

Cheyenne-Eagle Butte Schools

COO Plan

EMERGENCY PROCEDURES



Cheyenne - Eagle Butte School

Cheyenne-Eagle Butte Braves

Mission Statement: To prepare students with the academic, spiritual, physical, cultural, and social skills needed to be productive world citizens and lifelong learners in a technological world.

Vision Statement: Keeping our Wakanyaja (children) sacred through positive thinking and positive actions.

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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; always remain with your assigned students when responding to emergency situations.

PURPOSE

This plan establishes a procedure to ensure that essential functions and activities of the Cheyenne-Eagle Butte 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, 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

PLAN OBJECTIVES

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

RESPONSE TO ANY EMERGENCY

1. Notify the building principal. The principal notifies the 20-1 Superintendent/BIE School Supervisor.
2. Notify the school Emergency Response Team (Refer to Emergency Crisis Evacuation Procedures).
3. Seal off high-risk area(s).
4. Take control of the area(s) until the incident is contained, or relieved by the 20-1 Superintendent/BIE School Supervisor.
5. Preserve evidence. Keep detailed notes of the incident.

- 6. Refer all media to 20-1 Superintendent, 964-4911, ext. 227. In accordance with 62 BIAM, the BIE School Superintendent will adhere to regulations regarding all media concerns.
- 7. Reconvene as the Post-Incident Response Team; debrief staff when necessary.

GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

20-1 Superintendent/BIE Supervisor

(Co-Administrators)

| South Campus | North Campus |
|--|--|
| <ul style="list-style-type: none"> ● Convene <i>Emergency Response</i>. ● Team and implement emergency response procedures, per campus guidelines. Defer emergency command leadership to Co-Administrator if the emergency is on the other campus. ● Refer all media to 20-1 Superintendent. ● Coordinate with co-administrator notification of community agencies. ● Implement post-incident procedures, as necessary. | <ul style="list-style-type: none"> ● Convene <i>Emergency Response</i>. ● Team and implement emergency response procedures, per campus guidelines. Defer emergency command leadership to Co-Administrator if the emergency is on the other campus. ● Refer all media to 20-1 Superintendent. ● Coordinate with co-administrator notification of community agencies. ● Implement post-incident procedures, as necessary. |

PRINCIPAL OR DESIGNEE

| |
|---|
| <ul style="list-style-type: none"> ● Notify the 20-1 Superintendent/BIE School Supervisor. ● 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 incident. ● DO NOT release via text, call, or social media platform any information of the incident to the public for safety purposes. |
|---|

TEACHERS

| |
|---|
| <ul style="list-style-type: none"> ● Receive information; immediately report to building principal. ● Lock classroom doors unless evacuation orders are issued. ● If notified to evacuate, evacuate to <i>internally</i> designated locations following safety plans. These locations are not to be shared externally. |
|---|

- Warn students, if advised.
- Stay with students during an evacuation. Take an emergency bucket with class roster.
- Account for all students and report utilizing the red and green cards from within emergency buckets. Use the green card to indicate you have accounted for all of your students, the red card if you are missing a student(s), and notify the emergency staff/administrators on scene.
- **DO NOT release via text, call, or social media platform any information of the incident to the public for safety purposes.**

EMERGENCY ALERT SYSTEMS

INTERNAL COMMUNICATIONS

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree: The tree originates with the administration, who contacts the members of the Administrative Team. Team members then in turn will contact groups of staff as needed. (teachers, administrators, and support staff).
- End-of-Day Staff Meeting (as needed): As appropriate, updated information and a review of the day’s events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.
- Morning Faculty Contact (as needed): As appropriate, updated information about an incident will be presented in the morning through the most effective means. Any new procedures for the day will also be reviewed at this time.

