



**NAVAJO  
PREPARATORY  
SCHOOL**

**SCHOOL SAFETY PLAN  
AND  
EMERGENCY OPERATIONS  
PROCEDURES**

**Continuity of Operations Plan (COOP)**

Board Approved 12/6/2024

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## **EXECUTIVE TEAM MESSAGE**

As we undertake the critical mission of educating children, nothing is more important than maintaining a safe and secure school. The purpose of the Navajo Preparatory School Emergency Response and Crisis Management Plan is to provide emergency preparedness and response instructions, information, and guidelines as to how the school will handle emergencies for the protection and safety of students and staff.

### **Background**

This comprehensive Safety Plan has been developed and implemented with key community stakeholders, including fire, police, public health and mental health providers, and local governments. Our preparedness activities are dedicated to the four phases of crisis management: Prevention/Mitigation, Preparedness, Response, and Recovery.

To maximize the effectiveness of this Plan, a team of school personnel has been identified to act as the Critical Incident Response Team (CIRT) in the case of school emergencies. The CIRT Team has incorporated the National Incident Management System (NIMS) elements with an Incident Command System (ICS) for emergency crises. The NIMS is a designated chain of command with specific roles and responsibilities for team members and particular procedures and protocols before, during, and after an emergency.

The school provides ongoing training for school leadership, CIRT, staff, and parents, including drills and exercises to test components of this emergency plan. Under the supervision of CIRT, the School provides a self-sustaining emergency management plan through a continuous assessment, preparation, and evaluation process.

Please take time to read and become familiar with these procedures. An emergency or hazardous condition can occur at any time and without warning. Knowing these procedures can ensure an effective response that prevents severe injuries and even the loss of life.

Please remember that safety and security is everyone's responsibility. We can ensure a safer and more secure school environment by working together.

### **Jurisdiction:**

**Navajo Preparatory School is located on Navajo Nation Tribal land and falls under the jurisdiction of the Navajo Nation. Any crimes, or other events involving the possibility of requiring a law enforcement response should be immediately reported to the Navajo Nation Police Department, (NNPD) via their regional command center in Shiprock. They will then determine the most appropriate response to the incident. Call either 505-368-1350 or 505-368-1351.**

**In the event of an emergency, a Memorandum of Understanding (MOU) exists between the NNPD, and both the Farmington Police Department (FPD) and New Mexico State Police. (NMSP) These MOUs facilitate both agencies to respond to NPS in the event of an emergency. NMSP will respond to non-emergencies if the incident involves a non-tribal member.**

**It is important to understand neither FPD or NMSP have any jurisdiction over tribal members, (of any Federally recognized tribe, not just the Navajo Nation) on NPS property. NMSP can temporarily detain tribal members on NPS property, until such time as NNPD can arrive to take custody of them. However, they prefer not to detain tribal members unless it is unavoidable.**

**NNPD have no jurisdiction over non-tribal members on tribal land. They can investigate any crimes committed on NPS property by non-tribal members, then refer the case to the Federal Bureau of Investigation for further investigation. In the event of a non-tribal member being on NPS property and committing crimes, NMSP will be called immediately. In an emergency, call 911; in a non-emergency, call NMSP Dispatch directly at 505-841-9256, select option 3 when prompted.**

**In the event of an emergency involving an immediate threat to life and limb, call 911.**

## **SECTION 1: TYPES OF EMERGENCIES**

Emergencies are typically divided into human-caused and natural.

### **Human Made Emergencies**

- Accidents
- Athletic Accidents
- Building Accidents
- Chemical Spills
- Transportation Accidents
- Trips and fall
- Bomb Threats
- Cyber Crime
- Fires, Accidental and Arson
- Fraud
- Medical Emergencies
- Riots
- School Violence
- Bullying
- Assaults and Batteries
- Gangs
- Homicides
- Hostage Situations
- Shootings
- Weapons
- Substance Abuse
- Sexual Predators
- Suicide
- Terrorism
- Utility Failures
- Public Health Outbreak

### **Natural Emergencies**

- Animal Attacks
- Blizzards
- Extreme Temperatures
- Earthquakes
- Floods
- Forest Fires
- Landslides
- Windstorm
- Tornado

## SECTION 2: ROLES AND RESPONSIBILITIES

### Critical Incident Response Team

The School has an established core school leadership group called the Critical Incident Response Team (CIRT). CIRT also serves as the Safe Schools Committee. As a Safe School Committee, they provide the following purposes: Responsible for developing and updating the School Safety Plan and ensuring it is implemented in an organized manner.

1. Facilitates and formalizes communication among stakeholders who share a role in Safe Schools issues and provides a means to solicit diverse viewpoints.
2. Serves as a vehicle to field complaints, compliments, and suggestions about security and to collect and analyze intelligence about emerging security threats, such as the growing power of a new gang in the area.
3. It demonstrates to students, staff, and parents the administration's commitment to ensuring a school and its diligence in addressing security issues. It provides an ongoing tool to assess security measures and recommend actions.

As the Critical Incident Response Team, they have a responsibility to implement an all-hazards school emergency plan that is effective in any response to crises or emergencies and interface with appropriate agencies of the City of Farmington, San Juan County, Navajo Nation, State of New Mexico, and Bureau of Indian Education (BIE). The CIRT is responsible for the following objectives:

1. Provide a coordinated response to emergencies for the safety of students and staff.
2. Help the school restore to normal condition with minimal confusion quickly.
3. Provide for the orderly conversion of pre-designated safe sites or shelters when necessary.
4. Reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and or damage to property.
5. Provide means to protect the Navajo Preparatory School facilities and property.

CIRT is activated during a school-wide incident. This section describes the roles and responsibilities of the Emergency Management Team during and after emergencies.

**School Commander:** The School Commander is the Head of School (HOS) (or designee). HOS remains in the Emergency Operation Center and manages the crisis. They coordinate the emergency response effort, give the order to evacuate or lock down the school, coordinate with police, fire, and medical teams; maintain contact with headquarters, and ensure immediate notifications to the Office of Indian Education Programs (OIEP) Chain of Command, beginning with the Educational Line Officer.

**School First Aid Responders:** School First Aid Responders, typically the School Based Health Center staff, provide emergency First Aid until medical assistance arrives. They are trained in First Aid and cardiopulmonary resuscitation. Other First Aid Responders are the Residential Advisor, Security, teachers, and other staff trained in CPR/First Aid.

**Site Coordinator:** The Site Coordinator directs emergency responders such as police, fire, and paramedics to the emergency site and controls access to the affected areas. If necessary, they preserve the

crime scene until police arrive and assume control. The Site Coordinator also directs media, parents, and central office personnel to the appropriate locations and cordons-off areas, as necessary. The Site Coordinator must thoroughly know the emergency site map and where to locate the supplies required to cordon off areas during a school-wide incident. The Site Coordinator also collects the names of missing children from teachers and assists in reporting them to emergency responders, the administration, and the Parent Coordinator.

**Safety and EMS Coordinator:** Work directly with the site coordinator. Directs police, fire, and paramedics to the site of the emergency. Controls access to affected areas. Preserve the crime scene until police arrive. The coordinator is also responsible for setting up a contact team to check locked doors and windows. Guiding lost individuals to a safe location on campus.

**Parent Coordinator:** The Parent Coordinator assists parents who come to the school and keeps parents briefed on the situation. (Severe injuries or the death of a child should be reported to parents by the Head of School unless extreme circumstances do not permit it.) A separate waiting area for the parents of the children involved has been designated. It is vital that the Parent Coordinator stays calm and reassured during emergencies and communicates only what is known about the situation, not speculation.

**Crisis Team Leader:** The Crisis Team Leader coordinates crisis intervention and counseling services.

**Media Coordinator/Recorder:** The Recorder documents the time and events of a crisis, beginning with when the event started and when changes in the situation occurred. The Recorder records the names of responding emergency units and the support staff, collecting business cards, if available. As Media Coordinator, arranges for a media staging area away from the incident area, keeps media away from parents and students, and, if time permits, collects business cards from media members. The Media Coordinator should not give interviews to the media.

**Facilities Manager/Plumber Journeyman:** Facilitates building security, provides building access, and manages utilities shut-off, if necessary. Will designate the Facilities Office Coordinator to arrange for any special transportation needs arising from the incident.

**Teachers and Residential Advisors:** Teachers and Residential Advisors (RA) maintain supervision of their classes (or homes) and take attendance every time the class (or homes) moves to a new location. Teachers and Residential Advisors should compile a list of missing students any time a roll call is taken and note the possible locations of these students. The CIRT and emergency responders should be immediately notified of missing children.

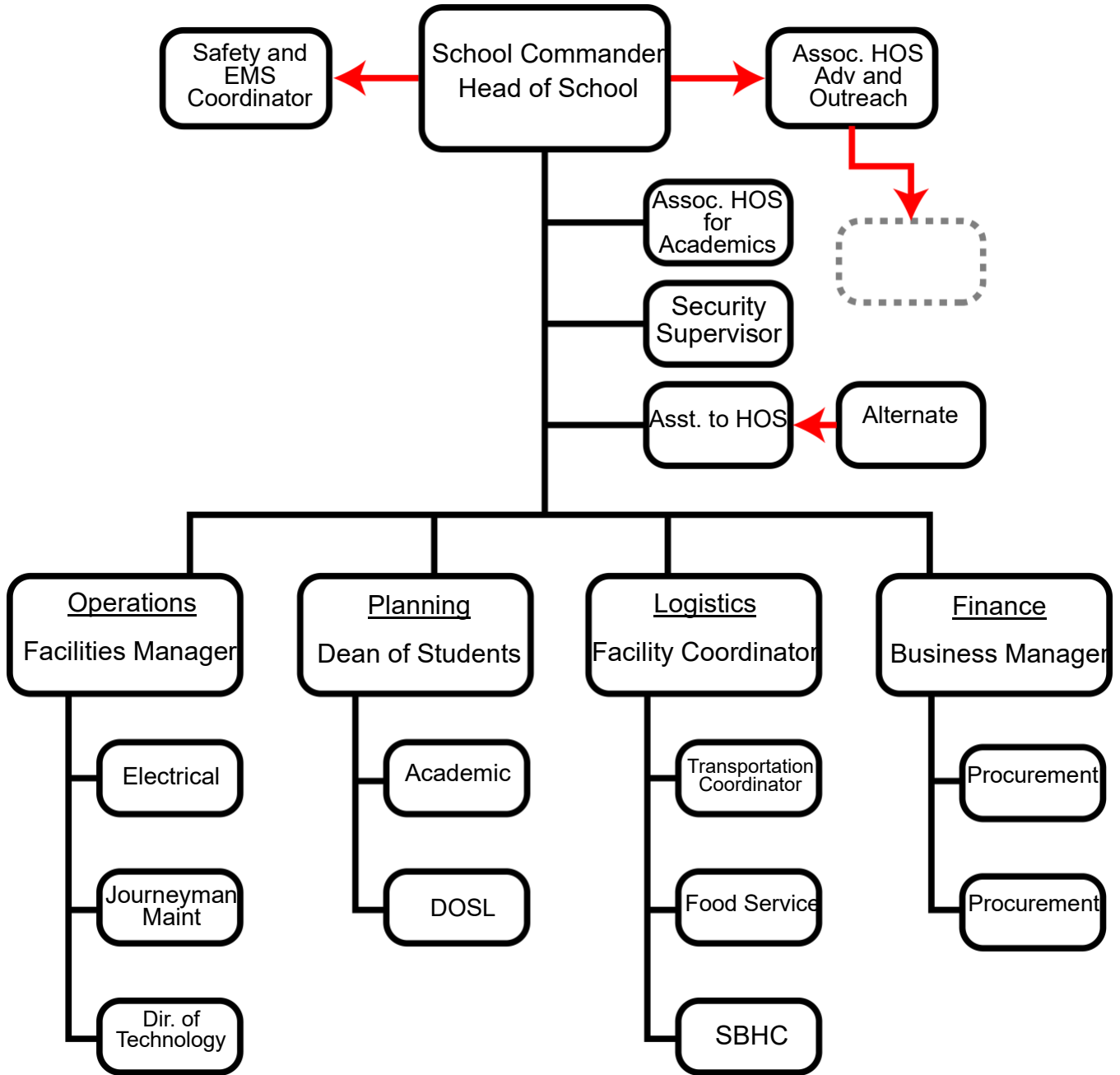
#### **Assistants for Individuals with Physical Disabilities**

Staff members are assigned to assist each student and colleague with physical disabilities during an evacuation. Assistants for children and staff with disabilities must be knowledgeable about each individual's special needs, particularly concerning special equipment and medications. Alternative staff members are designated if an assigned staff member is absent during an emergency.

