

**Naatsis'Aan Community School
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EMERGENCY RESPONSE PROCEDURES- COOP



**BE SURE TO READ AND UNDERSTAND ALL INSTRUCTIONS THOROUGHLY
-CONTACT YOUR SUPERVISOR IF YOU HAVE QUESTIONS.**

Approved: December 18, 2024

INTRODUCTION

Emergencies and disasters are unpredictable and strike without warning. Failure of emergency preparation in advance may result in death and injury to personnel, loss or damage to facilities, property, equipment, and the productivity of our school. It is for this reason that the NCS Facility Supervisor has Implemented the Continuation of Operation (COOP). The Continuation of Operation Plan contains a full description of actions to be taken during various emergencies. The Coop is located in several locations, including the Front Office, Lounge, All Classrooms, Dorm Office, Kitchen Office, and Facility Office. This flipchart is a condensed version of the COOP; the purpose of the COOP flipchart is described below.

It is through organization and pre-planning, as well as equipping and training employees for effective emergency action that we can eliminate or reduce losses should an emergency occur.

This emergency procedure flip chart exists as part of the large Emergency Management Plan. The flipchart is meant to provide basic but essential information. This chart should be placed in all departments in high-traffic areas. This Flipchart contains quick reference information and procedures on how to report and respond to various emergencies. The flip chart describes who to contact procedures, what to do, who can assist, and what help will come from departments and professional agencies during such emergencies.

INTRODUCTION

EMERGENCY PHONE NUMBERS

EMERGENCY CONTACTS
DURING LOSS OF POWER, DIAL 1-800-528-5011

OFFICE	HOME NUMBER/ CELL NUMBER
POLICE	Kayenta AZ Police Department 911 or (928) 697-5600
FIRE DEPARTMENT	Kayenta AZ Fire Department 911 or (928) 697-3350
AMBULANCE	Inscription House clinic 911 or (928) 627-3000
INCIDENT COMMANDER	Helena Botone (928)673-2335 x201
WNA FACILITY MGR	Marlon Holiday (928) 280 - 8094
HAZMAT RESPONDER	Robertson Yazzie (505) 571-9009
NAVAJO REGION SAFETY OFFICE	(505) 863-8316
CHEMTREC	(800) 424-9300

IF LIFE THREATENING CALL 911. NOTIFY INCIDENT COMMANDER

EMERGENCY PHONE NUMBERS

WEAPONS

WHAT TO DO

In the event there may be someone on campus with a weapon, regardless of whether they are a community, staff Member, or a student, we still need to call 911 or (928) 697 5600- Kayenta Police Department.

A warning signal will be given verbally to each classroom regarding the situation. The classes will gather in their pre-designated areas.

The incident commander and campus crisis team leader will stay with the suspect until police arrive.

The incident commander and campus crisis team leader will assist the police in searching if a search is needed.

Detailed notes should be kept of all events and reasons a search was conducted.

Notify Parent(s)/ Guardians if the suspect is a Student. If a search was conducted on the student, it will need to be explained to the parent, and the result of the search will also have to be explained.

****If you are threatened with a weapon (knife, gun, object, etc.) DO NOT try to disarm the suspect. Back away with your arms up and remain calm****

WEAPONS

TORNADO PROCEDURE

“TORNADO WARNING”

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time and detection and movement. Wind will be 75 mph or greater.

EMPLOYEE NOTIFICATION

Employee notification will come as an announcement by the facility supervisor, incident commander, or a safety team member via the facility radio system/ intercom system. The announcement will be repeated and stated as an emergency. Announcements will be relayed to front offices by any of the following methods: Radio, Phone, computer, or verbally.

WHAT TO DO

1. Sound the alarm three long bells w/ air horns for separate buildings.
2. Teachers and Office Staff should have their roll books.
3. Evacuate to the assigned Storm Shelter area. Sit down and protect yourself by putting your head as close to your lap as possible or kneeling to protect your head.
4. Convene campus crisis team and set up an incident command center with communication capability. In the event you need to evacuate to the next assigned storm shelter area, the dormitory is the next assigned, and if NCS is in danger, you will evacuate to the high school. If these options are out of the question, we evacuate to our local chapter house.
5. Prepare an evacuation plan in conjunction with the police department and fire department, also depending on the emergency.
6. The group should remain calm, stay together, and wait for further instruction.

If you are in transit in the building and not at your assigned work area.

