - Appendix)

**Crisis Team Membership/Emergency Response Team:** (Section S - Appendix)

**CPR/First Aid Certified Persons in School:** (Section S - Appendix)

**Local Ministerial Association:** (Section S - Appendix)

**Caregiver Groups:** Counselors (neighboring communities/schools), school psychologist, referral counselors in area, social workers, state personnel, trauma and therapy departments, and private caregiver consultants. (Section R)

### **Responding to a School Bus Crisis:**

The Bagley High School is the hub and a safe haven for the entire community.

The Bagley High School Principal's office is the headquarters for the Superintendent.

Press Conferences will be held off-site- Clearwater County Courthouse. (Guidelines are noted in Section P)

Guiding principles for personnel: Be leaders and a support system for staff, students, parents and community. Provide confidentiality.

# S - APPENDIX - YEARLY UPDATES - ~~2023-2024~~

## Section Q - Crisis Team Members School District Crisis Team

Position	Name	Work Phone	Home/Cell Phone	
Superintendent	Erich Heise	694-6184	218-838-7417	Dist.office
HS Principal	Mark Bensen	694-3120	218-556-6243	BHS office
HS Dean of Students	John Sutherland	694-3120	694-3215/368-2483	BHS office
Elem Principal	Kristi Moritz	694-6528	480-734-3453	Elem office
Elemen. Dean	Peter Larson	694-6528		Elem office
Police Liaison	Clarence LaCroix	694-3120	218-358-0491	BHS office
	<del>Mark LaFerriere</del>		<del>701-289-0275</del>	
Building/Grounds	<del>Ron McCollum</del>	694-3120	<del>218-368-8314</del>	BHS office
Transportation	Stuart Dukek	694-6122	218-766-1294	Trans. bldg.
	<del>Whitney Fowler</del>		<del>218-556-6813</del>	
Psychologist	<del>Tanya Adams</del>	694-3129	<del>218-766-0240</del>	BHS office
Counselor	Belinda Schermerhorn	694-3129	218-209-8789	BHS office
Ministerial Contact	John Swanson	694-6055	694-2046	Faith Hill
Interventionist				BHS office
Nurse	Lisa Syverson	694-3120	694-6581	Nursing Service
Law Enforcement	Darin Halverson	694-6226	533-0641	Sheriff's Office
DHS	Jamie Halverson	694-6164	533-0106	Social Services

# S - APPENDIX - YEARLY UPDATES - ~~2023-2024~~

## SECTION Q - RESTRICTIVE PROCEDURES TEAM MEMBERS - HS

The following individuals are members of the Restrictive Procedures Crisis Team for special education students at Bagley High School:

Principal  
Dean of Students  
Director of Transportation  
BRIC Coordinator  
School Counselor  
Home School Interventionist  
Special Education Teacher  
Special Education Teacher  
Special Education Teacher  
Special Education Teacher  
Special Education Teacher  
Special Education Paraprofessional  
Special Education Paraprofessional  
Special Education Paraprofessional  
Special Education Paraprofessional  
Steller CTSS  
Steller CTSS  
School Nurse  
School Psychologist  
School Police Liaison

Mark Bensen  
John Sutherland  
Stuart Dukek  
~~Renae Donaghue~~ Steve Ballard  
Belinda Schermerhorn

Aricka Marsh  
Kara Wass  
Olivia Nelson  
ASD Teacher  
Becca Halveron

Tammy Christensen

Val Borth

~~Tanya Adams~~ Whitney Fowler  
Clarence LaCroix

## S - APPENDIX - YEARLY UPDATES - ~~2023-2024~~

### SECTION Q - RESTRICTIVE PROCEDURES TEAM MEMBERS - ELEM.

The following individuals are members of the Restrictive Procedures Crisis Team for special education students at Bagley Elementary School:

Principal  
Dean of Students  
Director of Transportation  
BRIC Coordinator  
Steller Counselor  
Paraprofessional  
Home School Interventionist  
Special Education Teacher  
Special Education Teacher  
Special Education Teacher  
Special Education Teacher  
Special Education Paraprofessional  
Special Education Paraprofessional  
Steller CTSS  
School Nurse  
School Psychologist  
School Police Liaison  
Community Education Director