#### **FEMA Incident Command System (IS-100).**

Navajo Prep School has adopted and implemented the FEMA ICS command structure for the School's Emergency Management Team as follows per IS-100:

# Incident Command Communication System





ROLE	RESPONSIBILITY		NAME	EXT.	CELL PHONE
<b>SCHOOL COMMANDER</b>	<p>Manages the crisis and coordinates response with police, fire, and medical teams.</p> <p>Remains in Command Center.</p> <p>Gives the order to evacuate or lock down the school.</p> <p>Maintains contact with headquarters.</p>	PRIMARY	Head of School	141	505-860-0170
		ALTERNATE	Associate Head of School for Advancement and Outreach	123	505-635-2278
		ALTERNATE	Associate Head of School for Academics and Operations	320	505-860-0133
<b>DAYTIME SITE COORDINATOR</b>	<p>Directs media, parents, and others to the appropriate locations. Cordons off areas, as necessary. Delegates two attendance coordinators to collect missing children and staff names from teachers and supervisors and report them to emergency responders, administration, and Parent Coordinator.</p>	PRIMARY	Associate Head of School for Academics and Operations	320	505-860-0133
		ALTERNATE	Dean of Students	117	505-333-5680
			Dean of Academics	130	505-860-0953
				117	505-215-4307
<b>NIGHT-TIME SITE COORDINATOR</b>	<p>As above, but after regular School hours</p>	PRIMARY	Division Director of Student Life and Wellness	155	505-801-5939
		ALTERNATE	Student Life Coordinator	156	505-215-4307
<b>SECURITY COORDINATOR</b>	<p>Work directly with the site coordinator. Directs police, fire, and paramedics to the site of the emergency. Controls access to affected areas. Preserve the crime scene until police arrive.</p>	PRIMARY	Safety and Emergency Response Coordinator	154	505-592-3778

	The coordinator is also responsible for setting up a contact team to check locked doors and windows. Guiding lost individuals to a safe location on campus.	ALTERNATE	Security Supervisor	119	505-215-2342
		ALTERNATE	Lead Security Officer	119	505-860-2189
<b>MEDICAL COORDINATOR</b>	Provides emergency First Aid until medical assistance arrives. Coordinate school first responders who are trained in First Aid, typically the school nurse, office staff, or physical education teachers.	PRIMARY	SBHC Nurse	116	505-716-7256
		ALTERNATE	Health Assistant	115	

ROLE	RESPONSIBILITY		NAME	EXT.	CELL PHONE
<b>Parent Coordinator</b>	Assists parents who come to the school and keeps parents briefed on the situation. (Severe injuries or the death of a child should be reported to parents by the Head of School unless extreme circumstances do not permit it.)	PRIMARY	Dean of Academics	130	505-860-0953
		ALTERNATE	Dean of Students	117	505-303-5860
<b>Crisis Team Leader</b>	Coordinates crisis intervention and counseling services.	PRIMARY	School Counselor	137	
		ALTERNATE	Student Support Coordinator	302	505-330-9411

<b>Media Coordinator/Recorder</b>	Documents the time and events of a crisis, beginning with when it started and when the situation changed. Records names of responding units and collects business cards, if available. Keeps the media away from parents and students. Collects business cards from the media. Reports names of media to headquarters. Does not give interviews.	PRIMARY	Associate Head of School for Advancement And Outreach	123	505-635-2278
		ALTERNATE	IT Director	136	505-360-0094
		ALTERNATE	Admissions Coordinator	121	505-534-3180
<b>Facilities/Transportation Coordinator</b>	Facilitates building security, provides building access, and manages utilities shut-off, if necessary. Delegates for special transportation, if needed, and manages the transportation process.	PRIMARY	Facilities Manager	151	505-320-3012
		ALTERNATE	Maintenance Worker Facilities Office Coordinator	328	505-320-1171
<b>Business/Finance</b>	Comprehensive understanding of the incident/ situation from a financial perspective  Establish and maintain overall finance requirements (e.g. source of funds, different agency spending authorities, documentation requirements, etc.)	PRIMARY	Director of Finance	143	505-860-5921
		ALTERNATE	Senior Accountant	332	505-360-8300

ROLE	RESPONSIBILITY	CONTACT PERSON TITLE	EXT.	NAME
<b>Teachers</b>	Every Emergency Management Team (EMT) member who is a classroom teacher must have a pre-designated alternate staff member to cover their class should the team be activated.	BOSC: Teachers	308	Allison Henry
		MacDonald Hall/Fitness: Teachers	312	Dave Riser
		Morgan Hall: Teachers	311	Paul Stewart
		Dodge Hall: Teachers	131	John Russell
		Portables: Teachers	323	Martha McCabe
		Gym: Athletic Secretary	304	Tamara Begaye
<b>Technology Coordinator</b>	Oversee the operations of technology to ensure connectivity. Identify communication issues.	Director of Technology	136	505-360-0094

### SECTION 3: PREVENTION AND PREPAREDNESS

Prevention refers to actions taken to reduce or eliminate the adverse effects of an emergency, such as conducting a school safety assessment that identifies significant areas that affect school safety.

Preparedness refers to the process of deciding what we will do in the event of an emergency before the emergency occurs. The goal is to develop good planning to facilitate a rapid, coordinated, and effective response to a crisis.

Campus assessments are conducted annually by the City of Farmington Police Department School Resource Officers and the City Fire Marshal and Fire Training Officer. NPS (Navajo Preparatory School) has a phone paging system and an intercom system in all classrooms and offices campus wide. All CIRT Team members are assigned radios with a dedicated emergency channel that the City Police Department can access to give emergency information. The emergency channel (#1) is a long-range channel with a repeater located on the roof of the gym complex that effectively reaches the entire city.

Many incidents can be *prevented* when staff members:

1. Communicate to students that they are highly valued, and assist in creating a warm, welcoming school environment, where there is at least one trusted adult.
2. Communicate high expectations and enforce rules consistently and fairly.
3. Encourage and permit, within appropriate venues, open discussion about problems, threats, security vulnerabilities, and potential solutions.
  - Encourage proper communication and training about the causes and the warning signs of different types of hazards.
  - Are motivated, skilled, and act when warning signs emerge.
  - Intervene when they see evidence of trouble, such as bullying, threats, child abuse, alcoholism, drug abuse, or suicidal tendencies.
    - Reinforce to students that they should report to adults the same signs of trouble and they could save lives by doing so.
4. Encourage students to use the Operation: Dine School Safety website if they have concerns about student or school safety issues they do not feel confident in approaching an adult with. <https://operationdineschoolsafety.com>
5. Upon referral of a student who appears to be on the pathway to violence, the Assessment and Care Team should be activated, following the protocols laid down in the ACT manual to ensure a positive outcome.

*Preparation* mitigates the harmful effects of emergencies. School staff should:

1. Study these procedures and know in advance how to respond to an emergency. Learn evacuation routes and destinations. Know the locations of phones, fire alarms, fire extinguishers, fire hoses, panic alarms, First Aid kits, CIRT bags, AED defibrillators, and emergency exits in advance.
2. Plan how you would call for help if you had an emergency in your area of the school and who you would send for assistance. Design mutual assistance protocols with nearby colleagues in advance.
3. Keep your cell phone charged and with you. Consider keeping an external power source and power cord on hand for emergencies.
4. An emergency kit has been provided to every classroom. Know its location and its use.
5. Consider learning basic First Aid and Self Defense techniques. Memorize names of staff members who are trained in First Aid.
6. Continuously train on emergency response and the actions crucial for each emergency response level. There's no such thing as being over-prepared.
7. Review the information on the Emergency Response Protocol cards, flip charts and posters.
8. Turn on and always carry your radio with you when at school. Do not leave it on and in the charging cradle; this will eventually destroy the battery.

## **SECTION 4: DETECTION AND COMMUNICATION**

This section provides a framework for communication protocols depending on available equipment, school layout, number of students and teachers, and other factors, such as failure of primary means of communication.

Examples of means of communication include Fire Alarms, Electronic Mail, Phone Text Messages, a Public Address, a Pre-recorded Message on a designated phone line, Ruvna, the School Website, School Radio, and Megaphones. Sometimes, information must be communicated through “Runners,” television radio announcements, or other media outlets. Radio frequencies will also be noted.

### **Detecting Internal Threats**

The most likely means through which school emergencies will come to the attention of the administration and emergency responders is through the quick action of alert staff members. Staff members are required to report any actual or potential emergency incidents. These include, but are not limited to, potential and actual:

- Child abuse incidents
- Electrical emergencies, including outages or exposed wiring.
- Demonstrations or disturbances
- Fire, explosions, smoke, or burning odors.
- Fights
- Fumes
- Hostage situations
- Medical emergencies
- A suspicious package no return address, strange odor, that leaks fluid has protruding wires, is excessive or poorly wrapped, has excessive postage, or seems suspicious.
- Substance abuse or alcohol abuse by students or staff
- Suspicious persons
- Theft, vandalism, or other crimes in progress
- Threats of bombs exploding, violence, and other incidents
- Suicide
- Water leaks
- Weapons on campus
- Accounting of Students

In crises requiring an immediate emergency response, staff members should call 911 and change radio to channel 4. In case of fire, the staff member who first detects the fire should pull the alarm. Radio communication should utilize plain speech rather than 10 codes.

Notifications should be made to the Head of School or, if absent, the Associate HOS for Academics and Operations (School Day) and Dean of Student Life (Evening School). Staff members should make the notifications without delay. It is better to report an incident that does not materialize into anything serious than to fail to say what becomes a full-blown emergency.

After an incident, staff members may be required to complete a detailed incident report listing when the incident began and ended, the date, who was involved, whether weapons were used, what occurred, who witnessed it, how the incident ended, and other information. If an unknown assailant is involved, witnesses may also be asked to describe him or her.

### **Detecting External Threats**

The Head of School, Associate HOS for Academics and Operations, and Dean of Student Life will monitor weather reports and impending hazardous or dangerous situations such as heavy snow. In regional or national situations, the news may be communicated through Educational Line Officers, Tribal Authorities, or local emergency responders.

### **School Command Communications**

As School Commander, the Head of School, the alternate and/or designee, has the responsibility to communicate to several different audiences including:

- All school occupants during an all-school alert
- Emergency responders and state and local agencies
- The Board of Trustees and BIE Chain of Command
- Parents, particularly in the case of injury or death of a student
- The local community
- The media

### **All School Occupants**

If the situation warrants it, the school Commander must activate specific alerts that apply to the entire school. When the Head of School is unavailable, these decisions will be made by either the Associate HOS for Academics and Operations (during the school day), the Division Director of Student Life and Wellness or the Dean of Student Life (during after-school and night hours), who will act as the School Commander in the Head of School's place. If neither is available, the chain of command includes School Commander alternates: Facilities Manager and Safety and EMS Coordinator. If time permits, these decisions will be made in conjunction with emergency responders and security and facilities staff members.

### **Communication Protocol**

Types of all-school alerts are described in the following.