EXTERNAL COMMUNICATIONS

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, South Dakota 57625 Work Phone: (605) 964-2155 | City of Eagle Butte Police Department Officer Norm Schuler Eagle Butte, SD 57625 Work Phone: (605) 200-0260 |
| CRST Emergency Manager Eagle Butte, South Dakota 57625 Work Phone: (605) 964-8810 | Kara Four Bear, Superintendent Eagle Butte School District 20-1 Eagle Butte, SD 57625 605-964-4911 |
| Jennifer Bowman BIE Education Program Administrator Pine Ridge, SD 57770 Work Phone: (605) 409-9999 | Game, Fish and Parks Mike Kennedy Eagle Butte, SD 57625 (605) 964-7812 |
| Donald Dryer, BIE School Safety Officer Albuquerque, NM | Indian Health Services Eagle Butte, SD |

| | |
|--|---|
| Phone: (334) 447-1734 | 605-964-7724 |
| Eagle Butte Volunteer Fire Department Eagle Butte, SD 57625 (605) 964-3555 | CRST Behavioral Health Marisa Mendoza Eagle Butte, SD 57625 (605) 964-0722 |

The following audiences will be served by the external communications effort: Cheyenne River Sioux Tribal Chairman, Administrative Officer, and Law Enforcement; Officials; Public; Media; Other Agencies; Stakeholder (special interest groups, etc.)

SCHOOL EMERGENCY TEAM MEMBERS

C-EB Emergency Response Pre- and Post- Team:

| Position | Name | Work # |
|------------------------------------|--|---------------------------------------|
| 20-1 Superintendent | Ms. Kara Four Bear | 701-891-1834 cell |
| BIE School Supervisor (Acting) | Mrs. Jennifer Bowman | 605-964-8777 |
| 20-1 Business Manager | Mr. Keith Watt | 605-365-6029 cell |
| E.A.G.L.E. Center Principal | Dr. Vicki Birkeland | 605-964-8771/8773 |
| High School Principal (Acting) | Mr. Leslie E. Logg | 605-964-8744 |
| Jr. High School Principal (Acting) | Mr. Michael Nankervis | 605-964-7841 |
| Elementary Principal | Mrs. Cora Petersen | 605-964-4911 ext. 247 |
| Elem. Asst. Principal | Mr. Larry Keller | 605-964-4911 ext. 158 |
| Primary Principal | Mrs. Darlene Brown | 605-964-7920 |
| CRST Title I Director | Ms. Chip Bird Necklace | 605-964-8577 |
| School Resource Officer | Officer Mitchell | 605-964-8744 ext. 279 |
| Special Education | BIE- Dr. Kathie Bowker 20-1 Ms. Rebekah Smith | 605-964-8777 605-964-2702 ext. 214 |
| Athletic Director | Mr. Allen Benoist | 605-964-8744 |

| | | |
|----------------|---|------------------------------|
| Dorm Manager | Ms. Philomine Moran | 605-964-4475/2345/2356 |
| Transportation | BIE Harley Morgan 20-1 Petr Skaroupka | 605-848-4013 605-821-9019 |
| Facilities | BIE Jackson Neigel 20-1 Petr Skaroupka | 605-964-8777 605-821-9019 |

PUBLIC INFORMATION

- School district assumes responsibility for issuing public statements during an emergency.
- 20-1 Superintendent serves as the official spokesperson. Alternate spokesperson is the 20-1 Business Manager.

Public Information Protocols:

- 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 Building Principal/Designee.
- Building Principal/designee notifies 20-1 Superintendent/BIE School Supervisor. (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/Reverse Evacuation | Tornado/ Weather | Go to designated areas |
| Evacuation | Fire | Evacuate |

| | | |
|------------------|---------------------------------|--|
| Lockdown | Intruder w/ or without a weapon | Lock all doors, turn lights off, run, hide, fight. If evacuated, go to internally shared designated areas. |
| Shelter In Place | Student Safety | Lock and monitor outside doors. Monitor and approve 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.
- Principal notifies parent(s) or guardian(s) of affected students, or emergency contact(s) of staff as necessary, **after receiving accurate statements from 20-1 Superintendent/BIE Supervisor.**
- 20-1 Superintendent/BIE School Supervisor 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/REUNIFICATION

- 20-1 Superintendent/BIE School Supervisor will determine if an evacuation is necessary.
- The Building Principal evacuates staff and students.
- Teacher takes an emergency bucket; keep class together and close proximity.
- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow an alternate route.
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- Individuals with mobility needs will have transportation readily available.

20-1 Superintendent/BIE School Supervisor coordinates transportation if students are to be transported home.

20-1 Superintendent/BIE School Supervisor will contact the School Messenger for parent/guardian notification.