1. Go to the nearest Storm Shelter area, If possible, move to a restroom.
2. Report to the nearest incident commander center to be accounted for.

If you are caught in an outside perimeter office (Admin) with little warning

1. If the threat is immediate, seek protection along a wall.

WHAT HAPPENS

1. Report to the incident command center to be accounted for.
2. REMAIN IN THE SHELTER AREA UNTIL ALL CLEAR IS RECEIVED.

TORNADO PROCEDURE

FIRE PROCEDURE

WHAT YOU DO

1. Evaluate the situation to see if the fire can be extinguished safely with an extinguisher.
2. If possible, contact (or have someone else begin contacting) the people listed below.

If fire escalates beyond your control:

1. Pull the fire alarm located in your area and evacuate the area using the radio or telephone contact at least one of the following people listed below. Call out the person or people that you need and tell them what channel to call you on.

CAMPUS CRISIS/EMERGENCY TEAM:

1. Incident commander/ Leader: Helena Botone - Principal
Campus Crisis Team Member: Robertson Yazzie- Facility Supervisor
Campus Crisis Team Member: Alex Gishie- Groundmen
Campus Crisis Team Member: Tina Little- Custodian
Campus Crisis Team Member: Micheal King, Supervisor
Campus Crisis Team Member: Jonah Begay- H.S. Maintenance Worker

Advise the person that you contact of the following.

- A. The exact location of the emergency.
 - B. Are any details available regarding the fire?
-
3. If instructed to do so, evaluate the facility (refer to evacuation plan (s) posted in each room/ department)
 4. Dos and Don'ts
 - A. Don't attempt to fight the fire that has escalated beyond your capabilities.
 - B. Do use the fire exit only. Do not let items be stored to block an exit.
 - C. Leave belongings and do not bother shutting off lights.
 - D. If caught in heavy smoke- take short breaths, breathe through a wet cloth (shirt), then crawl to escape.
 - E. Do report to your meeting spot and check-in.
 - F. DO NOT leave your meeting spot unless instructed to do so.

WHAT HAPPENS

1. The campus crisis team notifies the Fire Department. (Remember, as a last resort, you may use any phone to dial 911 and call the Fire Department yourself.
2. Campus Crisis Team Members will activate radio/ alarm or computer notification system: evacuation and emergency information with the Fire Department.
3. The Campus Crisis Team Leader will confirm that the building is cleared.
4. The Campus Team Leader will coordinate evacuation and emergency information with the Fire Department.
5. People will remain at meeting spots until "All Clear" is given or until directed to do otherwise.

FIRE PROCEDURE

BOMB THREAT PROCEDURES

If you receive a telephone bomb threat:

WHAT TO DO

1. Be courteous. Ask the caller to repeat the message.
2. Keep the flip chart by your phone; it has a copy of the required CHECKLIST attached to it.
3. Keep the caller talking as long as possible while you get the checklist (or something else to write on.)
4. Write down the caller's "Exact word," if possible. Take notes using the BOMB THREAT CHECKLIST.
5. Listen carefully to the caller's voice (tone, accent, and grammar). Pay attention to any background noises.
6. DO NOT hang up the phone, even after the caller hangs up. Immediately go to another phone and *Contact at least one of the following people to report the threat: by phone only. Discontinue radio use until directed.

INCIDENT COMMANDER:

CAMPUS CRISIS TEAM MEMBER:

LIFE SAFETY TEAM:

Helena Botone- Principal

Robertson Yazzie- Facility Supervisor

7. Listen for directions from the person(s) above and remain available for assistance.
8. To avoid confusion, do not talk to anyone except directed. Remember radio use in your area.
9. Complete the bomb Threat checklist in detail.

WHAT HAPPENS

1. The incident commander or Campus Crisis Team Leader or Member notifies the Police and Fire Department.
2. Discontinue all radio, cell phone, and paper usage until notified it is safe to use electronic devices.
3. Area Personnel may make an area/ building search, along with safety team members.
4. Police or bomb squad may report to the facility and may question the person who received the bomb threat.
5. A building evacuation may be ordered. DO NOT enter the building until you are directed to.
6. An "ALL CLEAR" will be announced verbally for return to business once the situation is determined to be safe.