## **SHELTER IN PLACE**

The command Shelter in Place is used to isolate students, faculty, and staff from external environmental threats. (weather, hazmat hazards, wildlife threats) Once the command is issued, teachers and staff should initiate the following actions:

- Get inside.
- Switch radio to Channel 4
- All students are physically supervised during a shelter-in-place.
- Complete Ruvna.
- No one is allowed in or out of the building.
- Students and staff are allowed to have organized and supervised restroom breaks, medical attention, food, and water if necessary.
- Students are allowed to continue their studies in a supervised classroom that is locked and secure.
- Close the gate; campus closed; no entry or exit.
- No student checkouts will be permitted during a Shelter in Place.
- During mealtimes:
- Students are brought inside, and the dining facility exterior doors should be secured, but normal food service may continue. No students leave the dining facility. Students and staff are accounted for by the on-duty staff in the kitchen using Ruvna. If the status changes to a lockdown, staff are to supervise students moving to the upstairs classrooms in the BOSC by utilizing the stairs located at the north end of the dining room.

### **Students Response:**

- Return inside.
- Business as usual

### **Staff Response:**

- Bring everyone indoors.
- Lock outside classroom doors
- Increase situational awareness.
- Business as usual
- Take attendance through Ruvna
- No one in or out unescorted

The following are Shelter In Place protocols:

CIRT will assemble in a location designated by the School Commander

- Site Coordinator initiates correspondence with staff and waits on reports to evaluate the situation.
- Utilize email for communication (or radio if important information needs to be shared immediately)
- Close all windows and exterior doors. Bring everyone into the room. Shut the door. Write down the names of everyone in the room on the CAN Emergency Report if Ruvna is unavailable. A designated emergency contact person will contact for report, if necessary.
- Site Coordinator assigns staff to sweep the grounds and interior of buildings for students, staff and visitors as necessary.

- If there is a danger of hazardous weather, such as strong winds, close the window shades, blinds, and curtains to prevent injury from flying glass.
- Listen for an official announcement from school officials via the public address system and stay in place until you are told all is safe or you are told to evacuate. Local officials may call for evacuations in specific areas at greatest risk in your community.
- Be prepared to move into another status, such as a lockdown or evacuation.
- Use Ruvna to keep accountability of who is with you and provide the following information:
  - Who is with you? Where is your location? Status of well-being of individual?

## LOCKDOWN

A lockdown is initiated once a dangerous person or situation is near or on the campus as determined by the site commander and/or directed by the Farmington Police Department or Dispatch or other competent authority. Students and staff should take the following actions during a Lockdown:

The All-School alerts will be communicated by designated staff using the following script:

THIS IS NOT A DRILL. THIS IS THE (NAME) SPEAKING. WE ARE IN A LOCKDOWN.. IF YOU ARE OUTSIDE OR IN THE HALLWAY OR PARKING LOT, PLEASE MOVE CALMLY AND QUICKLY TO A SAFE LOCATION WHERE AN ADULT IS PRESENT. REMAIN THERE UNTIL NOTIFIED TO DO OTHERWISE. (PAUSE HERE TO MAKE SURE EVERYONE IS SETTLED AND LISTENING.) PLEASE TURN YOUR RADIOS TO CHANNEL 4. LOCK THE DOOR. STAFF, RUVNA HAS BEEN ACTIVATED; PLEASE UPDATE YOUR ROSTERS TO INCLUDE STAFF, STUDENTS, OR GUESTS. WE WILL PROVIDE UPDATES AS NECESSARY.”

- Stop Teaching! Turn Radio to Channel 4.
- Lock classroom door.
- Turn lights off.
- Cover windows and doors/pull shades.
- Stay out of sight, hide, or get down.
- Remain quiet/cell phones on vibrate.
- Listen for further instructions.
- No one comes in or out.
- **Do not answer door for anyone.**
- Do not respond to bells or fire alarms.
- Be prepared to evacuate.
- Take accountability of students & staff, through RUVNA
- Complete & Send Emergency Report

In some cases, such as when an armed individual is actively shooting in the hallway, students may be able to exit through a window. YOU NEED TO SET UP YOUR BARRIERS AND COVER THE STRONG POINTS OF THE ROOM. Consider this a possible strategy if the assailant is inside the building, if the windows are far from the nearest exit that the assailant may take, if the windows are large enough to pass students through them, and if others are available to protect the students once they are outside. Be prepared to run, hide, and fight.

Do NOT leave your room unless the door is unlocked from the outside, AND a member of the CIRT/admin or law enforcement is present to escort you and your students out.

- Unassigned teachers should ensure that students in hallways are placed in classrooms immediately. Staff members should check restrooms and other areas where students may be found.
- Use Ruvna to keep accountability of who is with you and provide the following information:
  - Who is with you?
  - Where is your location?

- Status of wellbeing of individuals.
- If Ruvna is unavailable, follow the procedure listed below.
- Pass an attendance roster around the room and then prepare a list of missing and extra students. Ensure that you take this list with you when directed to leave the classroom or share the roster with attendance coordinators through 1. email, 2. radio, and 3. phone calls. The roster must be reported within 30 minutes. You will be contacted if you do not provide a roster within the period. The roster report should provide the following.
  - Who is with you?
  - Where is your location?
  - Is there anyone missing, and if so, where is their location?
  - Status of wellbeing.

If Law Enforcement Officers (LEO) opens an office or room; students and staff should leave all belongings behind, and obey all commands without question,

### **BOMB THREAT OR SUSPICIOUS PACKAGE**

Code EVACUATION is initiated when the school receives a bomb threat. A staff member can also initiate a bomb threat to discover a suspicious package or possible explosive device. Students and staff should take the following actions during a bomb threat:

- Notify the office or contact security immediately. The School Commander will contact the Local Police Agency to investigate the threat.
- Do not handle any suspicious items.
- Shelter in place until advised to evacuate or relocate.
- Inspect the immediate area for suspicious items (CIRT Team trained to do this)
- Shelter in place until advised to evacuate or an all-clear signal is received.
- If a threat is made by phone, gather as much information as possible and listen to details.
- If possible, look for caller-ID for the phone number.
- Sound of voice, male or female, possible age range.
- Do they give details of a specific location?
- Is there a specific target?
- Time when they called, and the length of the phone call.
- Provide this information to local authorities.

Security Officer Actions upon Receipt of a bomb threat:

- Do not transmit on the radio within 300 feet of a suspicious package.
- Do not handle or move any suspicious package.
- Retrieve emergency equipment if able to do so safely.
- Move to a secure location and advise CIRT of the site by telephone.

Some indicators of suspicious packages are as follows:

- Mailed from a foreign country.

- Excessive postage
- Rigid or bulky
- Restrictive markings
- No return addresses
- Strange odor
- Lopsided or protruding item
- Oily stains, discolorations, or crystallization on wrapping

If a determination has been made that the package is suspicious:

- Do not open, shake, or empty the contents.
- Report the incident to the Associate Head of School Academics and Operations who ~~may~~ will
- call 911. The dispatcher should be told what you have discovered and what steps you have already taken.
- Keep others away from the package or letter. The Associate Head of School Academics and Operations or designee will keep the package secure.
- Wash your hands with soap and warm water for one full minute or more. Wash your face and then blow your nose. Everyone who handles the mail should do the same.
- Be prepared to meet with law enforcement or emergency personnel.
- List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to the police for follow-up investigation and advice. Make a note of who delivered the package to the school.

If the letter or package is leaking powder, use the following precautions:

- Do not try to clean up the powder. Cover the spilled contents immediately with a plastic bag, using the bag like a sheet of plastic. Do not remove this cover.
- Leave the room, close the door or section off the area, and stand by to prevent others from entering.
- Remain by the sealed area to meet with law enforcement or emergency personnel. Follow their advice concerning personal clean-up.
- The U.S. Post Office has developed the following poster describing the warning signs of potentially contaminated mail. It is available at <https://about.usps.com/posters/pos84.pdf>



## **SECTION 5: EVACUATION**

An evacuation is an orderly withdrawal to a designated safety area. Teachers and staff will initiate the following actions upon the initiation of an evacuation:

- Verify the location of the evacuation point.
- All persons leave the facilities by moving along assigned routes to the primary evacuation area.
- Remain calm and try to keep students calm.
- Close all doors, but **DO NOT LOCK**.
- Account for students and staff upon reaching the evacuation point.

Security officer actions upon an Evacuation

- Monitor radio for instructions from CIRT.
- Retrieve emergency equipment if able to do so safely.
- Move to the primary evacuation point.
- Search the evacuation location for potential threats or suspicious individuals.
- Communicate with CIRT the status of the primary evacuation.

If you are a Teacher or Residential Advisor:

- Take your class/dorm list with you and immediately take attendance. Ensure your classroom/dorm is empty before leaving. Turn off the light and close the door.
- If time permits, take personal possessions such as keys, wallets, or your purse.
- Take the emergency kit as well.
- If time permits, secure all sensitive or classified documents. Do not jeopardize the safety of yourself or your students, however, in situations such as fires that pose imminent danger.
- Close doors behind you but leave them open. A routine check of the floors will be done to ensure they are empty.
- Report to the assigned assembly areas indicated below. Take attendance every time your students move to a new location. Report missing children immediately.
- Follow the instructions of emergency evacuation personnel. This is especially important when you are outside the building.
- Stay out of the way of emergency vehicles.
- Do not use the elevator.

### **Off-Campus Evacuations**

- In the event of a need to evacuate off campus, the San Juan County Emergency Manager, Mike Mestas, 505-320-8656, should be contacted ASAP and most certainly **BEFORE** leaving. He has the capability to organize all resources needed to facilitate the evacuation and reunification of students if needed.
- On-Campus Meeting Point / Departure – Football Field will use GATE #4 as an exit.
- Off-campus evacuations will require licensed bus drivers if time allows. If imminent danger at the school campus requires immediate transport duty, bus drivers and any available staff familiar with bus driving will be utilized.
- Alternate staff drivers in case of “Imminent Danger Evacuation”: Any Bus Drivers on duty and identify staff to serve as alternates.
- Bus keys will be distributed by Operations staff at the Facilities Building.
- Teachers and staff will assist with chaperoning on buses.

- Proposed off-campus reunification points are:
  - **San Juan County McGee Park**, located at 41 Rd 5568, Farmington, NM (New Mexico) 87401, approximately 9 miles Southeast of the Campus
  - **NM Army National Guard Facility**, located at 1101 West Navajo St, just north of the campus at the Farmington Airport

### **Phone Contacts**

- 505-320-8656/505-334-4714 Mike Mestas, San Juan County Emergency Manager
- Army National Guard Facility 505-205-4183 1SG Sheehan
- 505-325-5415 San Juan County McGee Park

### **MEDIA**

#### **Respond to the Media Quickly and Fairly**

The media provides a way for the school to get its message to the public. The media will also shape public opinion about how the school responds to the crisis. Therefore, it is vital to cooperate with the media, to be sensitive to media deadlines, and to provide all reporters with the same information.

#### **Keep Track of Media Calls and Requests**

The spokesperson should keep a list of all the reporters they talk to. This will enable the Public Affairs Office to look for news clippings and to evaluate later how the crisis was handled.

#### **Emergency Responders**

After 911 is called, the school Commander is responsible for communicating with the hierarchy of the emergency response team. Local emergency responders have been trained on NPS Campus access.





## **EVACUATION POSTS**

- Football Field Gate #4

### **Off Site Emergency Shelter**

This is where school occupants will be relocated if an emergency incident prevents them from staying on the campus. Reunification with parents/legal guardians will be conducted.

- San Juan County McGee Park, 41 Rd 5568. (Contact San Juan County Emergency Manager, Mike Mestas)
- Alternative location: National Guard Armory, 1101 West Navajo (Airport)  
505-205-4183 1SG Sheehan

### **Off Site Command Post**

Off-site location from which the school oversees operations.

