

# **Takini School**

## **2021-2022**

### **Continuation of Operations (COO) Plan EMERGENCY PROCEDURES**



Takini School Board Approved May 1, 2021

## **HOW TO USE THIS GUIDE**

A copy of this guide should be placed in every classroom, gym, cafeteria, office, and other prominent locations. This guide should be a product of the school's emergency readiness and response plan. For best results, present the guide during staff training at the beginning of each year. Review the procedures with the entire school staff so that everyone in the schools understands his/her role in an emergency. This guide is intended to serve as a reference for educators, administrators, students, and staff. This plan does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

## **PURPOSE**

This plan establishes a procedure to ensure that essential functions and activities of the Takini School are able to continue or be reactivated as quickly as possible during the full range of human-caused, natural, technological or national security emergencies that have some reasonable likelihood of occurring at this facility. This plan meets the Department of the Interior requirements for Continuity of Government planning.

- **12656, Assignment of National Security and Emergency Preparedness Responsibilities, November 18, 1988.**
- **Federal Response Plan (Federal Emergency Management Agency)**
- **Federal Response Planning Guidance FRPG 01-94, Continuity of Operations, December 4, 1994**
- **Executive Order 12148 Federal Emergency Management, July 20, 1979**
- **Federal Preparedness Circular 60, Continuity of the Executive Branch of Federal Government at the Headquarters level during National Security Emergencies, November 20, 1990**
- **Federal Preparedness Circular 61, Emergency Succession to Key Positions of the Federal Departments and Agencies**
- **Federal Preparedness Circular 62, Predelegation of Emergency Authorities**
- **Federal Preparedness Circular 64, Continuity of the Executive Branch of the Federal Government at the Regional level during National Security Emergencies**
- **44 CFR 101-2, Occupant Emergency Plan**
- **Federal Suspected Child Abuse and Neglect, Critical Incident, and, Employee Incident Reports**

## **PLAN OBJECTIVES**

- Assist school personnel.
- Ensure performance of Takini Schools' essential functions.
- Avoid or reduce unacceptable disruptions to Takini Schools' essential operations. Protect essential equipment, records, and other assets.
- Minimize damage and losses.
- Provide organizational and operational continuity.
- Facilitate the leadership decision-making process during an emergency.
- Achieve an orderly recovery from emergency operations.
- Mitigate risks by identifying and meeting emergency needs before an emergency occurs.

## **RESPONSE TO ANY EMERGENCY**

- \_\_\_ Notify the K-12 Principal. The principal notifies the Superintendent.
- \_\_\_ Notify the school Emergency Response Team (Refer to Emergency Crisis Evacuation Procedures).
- \_\_\_ Seal off high-risk area(s).
- \_\_\_ Take control of the area(s) until the incident is contained, or relieved by the Superintendent.
- \_\_\_ Preserve evidence. Keep detailed notes of incident.
- \_\_\_ Refer all media to Superintendent, 538-4399, ext. 224.
- \_\_\_ Reconvene as the Post-Incident Response Team; debrief staff when necessary.

## **GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES**

### **Principal or Designee**

<ul style="list-style-type: none"><li><input type="checkbox"/> Notify the Superintendent.</li><li><input type="checkbox"/> Verify information.</li><li><input type="checkbox"/> Seal off high-risk area(s).</li><li><input type="checkbox"/> Notify staff. Note: depending on the emergency, students may be notified by teachers.</li><li><input type="checkbox"/> Evacuate students and staff, if necessary.</li><li><input type="checkbox"/> Keep detailed notes of incident.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Convene Emergency Response Team and implement emergency response procedures.</li><li><input type="checkbox"/> Refer all media to Superintendent.</li><li><input type="checkbox"/> Notify community agencies.</li><li><input type="checkbox"/> Implement post-incident procedures, as necessary.</li></ul>
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### **Teachers**

<ul style="list-style-type: none"><li><input type="checkbox"/> Verify information.</li><li><input type="checkbox"/> Lock classroom doors unless evacuation orders are issued.</li><li><input type="checkbox"/> Warn students, if advised.</li><li><input type="checkbox"/> Account for all students.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Stay with students during an evacuation. Take class roster.</li><li><input type="checkbox"/> Refer all media to Superintendent.</li><li><input type="checkbox"/> Keep detailed notes of incident.</li></ul>
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## **EMERGENCY ALERT SYSTEM**

### ***EXTERNAL***

The local Law Enforcement Agencies and the Cheyenne River Sioux Tribe will coordinate procedures for external communications during emergencies.