*****If notified to evacuate, refer to *internally* designated locations following building specific safety plans. These locations are not to be shared externally.**

Designated Staff will ensure that the School Messenger is released to parents/guardians.

- **Please call BIE Bus Garage @ 964-8371 for bus questions.** The buses will pick up the Jr. High School and EAGLE Center students at the Bus Garage, then proceed to pick up High School at the TERO building. The Primary bus students at the Vo Ag building.

SHELTER IN PLACE AND LOCKDOWN PROCEDURES

Shelter in place and 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).

SHELTER IN PLACE

- North Campus - The high school principal will issue shelter-in-place notification/procedures by announcing a warning over the P.A. system, or through radio by sending a message to each classroom.
- South Campus - Principal will issue shelter in place notification/procedures by announcing a warning over the P.A. system, via the Emergent3 app, or through radio by sending a message to each classroom.
- Designated Personnel will lock and monitor all exterior doors.
- Teachers continue teaching. No passes; students must be escorted by a staff member in hallways and common areas.
- Monitor and approve individuals entering and exiting the school.
- School operations are normal.
- All exterior classrooms will ignore the passing bell and stay in their rooms until clearance is given.
- Individuals with mobility needs will have transportation readily available.

LOCKDOWN

- 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/School Resource Officer lock all exterior doors.
- Lock classroom doors; stop all teaching.
- Gather emergency bucket and 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.
- If notified in the event of an intruder with a weapon – evacuation, hide, flight and follow corresponding procedures.
- Individuals with mobility needs will have transportation readily available.
- DORMS, BUS GARAGE, and CAFETERIA; staff will make sure all doors are locked.

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 the Primary, Upper Elementary,

Junior High, High School, and EAGLE Center Students can be picked up at their designated locations.

INTRUDER

Intruder: “An unauthorized person who enters school property.”

- Notify building principal, and the building principal will notify the School Resource Officer or School Safety Coordinator.
- The School Resource Officer or School Safety Coordinator will ask the intruder the purpose of his/her visit.
- The School Resource Officer or School Safety Coordinator will inform intruder that all visitors must register at the main office.
- If purpose is not legitimate, the SRO or School Safety Coordinator will ask the intruder to leave.
- The School Resource Officer or School Safety Coordinator will accompany the intruder to the exit.
- Individuals with mobility needs will have transportation readily available.

If intruder refuses to leave:

- The School Resource Officer or School Safety Coordinator will take necessary steps to resolve the situation.

HOSTAGE

- Building Principal will notify the School Resource Officer.
- Building Principal will notify 20-1 Superintendent/BIE School Supervisor; implement appropriate action.
- The School Resource Officer will notify Law Enforcement.
- Individuals with mobility needs will have transportation readily available.

REVERSE & WEATHER RELATED EVACUATIONS

20-1 Superintendent/BIE School Supervisor will determine if a reverse evacuation or evacuation is necessary. 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.

Building Administration

- Make an announcement or sound alarm for severe weather emergency.
- Move students and staff from any portable classrooms into a permanent building.

- Announce “all clear” signal when the severe weather has ceased.
- Monitor NOAA weather stations.
- Individuals with mobility needs will have transportation readily available.

Staff

- Gather emergency bucket and class roster.
- Take the closest and safest route to interior shelter in a designated safe area.
- Use a secondary route if primary route is blocked or dangerous.
- If outside, return to main building.
- If in a portable classroom, go to a permanent building and designated safe area.
- Assist those needing additional assistance.
- Do not stop for personal belongings.

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 emergency bucket; current roster & parent/guardian phone numbers.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Immediately inform building 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.
- Building Principal notifies students and staff of termination of emergency and resume daily operations.
- Individuals with mobility needs will have transportation readily available.

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.
- Building Principal notifies School Resource Officer and 20-1 Superintendent/BIE School Supervisor 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.

- Building Principal notifies 20-1 Superintendent/BIE School Supervisor 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"> ● District 20-1 campus staff will notify the Superintendent and Facilities Manager. ● Bureau Operated School will notify BIE Facilities. ● Notify building principal. ● Seal off area of leak/spill. ● Follow plans and procedures for evacuation (if recommended). ● Resume normal operations after consulting District 20-1/BIE Facilities. | <ul style="list-style-type: none"> ● Appropriate Agency will notify 20-1 Superintendent/BIE School Supervisor. ● 20-1 Superintendent/BIE School Supervisor will notify Building Principal. ● 20-1 Superintendent/BIE School Supervisor will notify School Messenger for parent/guardian notification. ● Resume normal operations after consulting with appropriate agency officials. |

BOMB THREAT

Please call BIE Bus Garage @ 964-8371 for student and bussing questions.

