

**Continuity of Operations Plan
(COOP Plan)**

Revised Aug.'08

**Cheyenne- Eagle Butte School
Eagle Butte,
South Dakota**

Table of Contents

Purpose	1
Applicability & Scope	1
Authorities & References	2
Freedom of Information Act	2
Policy	2
Definitions	2-3
Plan Objectives	3
Assumptions	3
Responsibilities	4
Risk & Vulnerability Assessment.....	4
Order of Succession and Authority	4-5
Emergency Organization Structure	5
Alternate Work Sites	5
Essential Functions & Services.....	5
Essential Equipment	5-6
Vital Records.....	6
Communications	6
Internal	6
Emergency Operations	7
Contact with other Agencies	7
External	7
Consistency & Coordination of Information.....	8
Media Increased Interest	8
COOP Emergency Response Procedures.....	9
Introduction	9
Accidents	9-10
Assault	10
Bomb Threat	10-14
Hazardous Material	15
Child Abuse/Reporting Process	15-16
Child Abduction.....	17
Death At School	17
Fire	18
Tornado	18-20
Blizzard	20
Gang Altercations	20
Mass Involvement of Students.....	21
Intruder or Hostage Situation	21
Weapon Related Threat.....	22
Agreement	23

Continuity of Operations Plan (COOP)

BACKGROUND

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

- **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**

requirements for Continuity of Government planning.

APPLICABILITY AND SCOPE

This plan applies to all organizational elements of Cheyenne-Eagle Butte School located at Eagle Butte, South Dakota.

AUTHORITIES AND REFERENCES

FREEDOM OF INFORMATION ACT

Portions of this plan may contain information which raises privacy or other considerations and which may be exempt from mandatory disclosure under the Freedom of Information Act. See e.g., 4U S C & 552 and 43 CFR Part 2, Sections 2.1(c)(6) and 2.13(c)(7)(VI), as further implemented at 316 DM 1, Appendix 1.

POLICY

It is the policy of the Department of the Interior that the Department overall, as well as its subordinate organizational elements, regions, facilities, administrative units, and offices, have the capability to perform their essential activities and functions without unacceptable interruption under all circumstances and situations, including human-made, natural, technological and national security emergencies that may occur without notice. To ensure this capability, all organizational elements having a reasonable likelihood of experiencing a significant incident, which would threaten employees, the performance of essential functions, critical equipment, or vital records, must develop Continuity of Operations Plan.

DEFINITIONS

- Alternate Work Site - a facility away from the disaster area capable of supporting both initial and, if necessary fully staffed operations.
- Continuity of Government - programs, policies, and capabilities that ensure the continued functioning of the executive branch.
- Continuity of Operations - the full range of preparedness, operations, reconstitution, training and exercise activities that ensure that essential functions and activities of an organization continue within an acceptable level of interruption.
- Department - the Department of the Interior
- Drive-away kits - Prepackaged reference materials (vital records, computer disks, etc.) plus any transportable unique items of equipment that can be quickly moved to a relocation facility. Kits can support an individual or an office. Kits should be designed to supplement pre-deployed items maintained at the relocation site.
- Emergency - a sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment or property
- Emergency Operations Plan - a plan that describes the immediate and usually short-term activities and responsibilities necessary to mitigate an emergency situation (such as fire, medical trauma, flood, hurricane, tornado, explosion, earthquake, or severe winter storm) to reduce human suffering and property damage
- Essential Activities and Functions - those activities and functions that absolutely must be performed by the organization or facility, based on the minimum essential activities and functions for an administrative unit.

- Facilities - sites where employees are located, such as offices, training centers, labs or administrative tasks.
- Incident - an occurrence that destroys, disables, or denies usage of the physical premises of the facility.
- Key Staff- Those staff members designated as critical to the conduct of essential functions. These key staff members are not necessarily the most senior employees, but rather a cross representation of the operation and authorized to make critical decisions within their authorities.
- Occupant Emergency Plan - a plan for the safe evacuation of employees from a building, facility, or other location
- Risk and Vulnerability Assessment - the process of identifying and minimizing the exposures to certain threats, which an organization may experience.
- Salvage and Restoration - The process of reclaiming or refurbishing computer hardware, vital records, office facilities, etc., following a disaster.
- Vital Records - Records or documents, for legal, regulatory, historical, or operational reasons which cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business.