Lead contacts for Internal and External communications:

CRST Chief of Police Eagle Butte, SD 57625 Work Phone: (605) 964-2155	Ziebach County Sheriff Dupree, SD 57623 Work Phone: (605) 365-5177	Faith Police Department Faith, SD 57626 Work Phone: (605) 967-2222
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1. Harold Tiger, CRST Emergency Manager  
Eagle Butte, South Dakota 57625  
Work Phone: (605) 964-8810
  
2. Eric North, ADD West School Safety Officer  
Albuquerque, New Mexico 87125  
Work Phone: (505) 563-5118
  
3. Cherie Poitra, Acting ADD BIE/TC  
Bloomington, Minnesota  
Phone: (952) 851-6187
  
4. South Dakota Senators  
Mike Rounds  
[www.rounds.senate.gov](http://www.rounds.senate.gov)  
John Thune  
[www.thune.senate.gov/public/](http://www.thune.senate.gov/public/)

The following audiences will be served by the external communications effort:

- a. Cheyenne River Sioux Tribal AO and Law Enforcement
- b. Elected Officials
- c. Public
- d. Media
- e. Other Agencies
- f. Stakeholder (special interest groups, etc.)

## **SCHOOL EMERGENCY TEAM MEMBERS**

Emergency Response Pre and Post Team:

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Work #</u></b>
Superintendent	Kit Veit	605-538-4399 ext. 224
K-12 Principal	Karon Fox	605-538-4399 ext. 241
O&M Supervisor	Kenric Dupris	605-200-1632
Transportation Supervisor	Dana LaClaire	605-515-0211
Tribal Ed. Director	Cherie Farlee	605-964-3303
Maintenance	Derek Yellow Owl	605-200-0604

## **PUBLIC INFORMATION**

**\*\* All staff must refer all media to the Superintendent \*\***

\_\_\_ School district assumes responsibility for issuing public statements during an emergency.

\_\_\_ Superintendent serves as the official spokesperson. Alternate spokesperson is the Business Manager.

### **Public Information:**

\_\_\_ Develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs.

\_\_\_ Emphasize the safety of students and staff.

\_\_\_ Briefly describe school's plan for responding to emergencies.

\_\_\_ Make certain all information released is factual.

\_\_\_ Respect the privacy of affected persons and their families.

\_\_\_ Do not release names to the media.

## **WARNING AND NOTIFICATION**

**\*\* Assess life and safety issues first! \*\***

- \_\_\_ Inform K-12 Principal.
- \_\_\_ K-12 Principal notifies the Superintendent.  
(Phone #'s in Emergency Response Team section).
- \_\_\_ Notify staff. If an emergency requires immediate action to protect the safety of students and staff, activate:  
(Warning system, P.A. system, bell, etc.).

<u>Code Word</u>	<u>Emergency</u>	<u>Actions</u>
Evacuation	Bomb Threat	Evacuate
Evacuation	Tornado/ Weather	Go to designated areas
Evacuation	Fire	Evacuate
Lockdown	Intruder	Lock all doors, turn lights off, run, hide, fight.
Lockdown	Intruder w/Weapon	Evacuate, Hide, Flight
Shelter In Place	Student Safety	Lock and monitor outside doors. Monitor individuals entering and exiting the school. School operations are normal.

- \_\_\_ If immediate action is not required, notify staff members at a meeting before, or after school hours. Teachers will debrief students during class unless an assembly or P.A. announcement is preferred.
- \_\_\_ K-12 Principal notifies parent(s) or guardian(s) of affected students, or emergency contact(s) of staff as necessary.
- \_\_\_ Superintendent notifies other schools in the district. The school(s) with siblings of the affected student(s) or children of the affected staff should be called first.



## **EVACUATION/RELOCATION**

- \_\_\_ Superintendent will determine if an evacuation is necessary.
- \_\_\_ K-12 Principal evacuates staff and students.
- \_\_\_ Teacher takes evacuation kit; keep class together and close proximity.
- \_\_\_ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- \_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- \_\_\_ Superintendent coordinates transportation if students are to be transported home.
- \_\_\_ Superintendent will contact the School Messenger for parent/guardian notification.