- San Juan County McGee Park, 41 Rd 5568. (Contact San Juan Emergency Management)
- National Guard Armory, 1101 West Navajo (Airport)

### **On Site Command Posts**

This is the on-site location from which the school Commander oversees all operations.

- Operations Office Portable West of Eagle's Nest
- Edison J. Wauneka Leadership Building
- Technology Office (alternate site)

On site Reunification Location

- Eagle's Nest (see reunification plan)

### **Staging Area For Emergency Response Equipment**

Fire trucks and ambulances will enter at Gate #3 and be stationed next to the Facilities Building while not actively responding to the emergency. The alternative staging area will be the Wauneka Building parking lot location.

#### **All Clear**

All clear notifies the school that the danger has been resolved and removed from the vicinity. In most cases, the school will resume normal operations.

#### **Dismissal**

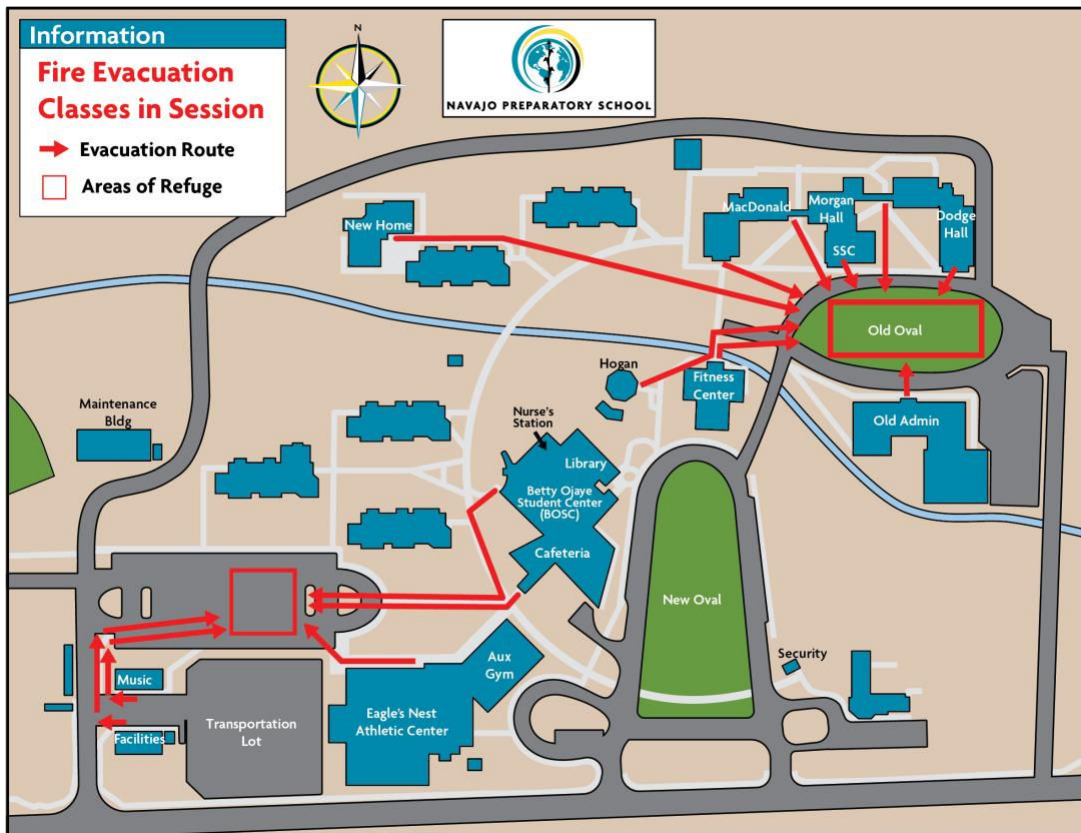
Some weather or emergencies, including a terrorist incident, may cause management to dismiss the school (staff and students), advise them that they may leave or stay on campus at their discretion.

Signal or Means of Communication: handheld radio, school website, public & social media, Ruvna, and School Messenger System through cell phones.

## Fire Drill

Fire drill practice is the primary evacuation method. The NPS fire alarm system is connected to the NCI Alarm Monitoring Company, which then dispatches the Farmington Fire Department. Call the alarm dispatch center at 1-800-468-4640 (Default Passcode: 3702) and the fire dispatch at 505-334-6622 before conducting a fire drill. Failure to do so may result in sending the Fire Department on a false call. Call 911 in the event of an actual or suspected fire.

- Fire drills should be conducted once a week during the first month of the school year and once a month after that.
- Drills should be conducted at different times of the day.
- Do not use elevators to evacuate.
- Fire Drill Reports must be sent to Facilities and Operations after each Drill.
- Two obstructed drills should be conducted each year. Close or block exits so students can seek alternative routes from the buildings. The Director of Safety and Emergency Response will complete the "School Fire Drill Report" and forward copies to the Administrative Team. As required, the Director of Safety and Emergency Response will distribute the record to the appropriate fire departments and BIE Compliance Officers.
- Two fire evacuation points have been identified, one in the old oval area south of Dodge Hall and one in the gym parking lot for music and operations.
  - As shown on the attached map, all staff and students will assemble by building designation points. Students must stay assembled respective of their class with faculty members.
  - Each building will have a designated team captain with a radio. These personnel will be assigned at the beginning of each school year. Delegated personnel are listed following the evacuation map. Team captains will be responsible for overseeing the reporting of student and staff accountability using Ruvna. In the event of Ruvna being unavailable, they should be prepared to account for students using pen and paper, then reporting same via the radio. The building captain should be looking for any staff member, such as a substitute teacher who is struggling to account for students and render assistance as necessary. The music teacher will wait to be called on the radio for her/his count. The Associate Head of School Academics and Operations will relay the student and staff count to the Facility Manager via radio. All clear will be announced when the Associate Head of School Academics and Operations Associate HOS for Academics and Operations has accounted for all students and staff.



## School Year 2024-2025 Building Responsibilities

### MacDonald Hall/Fitness

- Captain – Dave Riser, Co-Captain Team - Lesley Tohtsoni

### Morgan Hall

- Captain - Paul Stewart, Co-Captain - Sabrina Gutierrez

### Dodge Hall

- Captain - John Russell, Co-Captain - Myrna Mendoza

### Betty Ojaye Student Center

- Captain - Allison Henry, Co-Captain - Kevin Keeley

### Kitchen Staff

- Captain - Victor Alvarez, Co-Captain - Ryan Yee

### Eagles Nest

- Captain – Tamara Begaye

### Music Portable

- Captain – Martha McCabe

### Operations

- CIRT Team – Facility Office Manager

## **Fire Alarm**

Conducting school with an inoperative fire alarm is illegal per BIE. The City Fire Marshal will allow enforcement of the roving Fire Watch.

### **Procedures**

- All Personnel should evacuate. Assigned personnel should see that all restrooms and non-classrooms are evacuated.
- Close doors and windows upon leaving if time allows.
- Do not reenter a building to retrieve possessions.
- Order and control are more important than a hasty evacuation.
- Attendance is taken in RUVNA
- If there are unaccounted absences; note their absence in RUVNA.
- Students on the grounds should go to their previously designated area and assume regular fire discipline.
- Enter the building after attendance has been taken and after the "all clear" has been given. The "all clear" will be provided by radio to all CIRT team members present, who will instruct students and staff to return to classes.
- Schools with special education students should follow instructions in the Evacuation Guide for Persons with Disabilities.

## **INCLEMENT WEATHER**

The decision to implement an abbreviated day schedule requires coordinated efforts in several areas. State, Navajo Nation, county, and city street departments may be contacted for reports on road conditions. Information from the school bus coordinator will be obtained before a decision is made to implement a change in schedule due to inclement weather.

A report on road conditions and school buses' ability to safely transport students to and from school will determine a final decision to implement an inclement weather day schedule for Navajo Preparatory School. This may result in an abbreviated schedule, early dismissal, or school cancellation.

### **Abbreviated Day**

KOBTV and KOAT are New Mexico's School Closing Authority and will report school delays or closures on behalf of the school. Closures will also be reported on the school mobile app and on social media.

The abbreviated day schedule is a shortened school day that begins **TWO HOURS LATER** than the regular schedule but ends at the regular time. The abbreviated day schedule for NPS will be 10:00 a.m. to 3:20 p.m. To ensure travel safety, a two-hour delay is an option for staff.

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions that would endanger the safety of students and school employees to work. All site-to-site (e.g., San Juan College and field/educational trips) bus transportation will be canceled or amended on an abbreviated day.

The reporting time for all employees will be delayed up to a maximum of two hours on an abbreviated day schedule. Administrators, maintenance, and custodial personnel are expected to report as near their normal starting time to prepare the building for the school day.

The Associate HOS for Academics and Operations is responsible for determining the adjustment of classes necessary to accommodate the abbreviated day schedule. Associate HOS for Academics and Operations is also responsible for clarifying the exact beginning and dismissal time for his/her school to the school community.

The news media will announce the decision to institute an abbreviated schedule no later than 6:00 a.m. The Associate HOS for Academics and Operations must also contact the Dean of Student Life with the school's cancellation to notify Residential Advisors.

### **Cancellation of School**

Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen, making it necessary to close the schools. This announcement will be made no later than 8:00 a.m. All students, parents, and employees are encouraged to listen to the radio, school messenger, or watch television for announcements concerning changes to the school schedule. Once the Head of School has canceled, the cancellation shall include all extracurricular activities, including athletic practices.

Teachers will remain for thirty minutes after students are released for dismissal to assist with accounting for students. The Division Director of Student Life and Wellness or Dean of Student Life may require that staff remain longer if needed.

### **Parents and School Community**

The School Commander and the administrative staff will communicate with parents and the NPS community through:

#### **School Phone**

- (505) 326-6571, Ext. 110

#### **Public Media Communication**

- Television Stations
  - KOBF TV 12 (505-326-1141)
  - KOAT TV (505-326-4883)

#### **Web Site**

- [www.navajoprep.com](http://www.navajoprep.com)
- Announcements will be posted on the NPS website; however, refer to the Public Media Communication System for weather and emergency notices.

#### **School Messenger System**

- SchoolMessenger alert system will be used to send emails, phone calls, and/or texts. Messages will be sent by Head of School, Associate Head of School for Academics and Operations, or Associate Head of School for Advancement and Outreach.

## Mobile Application

- The NPS mobile app will be used to send alerts and notifications. Messages will be sent by Head of School, Associate Head of School for Academics and Operations, or Associate Head of School for Advancement and Outreach.

## Social Media

- Social media will be used to alerts and notifications. Messages will be sent by Head of School, Associate Head of School for Academics and Operations, or Associate Head of School for Advancement and Outreach.

## Emergency Responder Contacts

<b>All Emergencies</b>	911	Medical, Police, Fire, Hazardous Materials	
<b>Hospital</b>	505-325-5011	San Juan Regional Hospital	
<b>Navajo Police</b>	505-638-1350 or 1351	Shiprock Police Dept	
<b>San Juan County</b>	505-325-7547	State Police	
<b>San Juan County</b>	505-334-6107	Sheriff	
<b>San Juan County</b>	505-334-6622	Non-Emergency Dispatch	
<b>Poison Control</b>	1-800-222-1222		
<b>Suicide Prevention &amp; Crisis</b>	988		
<b>Child Abuse &amp; Neglect</b>	1-800-797-3260	Child Abuse & Neglect	
<b>Child Haven</b>	505-325-5358		
<b>San Juan County Emergency Management</b>	505-320-8656	Mike Mestas	mmestas@sjcounty.net
<b>Navajo Nation Emergency Management</b>	928-871-6892 928-871-7569		
<b>Farmington Police Dept Liaison Officers</b>	505-521-0950 505-486-2685	Sgt. Martin Olsen Lt. Jesse Griggs	molsen@farmingtonnm.gov jgriggs@farmingtonnm.gov
<b>Federal Bureau of Investigation</b>	505-224-2000	FBI - Albuquerque	

<b>Chemical National Response Center</b>	1-800-424-8802	Report Toxic Chemical & Oil Spills	
<b>BIE SCAN</b>	505-563-5290	Michelle Begay	bie_scan_reports@bie.edu

**BIE Chain of Command**

The School Commander or Head of School is required to report to the BIE Chain of Command, beginning with the Officer, incidents in which Shiprock, Window Rock, Crownpoint, Albuquerque, and ERC (Education Resource Center).