PLAN OBJECTIVES

1. Assist school personnel.
2. Ensure performance of Cheyenne-Eagle Butte School essential functions.
3. Avoid or reduce unacceptable disruptions to Cheyenne-Eagle Butte 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; and
8. Mitigate risks by identifying and meeting emergency needs before an emergency occurs.

ASSUMPTIONS

- The local jurisdiction agencies normally responsible for fire, emergency medical services, law enforcement, and search and rescue will fulfill their responsibilities as planned to the extent possible.

RESPONSIBILITIES

Maintenance and Revision of the Plan - The BIE School Supervisor/District 20-1 Superintendent will activate the plan as necessary.

Activation of the Plan – BIA School Supervisor/District 20-1 Superintendent.

Training - Dr. Cherie Farlee, Education Line Officer will be responsible for providing on-going COOP training for personnel assigned to emergency staff positions, and evaluate the overall effectiveness of the training program.

Testing - The BIE School Supervisor/District 20-1 Superintendent will periodically test the procedures to protect and share the vital records and data required for performance of essential functions at a relocation site as well as alert and notification (communications) plan.

RISK AND VULNERABILITY ASSESSMENT

Tornado	Potential-high Consequences-high Mitigation Measures-Back-up copies all student records will be stored in a fire proof and damage proof vaults
Loss of Utilities	Potential to Occur – high Consequences – high Mitigation Measures – Communication link among administrators, staff, and community through radio announcement, TV station, E-mail and telephone
Fire	Potential to occur – high Consequences – high Mitigation Measures – Backup copies of all student records will be stored in a fireproof vault.

EMERGENCY ACTIONS

ORDER OF SUCCESSION AND AUTHORITY

1. Dr. Cherie Farlee, Education Line Officer
Eagle Butte, South Dakota 57625
Home Phone - (605) 964-6388
2. Dr. Nadine Eastman, C-EB School Supervisor
Eagle Butte, South Dakota 57625

Home Phone – (605) 964-7309

3. Mr. Gregg Bourland, B.I.A. Superintendent
Eagle Butte, South Dakota 57625
Home Phone - (605) 964-3955
4. Dr. Edward Slocum, 20-1 School Superintendent
Eagle Butte, South Dakota 57625
Cell – (605)200-1850

EMERGENCY ORGANIZATION STRUCTURE

Dr. Cherie Farlee – Activates plan

Dr. Nadine Eastman – Support Activities

Mr. Gregg Bourland – Support Activities

Dr. Edward Slocum – Support Activities

ALTERNATE WORK SITES

Upper Elementary School Complex
Catholic Church
Landmark Community Hall

ESSENTIAL FUNCTIONS AND SERVICES – PROCEDURES FOR PROVIDING CONTINUITY

Minimum essential activities and functions of the Department include, but are not limited to:

1. Immediately communicate with appropriate agencies
2. Assist the employees, visitors, and the public to assure their safety
3. Command, control and leadership of the affected organization
4. Protection of critical facilities, systems, equipment, and records
5. Communication with employees, the public, and the next level up organizationally
6. Restoration of normal functions and activities of the organization.

ESSENTIAL EQUIPMENT - PROCEDURES FOR PROVIDING CONTINUITY

Supervisors will telephone their subordinates to notify them that they shall not come to work. A link will be established with the Washington office via

telephone and e-mail. A news release will be issued informing the public about the degree of closure. Congressional offices will be contacted as necessary.

Relocate the student records, attendance records to an alternate work site, check to see if sufficient supplies and equipment are available.

Assess the damaged equipment to see if they can be repaired.

VITAL RECORDS (PAPER AND ELECTRONIC) – PROCEDURES FOR PROVIDING CONTINUITY

- Vital school records will be stored in a vault.
- Personnel records are on file at an alternative site

COMMUNICATIONS –PROCEDURES FOR PROVIDING CONTINUITY

Normal communications may be impacted or incapacitated. Depending on the incident, only limited and incomplete information can be expected until communications can be restored. Effective utilization of this initial response period is important in setting up a public information mechanism that can assist both internal and external communication. Cell phones will be utilized.

INTERNAL and LAND LINE

Warning and notification of employees

- To evacuate building, activate fire alarm system
- Make personal contact with employees (supervisory responsibility)
- To notify parents and community about school closure due to severe weather, etc.
- The closing of the school and offices and other information will be announced on the local radio stations and local TV station.

