EMERGENCY OPERATIONS, SAFETY AND SECURITY

Stone Child College Mission Statement

Stone Child College (SCC) is a tribally chartered college established to deliver post-secondary educational opportunities through degrees, certificates and continuing education. SCC stresses the importance of preserving the Chippewa Cree language, culture and history. SCC will promote transfer students, professionally prepared and career- ready individuals.

Stone Child College Safety, Security Statement

The safety, security and health of SCC is everyone's responsibility – students, staff, and faculty. SCC is responsible for reporting anything they feel is unsafe, and/or anything that may lead to or be a security or health issue. SCC will continuously strive to improve upon its safety, security and health by implementing proven practices and procedures, and where necessary, by applying procedures to reduce the level risk. A safe environment, a secure environment, and a healthy environment, is an environment where staff can work, teachers can teach, and most importantly students can learn.

The "KEY" to an effective Secure and Safe Campus is communication.

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I. INTRODUCTION

A. Definitions
1. **Threat**: A natural or manmade occurrence - individual, entity, or action - that has or indicates the potential to harm life, information, operations, the environment, and/or property.

2. **Hazard**: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

3. **Incident**: An occurrence caused by either human action or natural phenomena that may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous materials accidents, earthquakes, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response. Depending on the incident, anyone can call 911 to get immediate help from local First Responders.

4. **Vulnerability**: Something that could make SCC, and /or its staff, faculty or students, more susceptible to a specific threat, hazard or incident.

B. Situation Overview – All schools, facilities and work sites will be safe and secure, and will foster a positive and productive environment for staff, faculty and students.

1. SCC consists of: Kennewash Hall, Old Sitting Woman Building, Jon "Cubby" Morsette Vo-Tech Building, Little Bear Gymnasium, Educational Building, Maintenance Shops, Storage Facilities, Ace Building, Daycare Building, Nurse's Building, and Dr. Nate St. Pierre Elementary Education Building.

2. Each school building, facility and work site:

   a. Will identify the classrooms and/or work areas that contain staff, faculty, and/or students that require additional assistance during an incident.

   b. Will identify those staff members who have been trained, and are assigned to provide assistance to others during drills, exercises, and incidents.

   c. Will have a map of their building(s), facilities and worksites annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs. Staff and faculty members should know all evacuation routes and shelter   locations; and the locations of fire-alarm pull stations, fire extinguishers (to include how to operate them) and first aid kits.

3. **Threats, Hazards and Vulnerabilities** - SCC is exposed to few threats, hazards, and vulnerabilities some of these have the potential for disrupting the school community, causing casualties, and damaging or destroying public and/or private property.

   1. **Floods**: Flooding is a natural feature of the climate, topography, and hydrology of Rocky Boy and the surrounding areas. Flooding predominates throughout early spring

and into summer due to melting snow and rainy weather.   The primary concerns for flooding are drink water, waste disposal (sewage), and transportation routes.

2. **Severe storms**: SCC and the surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm. The level of preparation by Stone Child College, and the equipment and staff available to perform tasks, lessen the effects of severe local storms.

3. **Fire**: All buildings and facilities are vulnerable to fire. The effects of a fire will severely impact operations; however, risks have been mitigated to reduce the level of vulnerability.

4. **Hazardous materials**: Hazardous materials are used for a variety of purposes in and around SCC. The college science programs use materials that can be hazardous if not used and stored correctly in accordance with State and Federal directives.

5. **Active shooter, armed intruder, and active intruder**: SCC, like any colleges, are vulnerable. Lockdown, Heighten Security and Shelter in Place" for evacuation and response procedures.

6. **Pandemic:** A pandemic is a global outbreak of an infectious disease that occurs, and can spread easily from person to person. When people have not been exposed, they have little or no immunity; and therefore, serious illness or death is more likely to result. The effects of a pandemic infectious disease can be lessened if preparations are made ahead of time. SCC is vulnerable to pandemic infectious diseases, and must understand the schools' impact on the overall illness rates within the community.

7. **Bullying**: Bullying interventions are one of the Administration's top priorities,

8. **Suicide**: SCC has experienced suicides within its population. Suicide interventions are one of the Administration's top priorities,

D. Planning Assumptions and Limitations

1. A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be afforded; however, some emergency situations occur with little or no warning.

2. A single site incident (e.g., fire, gas main breakage, etc.) could occur at any time without warning, and the staff, faculty and students of the affected school(s) cannot, and should not, wait for direction from local First Responders. Action is required immediately to save lives and protect school property.