- an occupant of the school is seriously injured and/or hospitalized.
- a school occupant is killed.
- a staff member is arrested for any cause or implicated in an injury or death on-site or off site.
- school operations are interrupted.
- media attention has been called to the incident.
- there is a significant potential for injury or death.
- there is a potential for school operations to be interrupted or
- a criminal investigation is underway.

This list is not all-inclusive, and sound judgment should be used to determine what is appropriate for reporting.

Office	Name	Title	Office Phone	Cell Phone
<b>Educational Line Office</b>	Dr. Rena Yazzie, Education Program Administrator Rena.Yazzie@Bie.edu	Shiprock ERC Officer	505-368-3403	
<b>Line Office Additional Names</b>	Rachel Yonnie		928-348-4231	
<b>Facilities Management/Safety Manager</b>	Savanah Six	BIE Safety Officer	928-871-5930	

## **SECTION 6: INCIDENT SPECIFIC PROTOCOLS**

The following protocols are relevant to specific types of emergencies. General principles described in previous sections also apply.

### **Fire and Explosions Prevention**

Many fires can be prevented by adopting simple measures as follows:

- Do not smoke or use candles in the building.
- Be alert for frayed electrical cords or located too close to papers or draperies. Hazards should be reported to the Facility & Operations Manager.
- Because of the high heat they generate, halogen lights can become a fire hazard and should be used cautiously. Electronic equipment should be connected to surge protectors to prevent the overloading of circuits and fires in the sockets.
- Use coffee pots only in designated places. Ensure that electrical appliances outside of radios, are unplugged at night.
- Use open flames in science laboratories only with extreme caution. A staff member must monitor the science experiment at all times.
- Store flammable materials in appropriate containers. If you see improperly stored chemicals, please contact Facilities Manager.
- Limit the use of extension cords, which can lead to overloading the electrical system.
- Keep hallways and stairwells free of debris.

### **Preparation**

The following preparations should be taken to mitigate the damaging effects should a fire occur:

- Create an emergency kit and include duct tape.
- Become familiar with how to operate each of the three types of fire extinguishers and be able to determine which is most appropriate for your situation. Using an inappropriate fire extinguisher may injure the user and intensify the fire. Because of their limited capacity, extinguishers should be used only on small fires.
- Become familiar with the school's fire safety features and learn the locations of:
  - Fire alarms
  - Every exit, including those designated exclusively as exits in the event of a fire.
  - Fire Extinguishers

### **Response**

- In the event of a fire, pull the nearest fire alarm and call 911 if phones are available.
- Report burning odors or smoke.
- Follow the evacuation procedures. Ensure all students in your care have been evacuated. Turn off the lights and close your classroom door when you leave. If it is dark, have your flashlight ready.
- Before opening any door during a fire, feel the door first at the bottom and then work your hand up the door to see if it is hot. A hot door means there may be fire on the other side. Try to get out another way.



- If trapped inside, seal the sides, bottom, and top of the door with wet towels or duct tape to prevent smoke fumes from entering the room. Smoke inhalation and toxic fumes kill more people in fires than flames.
- Stay low to the floor when escaping flames.
- A small fire extinguisher lasts for only a few seconds. Therefore, fire extinguishers should be used only on small fires. To operate an extinguisher, pull the pin, stand six to eight feet away, and direct the extinguisher toward the *bottom* of the fire, sweeping from side to side. Pointing the extinguisher at the top of the fire may spread the fire.
- Never stand between the fire and an exit.
- Fire-rated doors are intended to contain fires. They should be kept closed during a fire.
- Do not use elevators.
- If possible, maintenance staff should immediately shut off the gas to the area.
- Once outside, stand in the pre-designated evacuation posts, at least 100 feet from the building and out of the pathway of fire trucks, police, and paramedics.

### **Explosions**

- If an explosion occurs, instruct students to avoid windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Depending on the circumstance, be prepared for possible further explosions.
- Watch for falling objects.
- When it appears safe, exit the building, and follow the fire alarm and evacuation procedures.

### **Bomb Threats**

If you receive a bomb threat, attempt to get as much information as possible and engage the caller in conversation. If the phone has a Caller ID, note the telephone number on the display.

Calmly ask the caller to repeat what he or she said. Be prepared to characterize the caller's voice and any background noises. Write down as many words of the conversation as possible. Ask such questions as:

- Where is it?
- What kind of bomb is it?
- When is it going to explode?
- What does it look like?
- What is the detonation device?
- Did you place the bomb?
- Why?
- Who is it that you don't like?
- Why?
- After the caller hangs up, contact a supervisor. Police should immediately be called to determine whether it is appropriate to evacuate the building.

The above list will be provided as a form document and kept at the main office reception phone in the Edison J. Wauneka Leadership Building or BOSC.

Attempt to characterize the caller's voice and to identify background noise. After the call, write down as many of the caller's words as you can remember. Record the sex of the caller, the possible age of the caller, any identifiable accent, the length of the call, and the exact time. Recall whether you heard background sounds, such as street noises, children, voices, a Public Address system, music, factory machinery, static, and other sounds.

Clerical staff should keep bomb threat procedures at their desks.

If you find a suspicious object, do not touch it. Move people away from the object. Do not use portable radio equipment or cell phones because they could cause detonation. Call 911 and follow police instructions precisely. Contact the administrator and ensure that the area remains evacuated. Be prepared to describe the object's exact location for the bomb and/or arson squad.

### **Medical Emergencies**

In preparing for a medical emergency, list emergency contacts and special medical needs with Human Resources. This should be updated at least once a year and will be shared with the School Based Health Center Personnel to ensure proper medical interventions. This information will be kept confidential and shared solely with designated personnel, including the Human Resources department and the School Based Health Center Personnel. It will be used strictly for emergency purposes.

School Based Health Center Personnel and Residential Advisors will have access to student's information via their Electronic Health Record (EHR) This information must be secured in accordance with the Family Educational Rights and Privacy Act, described at

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Staff members should know the nearest First Aid kit and what staff members have been trained in First Aid. All CIRT Team members are First Aid certified every two years. All CIRT Team members must carry radios tuned to channel #1 when on campus. CIRT Team radio checks are conducted every day in the AM and PM. All Residential Advisors must carry and monitor dorm-assigned radios on channel #1.

### **AED is located:**

- BOSC - Near Front Entrance
- Football Field Press Box
- Eagles Nest - Near A123 (Laundry Room)
- Facilities - Near Women Staff Restroom
- Fitness Center - Weight Room
- MacDonald Hall - 2nd Level (Front Entrance)
- Dodge Hall – 2nd Level (Front Entrance)
- Wauneka - Inside Staff Lounge
- Arthur Hall - Kitchen
- Manuelito Hall - Kitchen
- Bates Hall - Kitchen
- Zah Hall - Kitchen
- Garrett Hall – Kitchen

### **First Aid Kits are located:**

- Edison J. Wauneka Leadership Building Rm 109 Storage Room
- Security Shack
- Betty O'Jaye Student Center Front Office
- Betty O'Jaye Student Center Nurse Office
- Betty O'Jaye Student Center Kitchen
- Morgan Hall Room 153, Morgan Kitchen
- Zah Hall
- Garrett Hall

- Manuelito Hall
- Arthur Hall
- Bates Hall
- Eagles Nest Steps near Athletic Directors Office
- Operations Portable
- Maintenance Shop East Bay

**CIRT Team “Go-Bags” are located:**

- BOSC - Inside Front Office
- BOSC - SBHC Exam Room F144A/Inside Cabinet
- Eagles Nest - Inside Office A118
- Security - Main Gate
- Wauneka - Staff Lounge/Under Sink Cabinet
- MacDonald Hall - Recreation Room/Top of Metal Cabinet
- Dodge Hall - 2nd Level (Executive Assistant to the Head of School)
- MacDonald Hall - 2nd Level (Main Entrance)
- Facilities - Under Desk of Facility Office Coordinator

**Items contained in the CIRT “Go-Bags”, inventoried every semester. (by security team personnel)**

**(CIRT bags shall be taken during evacuation, CIRT Bags include;)**

- Student information / medical binder
- COOP Plan Binder
- Staff phone list and emergency contact numbers list
- First Aid kit
- First Alert Portable NOAA radio (AM/ FM) battery operated with spare batteries.
- Flashlight with spare batteries
- Fluorescent safety vest
- Whistle
- Trash bags
- Protective gloves
- Notebook with pencils and pens
- Caution tape
- Duct tape
- Dust masks
- Campus Utility Maps (also posted on bulletin boards in Operations Office)



## Animal Attack

Staff should:

- Call 911 if a student has been injured by an animal.
- If the animal is outside the school building, request the administration to issue a shelter-in-place alert, but otherwise continue operations as normal.
- Use a bullhorn or throw objects such as rocks at the animal to frighten it.
- If the animal enters a classroom, evacuate the classroom, and move to another part of the building and close the door. Attempt to isolate the animal in a classroom. The Associate HOS for Academics and Operations or Safety and EMS Coordinator will contact the appropriate agency to deal with the animal.
- Ask the Administration to contact the parent or guardian of any student physically harmed or emotionally distraught.
  - Inform security of your location to direct paramedics to the injured victim or ensure that someone else does so.
- Administer basic First Aid, as needed, until experienced personnel arrive. If a person has been bitten or suspected to have been bitten by an animal commonly known to carry rabies, such as a raccoon, skunk, bat, or fox or domestic animal, including a cat or dog, that person should be immediately given the rabies post exposure vaccination. Do not wait; rabies is a fatal disease and by the time symptoms appear, it is usually too late to prevent the person from dying. The risk is particularly high from bats as it is often difficult to determine if a person has been bitten.
- Do not move the victim unless he or she is in immediate danger from a building collapse or another imminent threat.
- Secure and clear the scene, redirect bystanders to another location if during a class designate a student or staff member to oversee students who are not injured.
- Reassure the victim that help is on the way.
- After the situation is stabilized and the victim is receiving care, arrange for parental notification through the main office or, in the case of a staff member, the emergency contact. This should be done as quickly as possible under the circumstances. In notifying parents, staff should remain calm and be knowledgeable about where the student has been transported. **NPS HAS AN ESTABLISHED NOTIFICATION THROUGH THE ACCIDENT INJURY REPORTING FORM THAT MUST BE FILLED OUT BY REPORTING STAFF MEMBER**
- Complete a detailed incident report. In the case of vehicle accidents, fill out an accident report and provide it to the police.
- Incident Commander is responsible for notifying the BIE Chain of Command as quickly as possible after the incident occurs. Involved staff members should be available to describe the incident in detail.

Animal Control Guidelines:

Dogs, cats, skunks and single bats: Farmington Police Animal Control - 505-334-6622

Any game animals (deer, elk, mountain lion, bears etc.) NM Game and Fish – 575-447-8019

Any Federally protected species; (raptors, migratory birds etc.) US Fish & Wildlife Service - 505-346-2525

Any other pest species such as raccoons, ground squirrels, multiple infestations of bats, snakes, etc. Plunkett's Pest Control - (505) 605-5306

## **Protocols for Major Accidents**

Major accidents, including building and vehicle accidents, are as follows:

- Call 911
- Administer basic First Aid, as needed, until experienced personnel arrive.
- Arrange for parental notification through the main office. Except under extreme circumstances, do not administer any medications without parental authorization. Ask the student if he or she is allergic to any medications.
- Parental notification procedures are detailed on the NPS Accident/Injury Reporting Form.
- Complete a detailed incident report on the NPS Accident/Injury Reporting Form.