Location and status of employees:

- Personnel Office maintains a list of all employees and their assigned work area. This list can be utilized to assist in determining where specific employees may have been at the time of the incident.
- In the event of a major incident, Cheyenne-Eagle Butte School and the Cheyenne River Telephone Authority will establish a toll-free emergency locator phone system to assist in accounting for and determining the welfare status of all employees. This procedure is intended only for verification of employee status following a major

incident, and is not intended to be used outside of major emergencies.

- Local radio stations and local TV station will be utilized to communicate with employees, public, and other stakeholders about emergency situation, current status and how employees can notify the emergency organization about their welfare.

EMERGENCY OPERATIONS

- In the event that telephone service is disrupted to the building but still functioning locally, cellular phone service should be utilized to provide critical communications. Additional cellular phones may be purchased.
- In the event that telephone service is disrupted throughout the area, an emergency cache of radios located at the Cheyenne-Eagle Butte School Bus Garage can be brought on-site within a few hours.

CONTACT WITH OTHER AGENCIES:

- Telephone and E-mail systems will be utilized to communicate with other offices.

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:

1. Burton InTheWoods, CRST Chief
of Police Eagle Butte, South
Dakota 57625 Work Phone:
(605) 964-4567
2. Joseph Brings Plenty, CRST
Tribal Chairman Eagle Butte,
South Dakota 57625 Work
Phone: (605) 964-4155
3. Dr. Cherie Farlee, Education
Line Officer Eagle Butte, South
Dakota 57625
4. Senator Tim Johnson or Senator
John Thune, Washington, DC

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

- Media
- Elected Officials
- Public
- Other Agencies
- Stakeholder (special interest groups, etc.)

Consistency and Coordination of Information

The information function will assume primary responsibility for originating and coordinating incident information to local Cheyenne-Eagle Butte School personnel, and external audiences.

- As a central point of contact, one primary coordination and release site will be established and operated during the post-event response period although additional information centers may provide updates and emergency information as needed. This information function will assume primary responsibility for originating and coordinating incident information and assure accurate, consistent, and timely dissemination of information to all external audiences.
- Dr. Cherie Farlee, Education Line Officer, shall approve all information released about the incident unless delegated to the Cheyenne-Eagle Butte School Supervisor.

The Media-Increased Interest

The circumstances resulting in a crisis or disaster, and the emergency response itself, may be subject to increased media attention. At the same time, the media may be the primary communication tool with the Cheyenne-Eagle Butte School, and any resultant changes in conditions and schedules or special instructions. Given that the media may be the principal means of conveying such public service announcements, communication with the media should commence as soon as possible. A public affairs staff (member) will be designated.

Depending on the nature and duration of the event, announcements may include:

- Initial and follow-up descriptions of conditions, closures and projected reopening of the Cheyenne-Eagle Butte School
- Cheyenne-Eagle Butte School Administration and School staff will receive instruction as to when, where to report to duty and project time of the next release.
- Facts as *releasable*, officials and responses; desired public service announcements, next projected announcement.
- Toll free telephone number for employee welfare status.

With the exception of pre-approved news releases, other communications will be coordinated with alternative host site Public Affairs staff.

The Public Affairs staff will coordinate with the office of legislative and Congressional Affairs who will be responsible for notifying elected officials and key committee personnel via written news release or other information tool and keep them apprised of changes as necessary.

COOP Emergency Response Procedures

I. INTRODUCTION

Emergencies are unexpected, unpredictable and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency.

- THINK OF EVERYONE'S SAFETY FIRST
- USE COMMON SENSE AND TRAINING KNOWLEDGE
- ACT QUICKLY AND CALMLY
- DIRECT ANY MEDIA QUESTIONS TO IMMEDIATE SUPERVISOR
- BE FACTUAL AND UNEMOTIONAL WITH STUDENTS AND THE COMMUNITY

For most major kinds of emergencies, some preparations can be made. Knowing whom to call can save time, property, and lives. This document is intended as a practical outline of what to do in a variety of emergencies, but it requires each school to develop its own evacuation plan and make assignments.

- READ THIS DOCUMENT
- DEVELOP PLANS AND TRAIN STAFF
- REHEARSE EMERGENCY PROCEDURES
- ALWAYS PRACTICE PREVENTION

II. ACCIDENTS

MINOR

- Administer first aid by utilizing school nurse or trained staff.
- Follow emergency procedure as indicated by nature or accident.
- Notify appropriate administrators.
- Inform parents / guardians.
- Fill out student / personnel accident report.