BOMB THREAT PROCEDURES

BOMB THREAT CHECKLIST

Exact Time Call _____

Date of Call _____

Record Words of Caller: _____

INFORM THE CALLER THAT THE DETONATION OF THE BOMB COULD RESULT IN SERIOUS INJURY OR DEATH TO MANY INNOCENT PEOPLE.

QUESTIONS YOU SHOULD ASK THE CALLER:

1. When is the bomb going to explode?

2. What does the bomb look like?

3. What kind of explosive is in it?

4. What kind of explosives is it in?

5. What will cause the bomb to explode?

6. Why did you place the bomb?

7. If you didn't place the bomb, who did, and how do you know about it?

8. Where are you calling from?

9. What is your name?

(Check all appropriate choices below)

___ Male ___ Loud ___ Soft
___ Female ___ High Pitch ___ Deep
___ Child ___ Raspy ___ Pleasant
___ Adult ___ Intoxicated ___ Other _____

Speech

___ Fast ___ Slow
___ Distinct ___ Distorted
___ Stutter ___ Nasal
___ Slurred ___ Other _____

LANGUAGE /GRAMMAR

___ Male ___ Good
___ Female ___ Poor
___ Child ___ Other _____
___ Adult

ACCENT

___ Local ___ Race _____
___ Foreign ___ Regional _____
___ Broken ___ Other _____

Unusual use of words: _____

MANNER

___ Calm ___ Angry
___ Rational ___ Irrational
___ Coherent ___ incoherent
___ Deliberate ___ Laughing

BACKGROUND NOISE

___ Office Machines ___ Airplanes
___ Factory Machines ___ Trains
___ Bedlam (Uproar, Commotion) ___ Voices
___ Quiet ___ Music
___ Mixed ___ Atmosphere
___ Street Traffic ___ Other _____

SPILL PROCEDURE

This section guides response procedures to minimize the safety, health, and environmental health due to the release of the material. For purposes of this program, spills have been classified as small (<20 gallons) or larger (> 20 gallons) of either hazardous or non-hazardous material. A small spill poses no safety and health danger and is not likely to adversely affect the environment. A large spill presents a threat to health or safety due to toxic fumes, flammability, or the possibility of release into the environment.

WHAT YOU DO

1. Notify any of the following using the radio or phone.
Incident Commander: Helena Botone - Principal
Campus Crisis Team Member: Robertson Yazzie- Facility Supervisor
2. Advise each person of the following:
 - A. The exact location of the material spill
 - B. Any details available regarding (the chemical involved, estimated quantity spilled)
3. Do not attempt to handle any spilled material that you cannot identify (assume it is hazardous)

WHAT HAPPENS

1. The Campus Crisis Team leader will respond to the scene and take charge of the incident.
2. The campus Crisis Team Leader assesses the situation to determine the need for outside services.
3. Outside service will respond as necessary.
4. The Campus Crisis Team Leader or Member will notify appropriate agencies.

SMALL SPILL

1. Eliminate the source of the spill by closing valves, righting drums, turning leaking drums over, etc.
2. Prevent the chemical from spreading and entering the drainage system.
3. Add neutralizing agents and/or absorbents.

LARGE SPILL

1. Prevent or contain the extent of the spill through diking or other means.
2. Implement other spill control measures as appropriate for the spill.
3. If necessary, implement evacuation procedures. (Refer to your evacuation plan)
4. Monitor the incident until the arrival of an outside cleanup contractor.

SPILL PROCEDURE

EMPLOYEE OR PUBLIC ACCIDENT

If an accident or illness involving an employee or visitor takes place in your work area:

WHAT TO DO

Minor

- Administer first aid utilizing trained staff.
- Following emergency procedures indicated by the nature of the accident.
- Inform parent or Next- of kin.

Major

- Administer first aid utilizing trained Staff.
- If life is threatening, call 911. Notify the Incident Commander as needed.
- Call parent or Next of Kin or, if necessary, relative.
- Fill out an accident report.

WHAT HAPPENS

1. The Safety Team will respond to the situation and take charge of the scene.
2. Emergency first aid or CPR will be administered as necessary.
3. Time permitting, someone will need to meet emergency units and lead them to the scene.
4. The fire department will arrive and provide advanced medical care.
5. The ambulance will arrive and take the injured person to hospital if necessary.