## **Chemical or Hazardous Materials Spills**

Protocols for chemical or hazardous materials spills are as follows:

- Maintenance staff should shut down all heating, ventilation, and air conditioning systems to prevent the dispersal of hazardous chemicals throughout the building.
- Unless the hazard is most intense inside the school, a shelter-in-place order will be given.
- Staff members should close and secure all doors and windows.
- Depending on the severity of the incident, staff should use duct tape and plastic sheeting from their emergency kits to seal all cracks around the door(s) and any vents into the room.
- Once notified, the Associate Head of School Academics and Operations will notify 911, the OIEP Chain of Command, and the state hazardous materials team. Further instructions can be obtained from the state team.
- Staff members who know what the material or chemical is should report that information to the Associate Head of School Academics and Operations if it is not otherwise known.
- If a staff member or student shows obvious symptoms of exposure to a contaminant, staff members on hand should implement basic decontamination procedures. The affected individuals should be separated and washed with soap and water. If possible, they should shower and be given alternative clothing. The exposed clothing will be put in plastic bags. Removing a contaminated person's clothing effectively removes in excess of 80 percent of contaminated from the person, reducing the chance that the person will suffer pain and serious injury.
- Once the contamination/hazard has passed, public safety officials will evaluate the situation. At that time, they will either give the school clearance to resume safe and normal operations or request that the school be evacuated for cleanup operations. In the case of an evacuation, students will be safely transported by bus to the following locations: San Juan County McGee Park, or the Farmington 226<sup>th</sup> MP National Guard Armory.

## **Death of Student or Staff Member**

The death of a student or staff member is a traumatic event. While normal communication protocols should be followed, additional steps will be required to address the trauma of the event.

- Assemble a support team consisting of counselors, psychologists, and other mental health professionals; refer to the Crisis Response Team folder.
- HOS will identify individuals who will take on key roles in communication and support, such as spokespersons and liaisons with the family.
- Communicate the news to staff members as soon as possible, using a clear and empathetic message.
- Provide guidance on how to discuss the situation with students and address their immediate concerns.
- Gather students in an appropriate setting and communicate the news in a sensitive manner.
- Encourage students to express their feelings and offer support through counseling services.
- Provide grief counseling services for students and staff.
- HOS will determine if media notification is necessary, ensuring that it respects the privacy of the family and communicates the facts accurately.
- Designate a spokesperson to handle media inquiries and limit the release of information to what has been approved by the family.
- Work with the family to determine appropriate ways to memorialize the student or staff member within the school or organizational community.
- Encourage students and staff to share their memories and tributes in a respectful manner.
- Continue to provide ongoing support through counseling services, support groups, and other resources.
- Monitor the well-being of students and staff in the aftermath of the event and adjust support services as needed.

## **Epidemics/Pandemic (See Appendix A)**

Although rare, epidemics can cause extreme damage and disruption. Massive government efforts are underway to prepare for epidemics or pandemics. Extensive instructions on how to react during such a time are available.

School Based Health takes the lead for epidemic events. Therefore, if you receive information of a potential or actual outbreak in your area, consult government web sites devoted to providing guidance under such conditions. Examples include:

- <https://www.cdc.gov/outbreaks/>
- <https://www.nmhealth.org/about/erd/ideb/ids/>

If an outbreak does occur, Navajo Preparatory School will issue additional guidelines. As standard practice the following health protocols are followed to reduce the risk of disease and infection.

These include:

- Promote effective hand hygiene and encourage frequent hand washing.
  - Before, during, and after preparing food.
  - Before and after eating food
  - Before and after caring for someone at home who is sick with vomiting or diarrhea
  - Before and after treating a cut or wound
  - After using the toilet

- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage
- Use hand sanitizer when you can't use soap and water.
- Encourage all to cough and in their elbows or into a tissue.
- Encourage all to stay home if anyone has a fever, vomiting, or other cold like symptoms such as sore throat, runny nose, sneezing.
- Ensure all areas are well ventilated.
- Clean and disinfect commonly used areas.
- Promotion of vaccinations for students and staff.
- Keep your distance from any wild animals.

### **Food Contamination**

Protocols for food contamination are as follows:

- If a clear pattern of illness occurs that indicates food poisoning, staff members should notify the Associate HOS for Academics and Operations immediately, who will in turn call 911.
- The Associate HOS for Academics and Operations and staff should interview the people reporting the illness. If more than one student is ill, each should be interviewed separately and any common elements in their stories should be considered. Questions include:
  - What symptoms do you have?
  - When did you start feeling ill?
  - What did you eat and drink today? Where did you get the food?
- If there is a possible source of illness within the school, all food services should be stopped immediately. The San Juan County Health Department and the New Mexico Department of Health should be notified immediately. The food service area should be cleared of all people and secured. All food handlers must remain on site to await the arrival of health personnel. All food possibly containing a food-borne illness must be isolated in a refrigerated area.

### **Other**

It is important to report to the School Nurse, Associate Head of School Academics & Operations, or Division Director of Student Life and Wellness, immediately if a student or staff member exhibits signs of severe illness such as alcohol poisoning, a drug overdose, a stroke, a heart attack, seizures, a diabetic coma, heat exhaustion, frostbite, or other illnesses. Medical treatment should be sought immediately.



## **Violence**

It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object which is used in a way that can physically harm another. This school is committed to providing each of you with a safe environment, and we will do all we can to carry out that responsibility including, if necessary, conducting searches of student lockers.

## **Warning Signs**

Staff members are required to report to the administration students who:

- express a fascination with weapons, violence, Satanic cults, violent gangs, or extreme political or terrorist movements that use violence, torture, or genocide.
- exhibit signs of self-destruction, suicide, substance abuse, child abuse or neglect. In cases of suicidal tendencies, a suicide watch is warranted.
- express an intent to obtain weapons.
- display extreme anger that frequently erupts into pushing, shoving, striking, and fighting.
- display a fascination with, or knowledge of, bombs or explosive devices.
- possess bombs or explosive devices.
- destroy property and engage in other extreme and unusual behaviors that suggest potential violence.

The administration is responsible for verifying the information and acting on it through a series of action steps including interventions, parent conferences, progressive discipline and, in some circumstances, arrests and removal from school.

Some unusual behaviors are communicated through teen web sites. Staff are also encouraged to learn what web sites are popular with the student population.

## **Suspicious or Illegal Behaviors**

The following protocols should be followed in response to suspicious activities:

- Immediately report any suspicious activities or criminal acts that occur in or on the property to Associate HOS for Academics and Operations/Dean of Student Life, Safety Coordinator or the acting person designated in either Dean's absence.
- The administration will notify the Navajo Nation Police Department, the BIE Security Officer, and others, as applicable.
- Treat all threats seriously, no matter how minor, and immediately report the threat or conduct to Associate HOS for Academics and Operations/Dean of Student Life, Safety Coordinator or the acting person designated in either Dean's absence.
- Respond immediately to a person in an agitated state. Indicators to be aware of include perspiration, a red face, and shaking hands. These are often the first warning signs of a person who could become threatening or violent.
- Be attentive to, and inquisitive about, strangers. Ask wandering or "lost" visitors roaming the corridors who they are and who they are visiting. Escort them to their destination or contact a Security Officer for assistance.
- Stop students in the hallways during class periods to ensure they have a pass.

## **Fights Without Weapons**

Incidents of violence vary in nature and, therefore, responses should be tailored to each situation based on common sense and experience.

- If a fight erupts, send for help in the most expeditious manner possible. This might be through a colleague, a trusted student, a radio, a phone, nearest NPS staff member, radio, student, cell phone, or notification system.
- Loudly command the students who are fighting to stop immediately. **SEE NPS STUDENT/PARENT HANDBOOK FOR LISTING OF CONSEQUENCES TO DISCIPLINARY ACTION.**
- If appropriate, send a trusted student to the next classroom to request a colleague to come to the location. Instruct the student to only whisper to the colleague that there is an emergency so as not to invite spectators.
- If you are a teacher called to such an emergency, instruct your students to stay in the classroom. Order spectators to return to their classrooms or to evacuate.
- If colleagues are nearby, instruct the most physically able adults to help you separate those involved. Ask another colleague to keep other students away from the fight to prevent it from escalating.
- Separate those involved. Except in an extreme circumstance, such as a matter of life and death, do not ask students to intervene.
- Under no circumstances should any staff member idly stand by while a fight occurs. Every staff member has a responsibility to get help, intervene, or keep students away from the scene. Failure to assist is cause for discipline or termination.
- Call 911 and employ medical assistance protocols, as necessary.
- Make an incident report describing how and when the fight started, who was involved, how it was disbanded, who witnessed the incident, and other factual information. Ask witnesses and the participants themselves how the fight started.
- A written statement must be provided by each individual involved.

## **Suspected Weapons Possession**

Incidents of suspected weapons may require a search of a student, an action that can create liability issues if not conducted appropriately. Searches must require probable cause. Under no circumstances should a child be strip searched.

- If a student is suspected of carrying a weapon notify **ASSOCIATE HOS FOR ACADEMICS AND OPERATIONS/DEAN OF STUDENT LIFE, NPS SECURITY AND LOCAL LAW ENFORCEMENT** immediately. If a gun or other serious weapon is involved, call the police immediately.
- Every effort should be made to prevent the suspected student from becoming agitated. Do not alert the student that you have suspicions until help arrives. Smile and talk to other students as normal.
- If possible, gently move other students away from the suspect and quietly notify nearby teachers to lock their classroom doors or request a colleague to do so. This should be done without the knowledge of the suspected student.

- Observe the student's behavior to determine if he or she may be under the influence of alcohol or illegal drugs, a situation that may escalate the level of threat to students and staff.
- Once help arrives and depending on the circumstances, a member of law enforcement, security, or administration or another staff member may, within reason and with caution, notify the student that they are suspected of carrying a weapon. **NPS SECURITY, DIRECTOR OF SAFETY, ASSOCIATE HOS FOR ACADEMICS AND OPERATIONS/DEAN OF STUDENT LIFE OR LAW ENFORCEMENT PERSONNEL.**
- Throughout the incident, make every effort to de-escalate the situation by remaining calm, non-threatening, and firm. The choice of words and intensity, however, can increase as necessary.
- Do not use profanity, which may escalate the situation. Attempt to persuade the student to cooperate by reassuring them that no one wants to harm them.
- All students should be cleared of the area during the search. Anyone carrying out a search should wear disposable nitrile or similar gloves to both protect themselves and avoid contaminating any contraband and/or weapons found.
- Only the Head of School, Associate HOS for Academics and Operations, school security guard, Division Director of Student Life and Wellness, Dean of Student Life, Associate HOS for Advancement, or police are authorized to make a reasonable search of a student on school premises, based on a reasonable belief that the student possesses a weapon. The search must be a reasonable one, which is no more intrusive than is necessary to secure safety. Any search for a student must be made in the presence of a third party.
- Based on a reasonable belief that the student possesses a weapon, the Head of School, the Associate HOS for Academics and Operations, school security guard, Associate HOS for Academics and Operations' designee, Division Director of Student Life and Wellness, Dean of Student Life, Associate HOS for Advancement, or police designee are authorized to search student lockers or other parts of the school and its surroundings.
- Confiscated weapons must be turned over to law enforcement. Attempt to preserve fingerprints on the weapon by placing it in a paper sack, such as a lunch bag.
- Complete an incident report describing how and when the incident began, who was involved, who possessed the weapon, what type of weapon was involved, how the incident was de-escalated, who witnessed the incident, and other factual information. Describe what created the reasonable belief that a weapon was involved, such as information supplied by another student, a metal detector alert, threatening behavior by the student when questioned, or other indications.
- The Head of School/Associate HOS for Academics and Operations will make the required notifications to the parents and the BIE Chain of Command.