MAJOR

- If life threatening, call 911.
- Apply first aid utilizing school nurse or trained staff.
- Notify appropriate administrators.
- Call parent / guardian immediately or, emergency contact person, sibling, neighbor, or relative.
- School personnel shall accompany student until turned over to parent / guardian / responsible party.
- Fill out student / personnel accident report.

III. ASSAULT

The person observing an assault should follow the following procedures:

- Defuse the situation and seek to protect others, but avoid risk of physical injury to anyone; such avoidance may include physical restraint of a person.
- Report the incident to the appropriate administrator immediately.
- Deal with immediate medical emergencies by offering first aid or summoning an aid unit and police as appropriate.
- Do not leave assailants or victims by themselves.
- Determine if it is appropriate to maintain custody of participants.
- Take the names of all parties, including bystanders or witnesses. Designate a staff member to take such action if it is necessary for you to leave the scene.
- Report all assaults occurring on school properties immediately to the appropriate administration.
- Allow school professional providing support to accompany victim and police/parents to hospital in case of rape.
- Provide counseling for victim and family.
- Debrief staff.

IV. BOMB THREAT / FOUND

IN CASE OF BOMB THREAT

- Do not hang up phone threats.
- Hold up a written note to someone to call 911.
- Immediately after the call:
 - 1) Notify appropriate administrators.
 - 2) Announcement will sound for evacuation procedures.
"Staff and students we are going to evacuate; this is not a drill, evacuate immediately."

- 3) Building Administration will notify transportation if site evacuation may be needed or in case of inclement weather.
 - 4) Building Administration will initiate Bomb Threat plan.
 - 5) Report any suspicious items or activities to the school administrators.
- If bomb found, isolate the area.
 - 1) Building should be evacuated.
 - 2) Electrical systems should not be used (i.e. alarms, wireless communication systems, etc).
 - 3) Do not handle devices.
 - 4) Turn Off: two-way radios, pagers, cell and cordless phones.
 - 5) Do not turn on / off any electrical devices.
 - 6) Building Administration will notify Education Line Officer.
 - 7) Re-enter building only after advised to do so by police.
 - If bomb is carried on campus or reported to be on campus follow above procedures.
 - Debrief with staff.

BOMB THREAT

DEFINITION: An incendiary device, which may be present in the school and is not exploded or threat of an incendiary device.

If at any time the building needs to be evacuated, the teacher in charge of the students at that moment shall remain in charge until the students are accounted for and safely placed in buses, in dorms or remanded to the custody of their parents.

Upon arrival at their work area each morning, every employee should inspect the work area for signs of vandalism, theft, or something extraordinary.

If anything is unusual, this should be reported to the appropriate supervisor. Being aware is helped by maintaining good housekeeping habits in all work areas.

STEPS OF ACTION:

1. If a phone threat is made obtain as many details as possible and provide the School Supervisor/Superintendent, Principals and Liaison Officers with the information.
2. Staff and students evacuate the building. Instructors have available their system for taking roll. Do not stop to gather personal items.
3. All teachers will proceed with their pupils and their Emergency Response Packet.

PRIMARY

In case of a bomb threat the K – 2 Office will notify all classes. Please evacuate the building using the following procedures:

- A. Students will exit through the north door.
- B. The teacher will follow students outside, then escort them to the football field where they will remain in their groups to await further instructions. Make sure all students are accounted for.
- C. The administrator will check the building to insure that it is clear of staff and students, and then proceed to the football field or alternate site.
- D. No one will enter the building until proper authorities have indicated it is safe.
- E. Should students need to be transported out of the area, they will be loaded onto buses at the football field or alternate site.

UPPER ELEMENTARY

In case of a bomb threat evacuation, instructions will be announced over the intercom as follows: Teachers, please evacuate the building. Administrators will notify the police immediately.

- A. Students will exit through assigned fire exit.
- B. The teacher will follow students outside then escort them to the football field where they will remain in their groups to await further instructions. Make sure all of your students are accounted for.
- C. The administrators will check the building to insure that it is clear of staff and students then proceed to the football field or alternate site.
- D. No one will enter the building until proper authorities have indicated is safe.
- E. Should students need to be transported out of the area, and they will be loaded onto buses at the football field or alternate site.