3. Following a major or catastrophic incident, SCC may have to rely on its own resources to be self-sustaining for up to 72 hours.

4. There may be a number of injuries of varying degrees of seriousness to staff, faculty, and/or students. Rapid and appropriate response may reduce the number and severity of injuries.

5. Outside assistance from local First Responders - fire, law enforcement, emergency responders, and incident managers - will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for SCC to be prepared to carry out the initial incident management response until First Responders arrive at the incident scene.

6. Actions taken before an incident, i.e., creating a positive college environment, conducting fire inspections, exercising emergency drill procedures, etc., will stop or reduce incident-related losses.

7. Maintaining this Plan, and providing frequent opportunities for training and exercises for staff, faculty, students, parents/guardians, first responders, etc., can improve SCC's readiness to respond to incidents.

8. A spirit of volunteerism among school staff, faculty, and students will result in them providing assistance and support to incident management efforts.

   A. Limitations – There are no guarantees implied by this Plan of a perfect incident management system. Because personnel and resources may be overwhelmed, SCC can only endeavor to make every reasonable effort to manage the incident with the resources and information that are available at the time. Monitoring safety, security and health conditions, and developing measures for ensuring the safety, security and health of building occupants and property.

Documenting all activities.

A. Initial Response:
1. In a school setting, school personnel will usually be the first on the scene of an incident. Staff and faculty are expected to take charge and manage the incident until the incident is resolved, or until they are relieved by the President or by Security. As/if needed, staff and faculty will seek guidance and direction from the District Office. School incidents will be resolved at the lowest level.

2. If required, the President, Maintenance Supervisor and Security, are responsible for activating this Plan. This includes common and specialized procedures, as well as specific threats, hazards and incidents response procedures.

   a. Is responsible for follow-up actions until released from their duties.

3. The size of the Incident Management Team, and the team's roles, responsibilities and membership will vary depending upon the incident. Possible members of team can include the following. It is critical that team members be identified at the beginning of the school year and that they receive training on their duties and responsibilities, and that the members provide the District Office with their contact information.

President
Security
Faculty
 Staff

II. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. This section establishes the operational organization that will be relied on to manage the incident and includes:

1. A list of the kinds of tasks to be performed by position and organization.

2. An overview of who does what. It is important to remember that everyone has a role, and is responsible for safety, security and health during an incident.

B. The President of SCC is not able to manage all the aspects associated with an incident without assistance. SCC will rely on other key staff and faculty to perform tasks that will ensure the safety and security of staff, faculty and students during an incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while an incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff and faculty member must be familiar with his or her role and responsibilities before an incident occurs.

C. Staff and faculty may be required to remain at the college, facility or worksite to assist in an incident. In the event that this Plan is activated, staff and faculty, if available, will be assigned to serve within the Incident Command System based on their expertise and training, and based on the needs of the incident.

D. During an incident, Security responsibilities include:

1. Assume command of the incident management procedures based on actions and procedures outlined in this Plan.

2. Take steps deemed necessary to ensure the safety, security and health of staff, faculty, students, and all other individuals.

3. Determine whether to implement evacuation, lockdown, or heighten security procedures

4. Arrange for transfer of staff, faculty, students and other individuals when their safety, security and/or health is threatened.

5. Work with emergency responders. Also, depending on the incident, First Responders, i.e., Law Enforcement and Fire, etc.

6. As appropriate, keep the President, supervisors, other officials and media informed of the situation.

E. Teachers are responsible for supervising their students, and shall remain with their students until directed otherwise. Their responsibilities include:

1. Be familiar with Chapter 3: <u>"Response Procedures for Specific Threats, Hazards and Incidents,"</u> aka "Classroom Crisis Procedure Manual."

2. Safety, security, health and supervision of those students under their charge.

3. According to established incident management procedures, and in accordance with situational awareness, signals, warnings, written notifications, or intercom orders, direct students under their supervision to evacuation, reverse evacuation, shelter in place, heighten security or to lockdown.

4. Give appropriate action command(s) during an incident.

5. Take attendance, and report student accountability status to their college office, to Retake and report attendance whenever their class relocates to an inside or outside assembly area, or when evacuated to another location.

6. After an incident, release students only in accordance with specific release procedures as directed by the school's administration.