## **FIRE**

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- \_\_\_ Pull the fire alarm.
- \_\_\_ Evacuate students and staff to a safe distance outside of the building.
- \_\_\_ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- \_\_\_ Teachers take evacuation kit.
- \_\_\_ Close classroom doors and turn out lights.
- \_\_\_ When outside building, account for all students. Immediately inform K-12 Principal if student/s are missing by use of cell phone or designated employee.
- \_\_\_ Take roll again when you arrive at the designated area.
- \_\_\_ No one should re-enter the building(s) until declared safe by school personnel.
- \_\_\_ K-12 Principal notifies students and staff of termination of emergency and resume daily operations.

## **LOCK-DOWN PROCEDURES**

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

### **LOCKDOWN**

- \_\_\_ K-12 Principal will issue lock-down notification/procedures by announcing a warning over the P.A. system, or through radio by sending a message to each classroom.
- \_\_\_ Direct all students, staff, and visitors with visitor tags into classrooms.
- \_\_\_ Administrators will lock all exterior doors.
- \_\_\_ Lock classroom doors; stop all teaching.
- \_\_\_ Cover windows of classrooms, including the window in the door.
- \_\_\_ Move all persons away from windows and doors.
- \_\_\_ Keep all students quiet and still.
- \_\_\_ Everyone stays in the classroom until notified by local law enforcement.

### **SHELTER IN PLACE**

- \_\_\_ K-12 Principal will issue lock-down notification/procedures by announcing a warning over the P.A. system, or through radio by sending a message to each classroom.
- \_\_\_ Designated Personnel will lock and monitor all exterior doors.
- \_\_\_ Teachers lock all classrooms; continue teaching.
- \_\_\_ Keep students in classrooms; ignore all passing bells.
- \_\_\_ No passes; continue teaching.
- \_\_\_ Everyone stays in the classroom until the principal gives an all clear signal.

#### **PARENTS/GUARDIANS: Upon hearing that a lockdown procedure has been initiated:**

- ***Parents/Guardians, please do not attempt to try to pick up your child(ren) during the evacuation process until you are notified it is safe or you receive a call from the School Messenger as to their specific location. Evacuation from school will be determined.***

**MAINTENANCE, BUS GARAGE, CAFETERIA, and ADMIN staff will make sure all doors are locked.**

Primary School	Jr High School	High School	EAGLE Center	Upper Elementary
<b>Kitchen Supervisor</b> will lock the east and west cafeteria.	<b>Athletic Director</b> will secure the four HS annex trailers.	<b>Business Manager</b> will secure the Business Office trailer.	<b>Superintendent</b> will secure the Admin and IT trailers.	<b>Transportation Supervisor</b> will secure the bus garage.
<b>Kitchen Supervisor</b> will lock east gym doors.	<b>O&amp;M Supervisor</b> will secure the Facilities and Grounds.	<b>Maintenance</b> will secure the grounds.	<b>Parent Liaison</b> will secure the front admin office.	<b>Industrial Arts</b> will make sure the west back door to the main building.
<b>Teaching staff</b> will secure their own classroom doors.				

## **EMERGENCY SEVERE WEATHER PROCEDURES**

Sheltering provides refuge for students, staff, and the public during school hours or extracurricular activities during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

- \_\_\_ Identify safe area(s) in each school building.
- \_\_\_ K-12 Principal warns students and staff to assemble in safe areas; bring all persons inside school building(s).
- \_\_\_ Teachers take class roster and account for all students after arriving in a safe area.
- \_\_\_ Close all exterior doors and windows.
- \_\_\_ All staff and students must remain in safe areas until notified by the emergency responders.

## **ASSAULTS/FIGHTS**

- \_\_\_ First, ensure the safety of students and staff.
- \_\_\_ All staff in the area need to help de-escalate and defuse the situation, by separating the individuals and/or dispersing the area of students. Staff will also seal off the area where the assault is taking place.
- \_\_\_ Notify the building principal.
- \_\_\_ K-12 Principal notifies Dean of Students and Superintendent if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- \_\_\_ K-12 Principal notifies Superintendent and parents/guardians of student(s) involved in the assault.
- \_\_\_ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.
- \_\_\_ Assess counseling needs of the victim(s) and/or witness(es).
- \_\_\_ Implement post-incident procedures, if necessary.