JUNIOR HIGH

In case of a bomb threat evacuation, instructions will be announced over the intercom as follows: Teachers, please evacuate the building. Administrators will notify the police immediately.

- A. Students will exit through the assigned fire exit.
- B. The teacher will follow students outside, and then escort them to the football field. Where they will remain in their groups to await further instructions. Make sure all of your students are accounted for.

- C. The administrators will check the building to insure that it is clear of staff and students then proceed to the football field or alternate site.
- D. No one will enter the building until proper authorities have indicated it is safe.
- E. Should students need to be transported out of the area, they will be loaded onto buses at the football field or alternate site.

HIGH SCHOOL

In case of a bomb threat evacuation, instructions will be announced over the intercom as follows: Teachers, please evacuate the building. Administrators will notify police immediately.

- A. Students will exit through the assigned fire exits.
- B. The teacher will follow students outside then escort them to the bleachers at the west end of the football field. Students will remain in their groups to await further instructions. Make sure all of your students are accounted for.
- C. The administrators will check the building to insure that it is clear of staff and students then proceed to the football field or alternate site.
- D. No one will enter the building until proper authorities have indicated it is safe.
- E. Should students need to be transported out of the area, they will be loaded onto buses at the west side of the football field or alternate site.

EAGLE CENTER

In the case of a bomb threat, the EC clerk will notify the EC principal. The principal will notify all staff and students and will evacuate the building using the following procedure:

- A. Students will exit through the north door.
- B. The staff will follow the students outside, and then escort them to the football field where they will await further instructions. Teachers are responsible to make sure that students are accounted for by using a class list or attendance book.
- C. The principal will check the building to insure that it is clear of staff and students. Then proceed to the football field or alternate site.
- D. Should students need to be transported out of area, they will be loaded onto buses at the football field or alternate site.

ATF BOMB THREAT CHECKLIST

Exact time of call:

Exact words of caller:

QUESTIONS TO ASK

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

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:

Dial *57 Record the information on screen

Report call immediately to:

(Refer to bomb incident plan.)

V. HAZARDOUS MATERIAL

ON SITE: An On Site hazardous material incident is one in which a spill, leak, or other type of a release of a hazardous material has occurred on campus.

- Report any spill, leak, or release of hazardous material to the School Supervisor/Superintendent, Principal or Facility Management. Include location and type of material released.
- Evacuate students and staff to a safe distance and wait for further instructions from School Supervisor, Principal or Facility Management. Avoid moving downwind.

OFF SITE: An Off Site hazardous material incident is one in which a spill, leak, or other type of release of a hazardous material has occurred at a location which may pose a threat to our campus.

- If a release of hazardous material has occurred which may affect our campus, instructions will be given from the School Supervisor, Principals, Dean of Students or School Liaison Officers.

VI. CHILD ABUSE / REPORTING PROCESS

The Office of Indian Education Programs recognizes the serious local, state, and national problems of child abuse and child neglect, affirms its position that the school shall cooperate vigorously to expose these problems by early identification of abuse or neglect and by reporting suspected cases to duly constituted authorities.

Every person / staff, including but not limited to a licensed physician, a resident or an intern examining, attending or treating a child, a registered nurse, a visiting nurse, a school teacher, or a school official or social worker acting in an official capacity who knows or has a reasonable suspicion that a child is an abused or neglected child shall report the matter immediately to:

- 1) EDUCATION LINE OFFICER
- 2) FOLLOW SCAN PROTOCOL

The principal will sign a copy of SCAN when a case is reported to Authorities.

(Put the following on the back of this Child Abuse/Reporting Process flip page)
School staff will report to their immediate supervisor the incident of child abuse. They must fill out an Incident Report form.

VII. CHILD ABDUCTION

WITNESSED

1. Call 911.
2. Notify appropriate administrators immediately.
3. Gather facts about abduction and description of abductor and any vehicle.
4. Building Administration will notify parent / guardian.
5. Prepare classmates to be supportive.
6. Provide for follow-up counseling.
7. Debrief with staff.

NOT WITNESSED

1. Notify appropriate administrators immediately.
2. Verify child is missing. Search building and ground.
3. Call 911.
4. Notify parent / guardian.
5. Question child's friends or ensure availability for police questioning.
6. Search neighborhood, if prudent, with police leadership.
7. Prepare classmates to be supportive.
8. Debrief with staff.

