

Takini School

2023-2024

Continuation of Operations (COOP) Plan EMERGENCY PROCEDURES



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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

A continuity of Operations Plan, or "COOP" is an effort of the Takini School to ensure that essential functions of Takini School continue to be performed during a wide range of disruptions to routine school functions, including localized infrastructure outages and natural, technological, or human caused disasters along with other events that could disrupt school activities and pose a threat or danger to the health and safety of Takini School students and staff. 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 events that could disrupt the routine operations of Takini School. Takini School is committed to maintaining and rapidly restoring essential services to students and staff in the event of an emergency or disaster. In the event that there is an emergency or disaster it is imperative that services and school functions be resumed as quickly and safely as possible.

The intent of the COOP is to minimize disruption to the primary objectives of the Takini School while protecting student, staff and visitor health and safety. This can only be accomplished by pre-planning and taking steps to limit any potential disruptions to a predictable acceptable period of time. The plan also provides for the personal safety and security of students, staff and visitors. This is to be accomplished by maintaining emergency and security plans in key areas of Takini School, conducting training and holding exercises at Takini School.

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, Pre Delegation 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**

AUTHORITY TO ACTIVATE PLAN

During an event that requires activation of the Takini School's COOP, emergency employees and other special categories of employees will be activated by the Chief Administrator. In the absence of the Chief Administrator and in a situation that requires the activation of the COOP the Principal shall have the authority to activate the COOP.

Any time the COOP is activated the person responsible for activating the plan shall immediately notify the Takini School Board Chairperson, the President of the Cheyenne River Sioux Tribe and the CRST Emergency Command Center.

DEFINING ESSENTIAL FUNCTIONS

While all school functions are important, each activity may not be considered an essential function that must be continued during a disruption. The following are considered essential school functions:

- continuity of education, which includes teaching and learning, special education and related services, school-based medical services and food programs.
- communications (internal and external),
- computer and systems support,
- facility use/maintenance,
- business services (e.g., payroll), and
- the provision of safety, security, mental and behavioral health services.

PLAN OBJECTIVES

- Assist school personnel in understanding their role in an emergency.
- Provide for the safety of students, staff and visitors to Takini School.
- 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/
Administrator.

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

<ul style="list-style-type: none"> ___ Verify information. ___ Lock classroom doors unless evacuation orders are issued. ___ Warn students, if advised. ___ Account for all students. 	<ul style="list-style-type: none"> ___ Stay with students during an evacuation. Take a class roster. ___ Refer all media to Superintendent. ___ Keep detailed notes of the incident.
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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:

<p>CRST Chief of Police Eagle Butte, SD 57625 Work Phone: (605) 964-2155</p> <p>Emergency Command Center Office Phone: (605) 964-3637 (605) 964-3638 Office Fax: (605) 964-1072</p> <p>David D. Nelson, Emergency Commander dnelson@crstepd.org</p>	<p>Ziebach County Sheriff Dupree, SD 57623 Work Phone: (605) 365-5177</p>	<p>Faith Police Department Faith, SD 57626 Work Phone: (605) 967-2222</p>	
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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. Dr. Berdina Tsosie, ADD
Bloomington, Minnesota
Phone: (952) 851-6187
4. South Dakota Senators
Mike Rounds
www.rounds.senate.gov

John Thune
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:

<u>Position</u>	<u>Name</u>	<u>Work #</u>
Superintendent/ Administrator	Kit Veit	605-538-4399
K-12 Principal	Tiffany Moore	605-538-4399
Operations and Maintenance Supervisor		605-200-1632
Transportation Supervisor	Cole White Wolf	605-200-1318
Day Security	Derek Yellow Owl Jr	605-538-4399
Night Security	Sundance Sitting Crow	605-538-4399
Tribal Ed. Director	Cherie Farlee	605-964-3303

PUBLIC INFORMATION

**** All staff must refer all media to the Superintendent/ Administrator ****

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

___ Superintendent/Administrator serves as the official spokesperson. The 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 the 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/Administrator. (Phone #'s in the 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.
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- ___ 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/Administrator 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/Administrator 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 routes. If the normal route is too dangerous, follow alternate routes.
- ___ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- ___ Superintendent/Administrator coordinates transportation if students are to be transported home.
- ___ Superintendent/Administrator 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 the alters route or normal route is too dangerous.
- ___ Teachers take evacuation kits.
- ___ Close classroom doors and turn out lights.
- ___ When outside the 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 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.

Kitchen Supervisor will lock the east and west cafeteria.	Athletic Director will secure the four HS annex trailers.	Business Manager will secure the Business Office trailer.	IT Coordinator will secure the Admin and IT trailers.	Transportation Supervisor will secure the bus garage.
Kitchen Supervisor will lock east gym doors.	Operations and Maintenance Supervisor will secure the Facilities and Grounds.	Maintenance will secure the grounds.	Superintendent/Administrator will secure the front admin office.	Industrial Arts will make sure the west back door to the main building.
Teaching staff 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 the 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 Superintendent/Administrator 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 the Superintendent/Administrator 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

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

BOMB THREAT

Buildings 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.
- Buses will then load and transport students to Takini LTM.

IT and Superintendent/Administrator 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. Buildings 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. The 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 the 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 Operations and Maintenance Supervisor.

___ The Operations and Maintenance Supervisor will ask the intruder the purpose of his/her visit.

___ The Operations and Maintenance Supervisor will inform the intruder that all visitors must register at the main office.

___ If the purpose is not legitimate, the Operations and Maintenance Supervisor will ask the intruder to leave.

___ The Operations and Maintenance Supervisor will accompany the intruder to the exit.

If intruder refuses to leave:

___ The Operations and Maintenance Supervisor will take necessary steps to resolve the situation.

HOSTAGE

___ K-12 Principal will notify the Operations and Maintenance Supervisor.

___ K-12 Principal will notify the Superintendent/Administrator; implement appropriate action.

___ The Operations and Maintenance Supervisor will notify Law Enforcement.

DEATH AT SCHOOL

- ___ Notify School Administrator.
- ___ Call School Nurse and Operations and Maintenance Supervisor.
- ___ Clear students from the area.
- ___ Superintendent/Administrator 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 the deceased is notified immediately by the Superintendent.
 - b. Alert counselors and nurses at schools in which siblings are enrolled.
 - c. Inform staff and students.
- ___ Assemble the school crisis team (Superintendent/Administrator, 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 a 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 Operations and Maintenance Supervisor.
- ___ K-12 Principal will notify the Superintendent/Administrator; implement appropriate action.
- ___ The Operations and Maintenance Supervisor will notify Law Enforcement.