Kristi Moritz  
Peter Larson  
Stuart Dukek  
~~Renae Donaghue~~ Steve Ballard  
Heather Strandlien

Melissa Williams  
Christine Mussleman  
Doug Moe  
Payton Hinrichs  
Crystal Danielson  
Angelica Nelson

Lisa Syverson  
~~Tanya Adams~~ Lindsay Kendall  
Clarence LaCroix  
~~Corrie Uhler~~ N/A

## Section Q - Ministerium

Adams, Dale

Alida/Rice  
19214 210<sup>th</sup> Street  
Bagley, MN 56621  
(218) 308-3669

~~Weinert, Rick~~ Johnson, Mark

Calvary Evangelical  
13 Bagley Ave NW  
Bagley, MN 56621  
~~(218) 776-2434~~ (218) 631-6179

Conger, Chris

Grace Chapel  
25514 St. Hwy 92  
Bagley, MN 56621  
Email: [gracepastor@gvtel.com](mailto:gracepastor@gvtel.com)  
(218) 657-2222 (O)

Olson, Mark

Faith Lutheran Church  
PO Box 297  
Bagley, MN 56621  
(218) 694-2631

Hoyt, Tim

Grace Chapel Youth Pastor  
[timhoyt06@gmail.com](mailto:timhoyt06@gmail.com)  
(605) 321-2638

~~Voigt, Eli~~ Domke, Daniel

Redeemer Lutheran  
PO Box E  
Bagley, MN 56621  
(218) 694-~~2327~~ 6258

Swanson, John

Faith Hill Assembly of God  
471 Schilling Road SE  
Bagley, MN 56621  
(218-694-2046)  
(218-694-6055/ Parsonage)  
[faithhillag@gmail.com](mailto:faithhillag@gmail.com)

~~Holst, Jeremiah~~ Grandstrand, Marilyn

Shepherd of the Pines/Clearwater  
PO Box 9  
Shevlin, MN 56676  
~~(760-705-8888)~~ (218) 785-2146

Landstad Lutheran Church  
4400 Roosevelt Rd SE  
Bemidji, MN 56601  
(218) 751-3632

Lilienthal, Gene

Lengby/Our Savior's Lutheran  
PO Box 26  
Lengby, MN 56651  
(218) 668-2246

~~Klemme, Todd~~ Olson, Scott

Grace Free Lutheran  
PO Box 119  
Bagley, MN 56621  
(218) 694-6570

Juvakeen, Father John

St. Joseph's Catholic  
PO Box 67  
Bagley, MN 56621  
(218) 694-6416

~~McGuire, Randy~~ Zion/Bethel N/A

(218) 694-2391

# S - APPENDIX - YEARLY UPDATES - ~~2023-2024~~

## Section R - Caregiver Contacts

### **Belinda Schermerhorn - Bagley High School Guidance Counselor**

Cell 218-209-8789

Work 218-694-3129

### **~~Tanya Adams~~ – BRIC School Psychologist HS Whitney Fowler (218)556-6813**

Cell ~~218-766-0240~~ Elem. Lindsay Kendall (218) 659-0310

Work 218-751-6622

### **XXX - Stellher, Mental Health Counselor**

Cell XXX

Work XXX

### **Heather Strandlien - Stellher, Mental Health Counselor**

Cell 218-556-0734

Work 694-6528

## First Aid / CPR Certification List

## **Section N - HS Evacuation Staff Assignments**

### **I. Evacuation area assignments:**

#### **Relocation Center (Hockey Arena) Assignments:**

- |                                      |                        |
|--------------------------------------|------------------------|
| A. [PARENT COORDINATOR]              | = Mr. Mike Malterud    |
| B. [BUS DISPATCHER 1 - Outside]      | = Mr. Sean Peterson    |
| C. [BUS DISPATCHER 2 - Inside/by PA] | = Mr. Brandon Schwegel |
| D. [PA ANNOUNCER]                    | = Mr. Perry Nelson     |
| E. [DCD TEACHER]                     | = Ms. Aricka Marsh     |