VIII. DEATH AT SCHOOL

1. Notify school administration.
2. Call 911.
3. Call school nurse.
4. Clear students from area.
5. Notify Education Line Officer.
6. Assemble a school crisis team.
7. Log activities and decisions.
8. Determine method to inform parents, classmates, and community of death, plans and expected child reactions.
 - a. Ensure the family of deceased is notified immediately by the School Supervisor/Superintendent.
 - b. Alert counselors and nurse at schools in which siblings are enrolled.
 - c. Inform staff and students.
9. 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.
10. Permit students to leave only with parental permission, per school sign out Procedure as written in Student Handbook.
11. Debrief crisis teams and faculty.

13. Relay information as it becomes available.
14. Determine, with Education Line Office, cultural or regional concerns.

IX. FIRE

CALL 911

1. Pull the Fire Alarm if it is not already sounding.
2. Report fire to Superintendent, Principals, Dean of Students, Dormitory Managers, Bus Garage, Cafeteria and Facility Management.
3. Staff and Students evacuate building via identified "primary exit" or alternate exits Teachers proceed with their students and their Emergency Response Packet.
4. Last person (instructor) out should close the classroom door.
5. Assigned personnel will check bathrooms and other areas, which may be occupied.
6. Instructors/staff take attendance when you have arrived at a safe area, a minimum of 100 ft from the building and not blocking emergency vehicles.
7. Instructors remain with students until the "all clear" is sounded or unless requested to go to another location.
8. Any accidents or injuries are to be reported to the office as soon as possible.

Monthly fire drills are required of BIA schools.

District 20-1 buildings schedule fire and disaster drills in accordance with state law.

X. TORNADO

An announcement over the intercom will signal either a tornado watch or a tornado warning.

TORNADO WATCH: Conditions are favorable for a tornado or severe weather. Monitor and take action as needed.

TORNADO WARNING: Tornado may be imminent. Take shelter and wait for further instructions or an "All Clear: message

KINDERGARTEN and COMPUTER CLASSES

Move to an inside hallway in the main building and follow the Primary's procedures listed below.

PRIMARY

1. Staff will be notified when a tornado watch is in effect.

2. In the event of a tornado warning, all staff and students are to move to the hall area, away from glass, and kneel, facing the wall with head protected.
3. Everyone is to remain in this position until the all clear is sounded.
4. Any accidents or injuries are to be reported to the office as soon as possible.

UPPER ELEMENTARY

1. Staff will be notified when a tornado watch is in effect.
2. In the event of a tornado warning, all staff and students are to move to the hall area, away from glass, and kneel, facing the wall with head protected.
3. Everyone is to remain in this position until the all clear is sounded.
4. Any accidents or injuries are to be reported to the office as soon as possible.

JUNIOR HIGH

1. Staff will be notified when a tornado watch is in effect.
2. In the event of a tornado warning, all staff and students are to move to the ground floor hallway of the Junior High wing. Do not stop for personal items. Instructors are to take roll. All staff and students should stay away from glass, and kneel, facing the wall with head protected.
3. Everyone is to remain in this position until the all clear is sounded.
4. Any accidents or injuries are to be reported to the office as soon as possible.
5. The last person (instructor) to leave the room closes their classroom door and all doors in the designated safe area.

HIGH SCHOOL

1. Direct students to the locker area of the high school and do not stop for personal items. Instructors should take roll of their students. Assume kneeling positions against the lockers in hallway away from windows, with head down and hands covering heads. Instructor will remain with students until the "all clear" signal is given.
2. Students in portable classrooms need to move into the Lower High School Hallway
3. The last person (instructor) to leave the room closes their classroom door and all doors in the designated safe area.

EAGLE CENTER

1. Staff will be notified when a tornado watch is in effect.
2. In the event of a tornado warning, all staff and students are to move to the hallway areas, kneel facing the wall, with head protected.
3. Everyone is to remain in this position until the "all clear" signal is given.

Students should be moved into the nearest “safe” location. If children are out of doors or in some other areas, they are not to be released and permitted to go home unless directions are given for this by administration. No child should be permitted to remain outside during a period of a storm warning, or the actual storm itself.

When the danger period is expired, you will be notified and may return to the daily activities.

A tornado drill is conducted yearly.