7. Assist with other duties as assigned.

F. Counselors, provide assistance as needed / directed. Their responsibilities may include:

1. Taking steps to ensure the safety, security and health of staff, faculty, students, and/or other individuals in accordance with incident management guidelines.

2. Safety, security, health and accountability of students under their charge.

3. Render first aid and Psychological First Aid if necessary.

4. Assist in the transfer of staff, faculty, students, and/or other individuals when their safety or security is threatened.

5. Execute assignments as directed by Security.

G. Maintenance Personnel responsibilities include: 1.Maintain all school emergency equipment (fire extinguishers, etc.) in good working condition.

1. Assure fire alarm and public address system are in working order.

2. Maintain a set of the building's blueprints to be made available for First Responders.

3. Report building damage to supervisor and to Security

4. If safe to do so, control main shutoff valves for gas, water, and electricity, and ensure that no hazards result from broken or downed lines.

5. Provide damage control as needed.

6. Assist in the conservation, use, and distribution supplies and equipment.

7. Keep the President and Security informed of the school's condition.

8. Assist with other duties as assigned.

L. SCC Secretary/Office Staff responsibilities include:

1. Provide assistance to the President.

2. Answer phones, and assist in receiving and providing consistent information to callers. Note: only information that has been approved for public dissemination by the Incident Commander can be provided.

III. INFORMATION COLLECTION

A. Before, during and after any incident, staff, faculty, students, parents/guardians and members of the community will receive information from many different sources. The question is, what information is valid and what is rumor or false. It is not up to any one individual to make that determination, but any information that may impact the safety, security and health of SCC must be brought forward, and as appropriate, shared with the SCC's leadership, which includes the leaders in the school and supporting elements. It is the leaderships responsibility to collect the information, analyze it (with assistance from outside agencies, i.e., Law Enforcement, if required), and disseminate the information in accordance with SCC guidelines.

B. Data on the information that is gathered, needs to be documented, and should include:

1. The name of the person(s) who collected the information and gave it to the SCC staff, and the name of the staff person who received and recorded the information.

2. The source of the information, and as many details as possible.

3. What information was disseminated; to who and when.

4. What other actions were taken.

C. In Incident Management Guidelines key word is documentation

D. The ICS Section and Team Chiefs will maintain accurate logs recording key incident management activities, including:

1. Incident activation and locations.

2. Changes in the incident situation.

3. Evacuations.

4. Containment or termination of the incident.

E. Incident Costs

1. The Finance department is responsible for maintaining detailed records summarizing the use of personnel, equipment, and supplies, and all associated costs. These records will be used to obtain an estimate of incident response costs that can be used in preparing future school budgets, and as applicable, for requesting authorized reimbursement. Detailed records of costs for incident management and operations include:

   a. Operations costs,
   b. Costs for contract services to support incident management operations, and
   c. Costs of specialized supplies expended for incident management operations.

2. These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

3. If a disaster drill is signaled, the signal must be sounded on the disaster alarm system and not on the signal system used to dismiss classes.

4. The President is authorized to cancel or otherwise limit the school day in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

5. Specific procedures for college cancellations or otherwise limiting the college day are found in the Stone Child College Policies and Procedures Handbook.

4. Harassment, Intimidation and Bullying Prevention Policy

   a. The policy of the college is to provide an environment free from harassment, intimidation and bullying. SCC will not tolerate harassment, intimidation or bullying in any form at the college, college-related events (including off campus events), college sponsored activities, college vehicles or any event related to college business. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

   b. Intimidation, bullying and harassment include:

      (1) Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and

      (2) Acts that a reasonable person knows or should know, under the circumstances the gesture or written or physical act

(a) Will have the effect of harming a student or damaging the student's property; or

(b) Has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the college educational mission or the education of any student.

(c). Reporting:

(3) SCC encourages;

(a) Students who believe they are being subjected to harassment, intimidation, or bullying by anyone, and
(b) Students who have first-hand knowledge of such harassment, to report the matter promptly to SCC security. Upon receipt of a complaint SCC will conduct a prompt and thorough investigation.

(4) Any SCC employee, who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment, intimidation or bullying shall report it in accordance with procedures developed under this policy.

1. SCC has a policy designed to deter persistent threatening, insulting, or demeaning gestures or physical conduct, including an intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct, that:

a. causes a student physical or emotional harm, damages a student's property, or places a reasonable fear of harm to the student or the student's property;

b. substantially and materially interferes with access to an educational opportunity or benefit; or

c. substantially and materially disrupts the orderly operation of the college.