## Confirmed Weapon Threats

No one set of protocols applies to every situation or weapon threat. A response that may be appropriate in one situation may not be appropriate in another. Therefore, apply sound judgment to determine what actions will deescalate the situation.

- If you see a student or intruder actively threatening others with a gun but the student does not see you, contact 911 and the front office immediately to initiate a lockdown, if possible. Identify the student's location.
- Attempt to clear the area and spread the word as quickly as possible throughout the building that lockdown procedures must be followed.
- If approached directly by the individual, freeze in place. Do not move unless instructed by the suspect to do so. Dialing 911 in front of the individual may cause further agitation.
- Once the situation is under control, the student will be arrested and disciplined according to the **NPS STUDENT/PARENT HANDBOOK. FOLLOW NM STATE LAWS AND REGULATIONS.** The weapon is to be turned over to the police in a paper bag. Care should be taken to minimize the number of fingerprints on it.

After the incident:

- Be prepared to complete a detailed incident report. If the individual was unknown to the school and fled, write down the person's description including his or her approximate height and weight, color of hair and clothing, age, race, and any prominent features.
- If the intruder was a student, preserve his/her confidentiality. Do not discuss the identity of the student with the community. However, the Associate Head of School Academics and Operations will provide basic information about the incident to the community, when requested and if appropriate. This information will include a statement identifying the type of weapon, how long the weapon was in the school, the location of the weapon at the present time, and a description of the general circumstances including the fact that the procedures outlined herein were followed.

## Sexual Assault

If a student or staff member has been sexually assaulted, staff members are mandatory reporters and are required to follow the normal notification and incident reporting procedures. In addition, the following procedures are required:

- Reporting staff member notifies security, supervisor and calls 911 to transport the individual to San Juan Regional Medical Center, as appropriate.
- The reporting staff member calls Security to notify of emergency transport coming to campus. Supervisor notifies the Division Director of Student Life, Associate Head of School for Academics and Operations who contacts necessary parents/guardian for and notification. Division Director of Student Life ensures that parent/guardian is notified and asked to report to the hospital. The Division Director enables a CIRT response, if necessary.

- Security designates someone to meet the police or ambulance at the entrance of the school campus.
- Emergency transport is provided by the ambulance or police to San Juan Regional Medical Center or the nearest medical facility; A Navajo Prep staff member accompanies the student to the health facility and remains physically with the student until the parent/guardian arrives.
- File a report with the agencies in which the alleged abuse occurred i.e. Navajo Nation Social Services and Navajo Police Department, CYFD, local law enforcement, etc.
- Maintain communication with necessary administrators.

### **Riots, Protests, or Civil Disturbances**

In riots, protests, or civil disturbances, the administration will attempt to de-escalate the situation by offering a forum to discuss student complaints. During times of high tension, however, protocols and normal incident procedures are as follows:

- Teachers should cancel their preparation periods and other duty-free periods to ensure that more teachers make a visible presence in the hallways.
- The Associate Head of School Academics and Operations will express the following statement to students: “You are hereby notified that the school is closed, and you must depart the premises. If you do not depart within the next 15 minutes, you will be arrested.”
- After protesters have had a chance to disperse peacefully, police should warn remaining participants that they will be arrested and charged with criminal trespass to land. If participants refuse to leave, appropriate school staff will sign complaints and arrests will be made by police on the scene.

### **Child Abuse**

It is mandatory for a Navajo Prep staff member to report actual or suspected abuse or neglect of a child. All NPS Staff are mandated reporters. Staff are not responsible for substantiating the suspicion. The staff person with cause for suspicion should immediately notify their supervisor that a SCAN report will be initiated.

- If staff is uncertain whether or not to report, they must notify the school’s mental health coordinator and supervisor. If the student is obtaining health care at the time, appropriate clinical staff or providers should assess and document any clinical signs of abuse or neglect in accordance with clinical protocols.

### **Child Abduction**

Call 911. If child abduction has been witnessed by a member of the staff or students, the Associate Head of School Academics and Operations or staff members, call 911 or (505) 334-6622, immediately. The Associate Head of School Academics and Operations or designee will gather facts about the abduction, obtaining a description of the abductor, his or her vehicle, the circumstances of the abduction, and any statements made during the incident. Parents must be notified immediately.

## **Missing Child**

If a child is missing, school staff should immediately notify the administration, who will notify 911 and the child's parents if the child is not located promptly. Staff should verify that the child is missing by searching the building and grounds and questioning the children's friends and teachers to determine when the child was last seen and where the child may have gone.

## **Terrorism**

Basic information

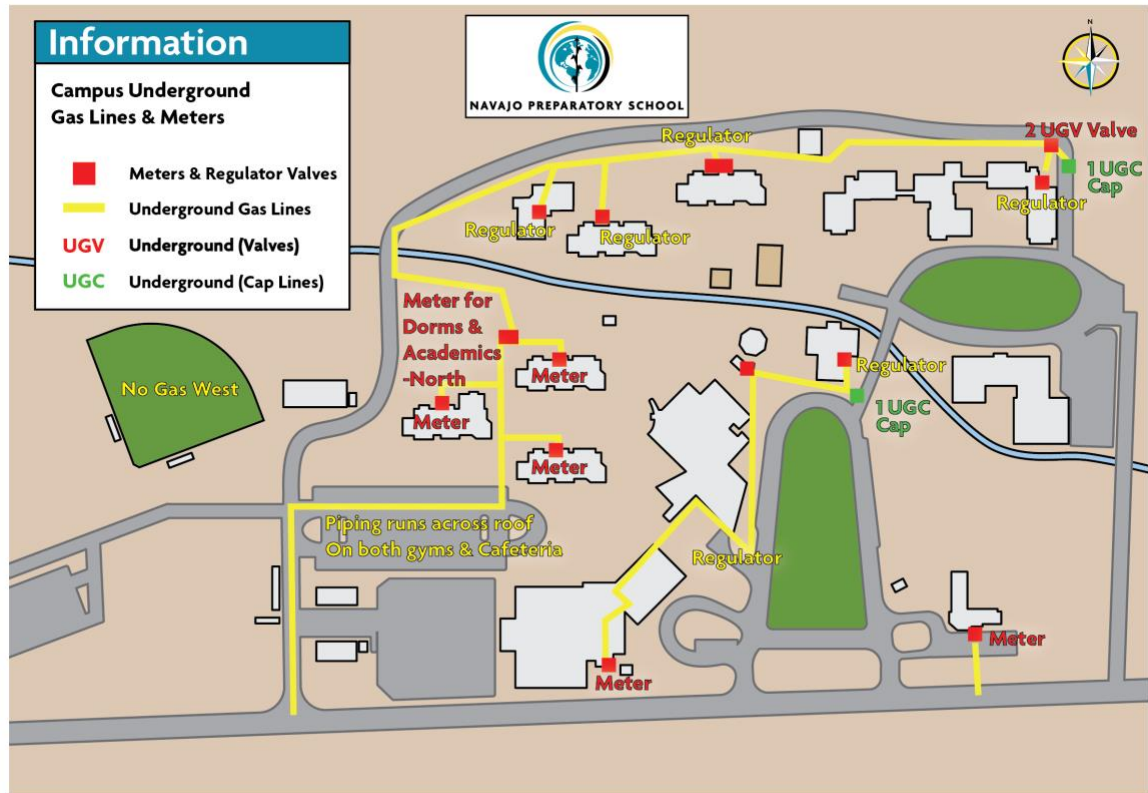
- Foreign and domestic terrorists target recruitment efforts at young, disaffected people who are easily influenced by political causes. Signs of this influence should be reported.
- Military installations and nuclear plants are considered potential targets of terrorists.
- Depending on the type of attack and location, standard school-wide emergency protocols will be followed in the event of a terrorist attack (Shelter in Place, or Lockdown).

## **Utility Emergencies**

Protocols for utility emergencies are as follows:

- If you smell gas or hear a blowing or hissing noise coming from a utility line or vent, open a window and quickly notify the maintenance staff and administration, before evacuating the building with your students.
- The maintenance staff should turn off the main gas valve, which should be marked in advance with fluorescent tape and an identifier. Once the gas has been turned off, it should be turned back on by a professional.
- If you see sparks or broken or frayed wires, or if you smell hot insulation, the maintenance staff should be notified to turn off the electricity at the main fuse box or circuit breaker.
- Do not step in water in which downed lines or sparks are visible.
- Never touch live wires.
- Do not attempt to rescue a person who is experiencing electrical shock until the power is off.
- If you suspect sewage lines are damaged, avoid using the toilets.
- Leave lights in the state they were in when the incident occurred. Leave unlit lights off.
- In the event of a power outage: Exit signs will be lit. Flashlights are available in the emergency kits. Further instructions will be given through megaphones.

## Campus Underground Gas Lines and Meters



**Contact the NPS Facility Manager, CIRT team members, and they will contact the relevant utility service.**

## **WEATHER EMERGENCIES**

Protocols for weather emergencies are as follows:

### **Earthquakes**

- Ensure that shelves in the classroom are fastened securely to the walls. Place large or heavy objects on lower shelves. Keep students away from the shelves.
- If an earthquake begins, instruct the children to take cover under a piece of heavy furniture or against an inside wall and hold on.
- School occupants should stay inside. Trying to leave the building is extremely dangerous.
- If outdoors, move into the open, away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops.
- Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down.
- Help injured or trapped persons. Administer First Aid when appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Open closet and cupboard doors cautiously.
- Listen to a radio, television, SchoolMessenger, or Ruvna for the latest emergency information.
- Once secure, stay out of damaged buildings.
- Leave the area if you smell gas or fumes from other chemicals.
- If you smell gas after the earth has settled, instruct students to exit the building and notify the maintenance staff and administration.

### **Hurricanes and Flash Floods**

- If sufficient warning is given, the entire school community is encouraged to evacuate the area.
- If insufficient warning is given, school occupants should stay at the school if flash floods threaten transportation routes, but not the school itself. Shelter-in-place protocols will be activated.
- Under no circumstance should anyone attempt to drive through flash floods. The road may give way, or the flooding may be far deeper than it appears, causing the vehicle to sink, float, or get stuck.
- Contact Emergency Responders.

### **Tornadoes**

During a tornado, the School Commander will activate a shelter-in-place alert. In high winds, the greatest threats are from roof failure, breaking glass, and flying debris. According to the National Weather Service, the most dangerous locations are generally large rooms with large expansive roofs such as cafeterias, gymnasiums, and auditoriums. The collapse of the room's outer load-bearing wall can lead to the failure of the entire roof.

During this time, school staff should:

- Move students to the lowest level in the school and into interior rooms or interior windowless hallways. All doors should be closed if possible.
- Keep students away from windows, glass doors, skylights, and mirrors.
- Keep windows closed.



## **Lightning Storms**

In the event of / or imminent lightning storms all students and staff will be directed to take immediate shelter in place will be initiated the nearest buildings if outside and a shelter-in-place alert will be given.