XI. BLIZZARD

1. Account for all children.
2. Prepare bus children for transport home, e.g. coats, caps, etc.
3. Do not release other students until all preparations are completed.
4. Be aware of LOADING ZONES for BUS CHILDREN.
5. Release TOWN CHILDREN to parents, always know when they have departed from school; exercise care when the weather is EXTREMELY UNDESIRABLE, keep the office informed about those who cannot get home. If necessary, emergency transportation will be arranged.
6. If children are outside or anywhere other than the regular classroom, the staff member they are with is responsible for helping with the children and communicating with the teacher first-hand.
7. In the event a student is unable to reach home, he shall be boarded in the dormitory or his designated emergency shelter.

No teacher shall be allowed to go home until all children have been cleared from the building or arrangements have been made.

Notification to parents will be made by announcement over radio stations KLND (Little Eagle), KOLY (Mobridge) and KGFX (Pierre) and the School Reach telephone system.

XII. GANG ALTERCATIONS

- Notify police and administration.
- Call 911, if necessary.
- Provide first aid to injured utilizing school nurse or trained staff.
- Convene crisis team for assistance.
- Assess danger: injuries, students involved, location of altercation, presence of weapons.
- Get list of witnesses and disburse by-standers.
- Reestablish order with assistance from staff / crisis team.

- Ask witnesses to describe what led to altercation.
- Debrief with staff.

XIII. MASS INVOLVEMENT OF STUDENTS

- Notify school administrators.
- Call 911.
- Administer first aid using school nurse or trained staff.
- Assemble crisis team for assistance.
- Secure and supervise school entrance and exits.
- Evacuate if necessary.
- Prepare list of affected students and parental emergency numbers.
- Notify parents / guardian.
- Debrief with staff.

XIV. WHAT TO DO IN CASE OF A SECURITY BREACH

INTRUDER OR HOSTAGE SITUATION

GENERALLY: In the event of an intruder or hostage situation in a school building or on school grounds, school personnel shall follow the following procedure:

PRINCIPALS/INDIVIDUAL RECEIVING CALL

1. ANNOUNCEMENT OF INITIATE LOCKDOWN PROCEDURE TO STAFF INDICATING PRESENCE OF INTRUDER.
2. CALL 911.
3. NOTIFY SUPERINTENDENT/ OR BIE SCHOOL SUPERVISOR.
4. WAIT FOR LAW ENFORCEMENT TO ARRIVE.

TEACHERS: Upon hearing the intruder alert-CODE RED.

1. INITIATE LOCKDOWN PROCEDURE.
 - Lock all classrooms
 - Keep all students in the classroom, ignore all passing bells.
 - Move students away from doors/windows.
 - Have students sit on floor.
 - Turn off lights and close blinds.
 - Take roll of students present.
 - Stay calm, stay quiet and stay off intercom.
2. IF YOU AND STUDENTS ARE TAKEN HOSTAGE:
 - Stay calm.
 - Do not be a hero.
 - Follow instructions of captor.
 - Cooperate, be friendly if possible; do not argue with or antagonize captor or other hostages.

- Inform captor of medical or other needs.
- Be prepared to wait; elapsed time is a good sign.
- Do not try to escape; do not try to resolve situation by force.
- Be observant and remember everything you see and hear.
- If a rescue takes place, lie on the floor and await instructions from rescuers.

XV. Weapon Related Threat

Any threat, potential or imminent made involving a weapon.

Potential Threat: Any threat made directly or overheard involving a weapon that is to occur at a time in the future.

Imminent Threat: Is a threat that is actually occurring.

Internal Threat: A threat on the campus or inside school buildings.

External Threat: A threat coming from the outside of the campus.

1. In the event of an external weapon related threat the C-EB school will initiate a secured perimeter. Securing the perimeter involves locking all exterior entrances to both campuses and closing all gates preventing vehicle access to the campuses, where possible. Local law enforcement agencies will be contacted and will deploy officers to predetermined areas to secure entrances to the C-EB school buildings. (See Attachment) Limited movement within the school will be permissible allowing students and staff access to water and restroom facilities.
2. In the event of an internal weapon related threat refer to section XIV of the COO Plan.

Cheyenne-Eagle Butte School Continuity of Operations (COO) Plan

Approved on 8/24/08
Date

Donita A. Fischer
Cheyenne-Eagle Butte Cooperative School Board Chairperson

Edward Strom
District 20-1 School Superintendent

[Signature]
95-561 School Supervisor