Individuals with mobility needs will have transportation readily available.

IF BOMB IS FOUND, ISOLATE THE AREA

- Buildings should be evacuated following evacuation procedures.
- Electrical systems should not be used (i.e. alarms, wireless communication systems).
- Do not handle devices.
- Do not turn on/off any electrical devices.
- Building Administration will notify Kara Four Bear, District 20-1 Superintendent and/or Jennifer Bowman, BIE Supervisor.
- Re-enter the building only after advised to do so by law enforcement.

BOMB THREAT PROCEDURES IF NOTED OR PHONE CALL IS RECEIVED

- Remain calm.

- Attempt to gain as much information as possible from the caller.
- Contact your building administrator immediately.
- Follow protocols as directed by administration.

DEATH AT SCHOOL

- Notify School Administrator.
- Call School Nurse and School Resource Officer.
- Clear students from area.
- BIE Superintendent/20-1 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.
 1. Ensure the family of deceased is notified immediately by the BIE School Supervisor/20-1 Superintendent.
 2. Alert counselors and nurse at schools in which siblings are enrolled
 3. Inform staff and students.
- Assemble the school crisis team (20-1 Superintendent, BIE Supervisor, Principal, Counselors from each area, School Nurse, Social Workers, School Resource Officer).
- Provide counseling individually or in groups.
 1. Make home visits with counselors.
 2. Hold faculty meeting as soon as possible to process feelings.
 3. Prepare for possible community meetings.
 4. 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.

APPENDIX - INTERNAL USE ONLY

Caller Record

DATE: _____

TIME: _____

CALLER'S VOICE (circle)

| | | | |
|-----------|---------|---------|---------|
| CALM | SLOW | CRYING | SLURRED |
| STUTTER | DEEP | LOUD | BROKEN |
| GIGGLING | NASAL | LISP | EXCITED |
| DISGUISED | SINCERE | SQUEAKY | NORMAL |

1. Were there any background voices?

2. Person receiving call and telephone number call received at:

SHELTER IN PLACE RESPONSE TEAM

| Primary School | Junior High School | High School | EAGLE Center | Upper Elementary School |
|--|---|---|---|---|
| Oliva Anit will check West fire doors. | Lance Eagle Staff will monitor North fire doors lower level of JH. | Karon Buffalo will check the front South HS doors. | Dr. Birkeland will monitor the doors at EC. | Carleyn Peterson will monitor SE door. |
| Beatrice Looking Horse will make sure Computer trailer is locked. | Dr. Bowker will lock & monitor South fire doors lower level of JH. | Sherry Means will monitor doors on west side of HS at the end of hallway B. | Faye Garreau or Doug Petersen will monitor door at Wing B. | Lori Martin will monitor Flagpole door. |
| Kristen Loescher will monitor North entrance. | Mary Mitchell will lock & monitor South fire doors upper level JH. | Allen Benoist will monitor the North back doors. | | Tina Neigel will monitor south doors are secure. |
| Trini Bird Necklace will make sure Lakota trailer doors are locked. | JH PE Teacher will lock & monitor North fire doors upper-level JH. | Larry Elwess will monitor the west classroom trailer. | | Janitors will ensure all other doors are secure. |
| Harley Neigel will make sure gym doors are locked and take his students to the nearest locker room. | | Tom Shalla will monitor outside doors on west of HS by his classroom. | | |
| Shireen Wiedmer will check east gym lobby doors. | | Loura Hambre will secure the south lobby doors of the big gym/locker area. | | |
| | | Janet Jackson will monitor exterior small gym doors. | | |
| | | Curtis Petersen will secure outside door on west side of HS at the end of hallway C. | | |

MEDIA RELEASE STATEMENTS

*****These are developed by category and will be disseminated by the District 20-1 Superintendent for release via School Reach and other notification outlets.**

***** DO NOT release via text, call, or social media platform any information of the incident to the public for safety purposes.**