EMPLOYEE OR PUBLIC ACCIDENT

BUILDING EVACUATION

It is the responsibility of employees to know who their incident commander and Campus Crisis Team Leader/ Members are. In addition, employees are to be familiar with their evacuation routes. EVACUATION DUE TO FIRE INCIDENT:

DO'S

1. Follow the instructions of your Team Leader.
2. Close the doors to offices and buildings as you leave.
3. Calmly form evacuation lines. Be ready to merge with other people evacuating the building.
4. Keep talking to a minimum.
5. Listen and follow given instructions.
6. Report to the nearest meeting stop for roll call.
7. Evacuate upwind of a material spill.
8. Remain at the meeting point until directed to leave by the Team Leader or Incident Commander.

DON'TS

1. Do not return to the building for coats, purses, or other items once out of the building.
2. Do not run or create panic.
3. Do not go to your car or leave the premises.
4. Do not return to work until the incident Commander has given the all-clear.

EVACUATION DUE TO BOMB INCIDENT:

DO'S

1. Follow the instructions of your Team Leader.
2. Turn off radios, cell phones, and pagers.
3. Listen for instructions regarding the location of the Evacuation Gathering Point. This is not the same as a rallying point during the fire. The evacuation gathering point for a bomb threat will change depending on the situation.
4. Open doors and windows to the building as you leave.
5. Calmly form evacuation lines. Be ready to merge with other people evacuating the building.
6. Remain at the gathering Point until directed to leave by the incident commander or campus crisis Team Leader.

DON'TS

1. Do not return to the building for coats, purses, or other items once out of the building.
2. Do not run or create panic.
3. Do not go to your car and leave the premises.
4. Do not turn on radios, cell phones, or pagers until management has given the all-clear.
5. Do not return to work areas until management has given the all-clear.

BUILDING EVACUATION

SUICIDE

WHAT TO DO

SUICIDE ATTEMPTS IN SCHOOL

Verify information and call 911 or (928) 697-5600- Kayenta Police Department.

Notify the Incident Commander and Campus Crisis Team, if necessary, Social Services.

The Incident Commander will notify parents if the suicidal individual is a student.

Calm suicidal individual by isolating him/her from other students/ Staff. One or two persons may be selected to keep an eye on the individual until intervention arrives. NEVER LEAVE HIM/ HER ALONE!!!

The incident commander needs to determine a method of notifying Staff, Students, and parents. A daily Staff debriefing may need to be held before and after normal operation hours as needed.

Active Campus Crisis Team to implement post-crisis intervention. Determine the level of intervention.

SCHOOL DEATH/ SERIOUS INJURY

Verify information and call 911 or (928) 697- 5600 and activate Campus Crisis Team.

Determine a method of informing students and staff. Do not mention "suicide" or detail about the death in your notification to protect the Privacy of the family.

POST-CRISIS INTERVENTION

Meet with Staff and select Counselors.

Designate a private meeting area.

Escort siblings, close friends, and other "highly emotional" students to counselors.

Assess the stress level of Staff and recommend counseling to overly stressed Staff.

Refer media to the Incident Commander or Campus Crisis Team Leader. STUDENTS AND STAFF ARE NOT TO BE QUESTIONED.

Follow up with students and Staff receiving counseling. Resume normal routines as much as possible.

SUICIDE

EMERGENCY COLOR CODES	
CODE RED	IMMINENT THREAT
Instruction/Work STOPS	
Evacuate if safe to do so, if not remain inside	
Classroom/Offices LOCKED – DO NOT OPEN	
THE DOOR FOR ANYONE	
COVER glass on doors & windows	
Remain QUIET	
AWAIT FURTHER INSTRUCTIONS	
CODE YELLOW	PRECAUTIONARY LOCKDOWN
Instruction/Work CONTINUES	
Classroom/Offices LOCKED	
AWAIT FURTHER INSTRUCTIONS	
CODE BLUE	MEDICAL EMERGENCY
Clear hallways/ entrances for medical personnel	
AWAIT FURTHER INSTRUCTIONS	
CODE ORANGE	EVACUATION
EVACUATE building a minimum of 300 feet to identified safe zones	
Move AWAY from parking lot entrances and exits	
FACULTY/ SUPERVISORS perform head counts	
AWAIT FURTHER INSTRUCTIONS	
CODE WHITE	WEATHER EMERGENCY
CASE- BY-CASE basis	
May involve evacuating to safe zone outside building	
AWAIT FURTHER INSTRUCTIONS	
CODE GREEN	ALL CLEAR
Normal operations and activities.	