## **HAZARDOUS MATERIALS/CHEMICAL SPILLS**

<b><u>INCIDENT IN SCHOOL</u></b>	<b><u>INCIDENT NEAR SCHOOL</u></b>
<ul style="list-style-type: none"><li>___ O&amp;M will notify CRST Hazmat Department and OCEA.</li><li>___ Notify K-12 Principal and Superintendent.</li><li>___ Seal off area of leak/spill.</li><li>___ Follow plans and procedures for evacuation (if recommended).</li><li>___ Resume normal operations after consulting CRST Hazmat Department.</li></ul>	<ul style="list-style-type: none"><li>___ Appropriate Agency will notify Superintendent.</li><li>___ Superintendent will notify K-12 Principal.</li><li>___ Superintendent will notify School Messenger for parent/guardian notification.</li><li>___ Resume normal operations after consulting with appropriate agency officials.</li></ul>

## **BOMB THREAT**

### **Building should be evacuated following evacuation procedures.**

- Evacuation process will take place with the Primary students (K-5) being escorted by Primary Staff through the rear exit of the cafeteria to the Bus Garage. Attendance will be taken and given to the K-12 Principal.
- Jr High (6-8) students being escorted by Jr High staff will exit through the back door of the main building to the Bus Garage. Attendance will be taken and given to the K-12 Principal.
- High School staff will escort students to the Maintenance Shop. Attendance will be taken and given to the K-12 Principal.
- Busses will then load and transport students to Takini LTM.

IT and Superintendent will ensure that the School Messenger goes out with the following statement: **"All Takini Students are being transported to Takini LTM and will be transported to their homes from there."**

### **IF BOMB IS FOUND, ISOLATE THE AREA**

1. Building should be evacuated following evacuation procedures.
2. Electrical systems should not be used (i.e., alarms, wireless communication systems).
3. Do not handle devices.
4. Do not turn on/off any electrical devices.
5. Building Administration will notify Emergency Personnel: CRST PD, Hazmat Team, and Fire Department.
6. Re-enter the building only after advised to do so by law enforcement.

**BOMB THREAT PROCEDURES IF NOTED OR PHONE CALL IS RECEIVED**

Dial \*57 Record the information on screen

Time: \_\_\_\_\_

CALLER'S VOICE (circle)

- |           |         |         |         |
|-----------|---------|---------|---------|
| calm      | slow    | crying  | slurred |
| stutter   | deep    | loud    | broken  |
| giggling  | nasal   | lisp    | excited |
| disguised | sincere | squeaky | normal  |

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background voices? Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

**INTRUDER**

Intruder: "An unauthorized person who enters school property."

- \_\_\_ Notify K-12 Principal, and the K-12 Principal will notify the O&M Supervisor.
- \_\_\_ The O&M Supervisor will ask the intruder the purpose of his/her visit.
- \_\_\_ The O&M Supervisor will inform the intruder that all visitors must register at the main office.
- \_\_\_ If purpose is not legitimate, the O&M Supervisor will ask the intruder to leave.
- \_\_\_ The O&M Supervisor will accompany the intruder to the exit.

If intruder refuses to leave:

- \_\_\_ The O&M Supervisor will take necessary steps to resolve the situation.

## **HOSTAGE**

- \_\_\_ K-12 Principal will notify the O&M Supervisor.
- \_\_\_ K-12 Principal will notify Superintendent; implement appropriate action.
- \_\_\_ The O&M Supervisor will notify Law Enforcement.

## **DEATH AT SCHOOL**

- \_\_\_ Notify School Administrator.
- \_\_\_ Call School Nurse and O&M Supervisor.
- \_\_\_ Clear students from area.
- \_\_\_ Superintendent will determine specific procedures to inform parents/guardians, classmates and community of death, plans and expected child reactions.
- \_\_\_ Log activities and decisions including school dismissal if necessary
  - a. Ensure the family of deceased is notified immediately by the Superintendent.
  - b. Alert counselors and nurse at schools in which siblings are enrolled.
  - c. Inform staff and students.
- \_\_\_ Assemble the school crisis team (Superintendent, K-12 Principal, counselors from each area, school nurse, social workers, O&M Supervisor).
- \_\_\_ Provide counseling individually or in groups.
  - a. Make home visits with counselors.
  - b. Hold faculty meeting as soon as possible to process feelings.
  - c. Prepare for possible community meetings.
  - d. Plan long-term response and follow-up counseling.
- \_\_\_ Permit students to leave only with parental permission, per school sign-out.
- \_\_\_ Debrief crisis teams and faculty.
- \_\_\_ Relay information as soon as it becomes available.
- \_\_\_ Determine cultural or regional concerns.

## **Animal Attack**

- \_\_\_ Call 911 if a student and/or staff member is injured by an animal.
- \_\_\_ K-12 Principal will notify the O&M Supervisor.
- \_\_\_ K-12 Principal will notify Superintendent; implement appropriate action.
- \_\_\_ The O&M Supervisor will notify Law Enforcement.