**FOLLOW NPS SAFE SCHOOL PLAN FOR SHELTER IN PLACE, LOCKDOWN OR EVACUATION. CIRT TEAM MEMBERS ARE TO HAVE THEIR RADIOS ON AT ALL-TIMES. EMERGENCY KITS ARE LOCATED IN THE HEAD OF SCHOOL, ASSOCIATE HEAD OF SCHOOL, ACADEMICS AND OPERATIONS OF STUDENT LIFE, GYM, ZAH HALL, BOSC FRONT OFFICE, WAUNKA, FACILITIES OFFICE, AND SECURITY SHACK.**

## **SECTION 7: CONTINUITY OF OPERATIONS PLAN (COOP)**

Shawna Becenti, Head of School  
sbecenti@navajoprep.com  
Cell Phone (505-860-0170)

Keith Neil, Associate Head of School for Academics & Operations  
kneil@navajoprep.com  
Cell Phone: (505-860-0133)

Roderick Denetso, Division Director of Student Life & Wellness  
rdenetso@navajoprep.com  
Cell Phone: (505-801-5939)

George Joy, Safety and EMS Coordinator  
George.joy@navajoprep.com  
Cell Phone: (505-592-3778)

Jerrold Platero, Facilities Manager,  
Jerrold.platero@navajoprep.com  
Cell Phone: (505-590-1180)

Location:

Navajo Preparatory School, INC.

1220 West Apache Street

Farmington, New Mexico 87401

Main Number: (505) 326-6571

Security Phone: (505) 860-2189

## **Program Authority**

Federally funded schools must abide by various federal directives, orders, and regulations that require emergency planning, a mandate amplified after the terrorist attacks of 9-11. These directives are detailed in the *Continuity of Operations Plan for Indian Affairs, Regional Office*, which serves as the overarching authority for this guide. A key mandate is the implementation of the National Incident Management System (NIMS) required by Homeland Security Presidential Directive 5, *Management of Domestic Incidents*. It provides a unified approach to managing emergency incidents. Other federal authorities include:

- Homeland Security Presidential Directive 8, *National Preparedness*
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*
- 41 CFR 101-20, *Management of Buildings and Grounds*
- 444 U.S. Department of Interior Manual 1, *Physical Protection and Building Security*
- 375 U.S. DOI Manual 19, *Information Technology Security*
- No Child Left Behind, Public Law 107-110
- Title IV – 21<sup>st</sup> Century Schools Safe and Drug-Free Schools Act

## **COOP Objectives**

Objectives developed by the BIE for the COOP plan are to:

- Protect the safety and well-being of building occupants.
- Ensure continued leadership.
- Provide an orderly means of addressing problems and restoring normal operations as quickly and safely as possible.
- Provide at least a minimum level of services, especially those services required at times of local or regional emergencies.



**IDENTIFYING INFORMATION TECHNOLOGY SYSTEMS –**  
*How will IT services be provided after an emergency situation occurs?*

5. Describe how your school backs up electronic files.  
 Local servers on site are kept in a locked room with card access controls and a surveillance system. Limited key access/distribution only available to IT personnel. The main server room is also equipped with waterless fire suppression, an uninterruptible power supply, and room cooling (A/C). The Technology Department building is protected by security cameras on the external and interior of the building. Keys are also limited to IT personnel. Incremental backups for locally stored files are run Monday-Saturday, and a full backup is performed every Sunday afternoon. Backup files are saved to a network attached storage device in a separate building. Cloud based electronic files (Office 365 emails and documents) are backed up every six hours through a cloud-based backup service.
6. Does your school use a lock box? Yes      No
7. Does your school have an online backup service? Yes      No
8. Does your computer equipment have backup battery power? Yes      No
9. If your school does not currently back up electronic files, describe your next steps for developing a procedure to do so.

**IDENTIFYING VITAL RECORDS –** *Vital records are those that contribute to the continued functioning or reconstitution of an organization during and after an emergency.*

10. The table below lists the vital records, where they are stored, who is responsible for them, and where copies are maintained off-site. Complete it with your school’s information.

<b>VITAL RECORD</b>	<b>WHERE THEY ARE STORED ON-SITE</b>	<b>PERSON RESPONSIBLE FOR THEM</b>	<b>LOCATION OF OFF-SITE STORAGE</b>
Emergency Preparedness Plan	Administrative offices	CIRT Members	Fire Department
Orders of Succession	Administrative offices	CIRT Members	
Delegations of Authority	Administrative offices	CIRT Members	
Staffing Assignments	Administrative offices	CIRT Members	
Program records needed to continue critical operations	Administrative offices	CIRT Members	
Policy or procedural records to resume normal operations after an emergency	Administrative offices	CIRT Members	
Personnel Records	Edison J. Wauneka Leadership Bldg.	Manuel Watchman	
Equal Employment Records	Edison J. Wauneka Leadership Bldg.	Manuel Watchman	
Property Records (blueprints, records of renovations, major equipment purchases, insurance)	Operations Portable & Edison J. Wauneka Leadership Bldg.	Jerrold Platero Diane Dembowski	

**CREATING A SUCCESSION PLAN – Who will assume leadership position if the Head of School of his/her management team is unavailable during a crisis?**

11. When the Head of School is not available during a crisis, the Associate Head of School Academics and Operations will be the first alternate. The alternate continues to act in the emergency role until the Head of School returns or until normal operations resume, whichever comes first. Each succeeding alternate assumes responsibility if neither the Head of School nor preceding alternates is available.

12. Write the names and titles of the principal and the alternates below.

Associate Head of School Academics and Operations: Keith Neil

FIRST ALTERNATE: Associate Head of School for Advancement and Outreach, Dr. Darah Tabrum

SECOND ALTERNATE: Division Director of Student Life and Wellness Rod Denetso

THIRD ALTERNATE: Dean of Students and Athletics Director, Rainy Crisp

**PROVIDING HUMAN RESOURCES DURING AN EMERGENCY – How will the emotional needs of students, staff and their family members be addressed after an emergency?**

13. Complete the table below naming the staff with training in counseling or a related field.

STAFF NAME	TRAINING
Anthony Smith	Suicide Prev., Crises Mgt., First Aid/CPR
Kandice Duvall, B.S.N, R.N (Registered Nurse)	RN (Registered Nurse), CPR/First Aid Cert. Inst., Emergency Preparedness
Stepheny Atencio Counselor	School Counselor
Tabitha Skinner	Student Support Specialist

**PROVIDING BUSINESS MANAGEMENT SERVICES DURING AN EMERGENCY – How will your school provide business management services during an emergency?**

14. Complete the table below naming the person who will ensure business management services occur after an emergency.

BUSINESS MANAGEMENT SERVICES	RESPONSIBLE PERSON	TITLE
Rerouting mail and delivery services	Eve Bluehouse	Business Tech
Forwarding incoming telephone calls or establishing new telephone service	Margaret Staggers	Registrar
Initiating emergency purchase	Bitra Roanhorse	Facilities Office Coordinator
Accounting for all expenditures related to the emergency response	Manuel Watchman	Business Office
Purchase of basic office supplies and equipment	Diane Dembowski	Accts. Payable

**PREPARING PERSONAL CONTINGENCY PLANS** – *Emergency Management Team members need to develop personal contingency plans to ensure they have addressed personal and family situations that may impede their ability to respond to emergencies if they are not addressed in advance. The plans should include 1) personal contacts, 2) transportation arrangements, 3) equipment or supplies to be transported, 4) other personal commitments that may conflict with their duties as a team member during an emergency.*

15. Personal Contingency Plans for the members of the Emergency Management Team will be submitted by Shawna Becenti to the BIE Agency Office and stored in the school safe.

**NOTIFYING AND ACCOUNTING FOR EMPLOYEES**

16. Describe how staff will be accounted for at alternate school sites (e.g., take staff roles at alternate sites): The REACT Emergency System. Each department head is responsible for the accounting of their employees.

**COMMUNICATIONS PLAN**

17. How will the school staff, ELO, parents, and community be notified of an event affecting normal school operations?

<b>ACTION</b>	<b>RESPONSIBLE PARTY (name, title)</b>	<b>METHOD OF COMMUNICATION (how)</b>
Contact the ELO about the emergency	Shawna A. Becenti, Head of School	<a href="mailto:sbecenti@navajoprep.com">sbecenti@navajoprep.com</a> 505-326-6571 ext 141 505-860-0170
Contact emergency support personnel (fire department, police), as necessary.	George Joy Safety & EMS Coordinator	George.joy@navajoprep.com 505-326-6571 ext 154 505-592-3778
Contact absent students and staff.	Margaret Staggers	mstaggers@navajoprep.com 505-326-6571 ext 128
Inform parents and Community.	Darah Tabrum	Post a sign on the school notifying that it is closed and where it has relocated; website, radio, Ruvna and SchoolMessenger.
Contact local media.	Darah Tabrum	Short news release to radio stations and Tri-City Record Newspaper

**ESSENTIAL SERVICES – ASSESSMENT AND CONTINUITY PLANNING**

**In the event of a failure of an essential service, such as electricity or the kitchen is rendered inoperable, the following procedure should be followed:**

- 1. Assess the level of interruption to the service, and the estimated time it will take to get the service to be completely functional.**
- 2. Formulate a plan to mitigate the impact to school operations, depending on the level of interruption.**

**Levels of Impact:**

- **Low Impact: If a problem occurs, it will have little impact on the operation of the school and can easily be rectified.**

- **Medium Impact:** The problem is not critical, but it will have an impact on the operation of the school.
- **High Impact:** This is a critical problem that will disrupt the operation of the school.

## **Specific Areas of Concern**

### **Kitchen:**

**The kitchen facility is a significant vulnerability for the school and operations due to the need to feed residential students. Any interruption to the operation of the kitchen, absent any other emergency, has the potential to force the closure of the school. The continuity of operations for the refrigeration units at the kitchen is accounted for by the implementation of a backup generator.**

**Therefore, if the interruption to the kitchen operation exceeds the below timeframe, the following plan of action is recommended:**

**One to two days; utilize the reserves of food stockpiled by the Director of Food Services for emergencies. Supplement these meals with ordering meals from local restaurants. No significant interruption to school operations.**

**Three to four days; contact San Juan County Emergency Manager to arrange for meal support from Farmington Municipal Schools central kitchen facility, supplemented by meals from local restaurants.**

**Longer than 4 days: Consider the rental of a portable kitchen unit from approved suppliers.**

**Current approved vendors for mobile kitchens:**

**<https://www.usmobilekitchens.com/mobile-kitchens>**

**<https://www.mobilekitchenrental.us/>**

**<https://kitchenstogo.com/>**



## SECTION 8: APPENDIX

### APPENDIX A: RETURN TO SCHOOL PLAN

The COVID-19 Pandemic created a unique opportunity to fully reimagine and transform Navajo Preparatory School's educational delivery system that is co-created with all stakeholders such as San Juan Emergency Leadership Team, Northern Navajo Medical Center, and with administrators, teachers, staff members, students, parents, families, community members, and elected or appointed officials such as school board members, and chapter house delegates.

Navajo Preparatory School serves students from across the Navajo Nation and beyond. Navajo Preparatory School is deeply committed to maintaining the mission and vision of the school to fully implement a holistic academic program and has worked to adapt our school culture and high academic expectations into both a virtual and hybrid environment.

At the end of May 2022, Navajo Prep maintained a 91% staff vaccination rate and 93% student vaccination rate. Students and staff are encouraged but not required to receive the vaccination and booster shot. Students are provided updated information on the COVID-19 vaccine clinics and their times and locations. On-campus vaccine clinics are also held.

There are multiple critical factors that affect reopening, transitions between phases, and daily operations' practices. These factors include, but are not limited to:

- Safety and Hygiene for Students, Faculty, and Staff
- Food Services
- Transportation Services
- Academic Services
- Student Support Services (IEP & 504)
- Partnerships (IHS, CDC, Tribal Leadership, BIE, NM PED, DODE)
- Staffing (Essential Duties, & Tele-Work Assignments Personnel)
- School Site Operations

#### Development:

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The plan was developed through a team effort. The Return to School Committee included: Shawna A. Becenti, Head of School, Roderick Denetso, Dean of Student Life, Kevin Belin, Director of the Diné Bizaad Institute, Margaret Staggers, Registrar, Sean Bekis, Network Administrator, Roxanne McCasland Teacher, Janet Clifton, Teacher, Rainy Crisp, Assistant Dean and Athletic Director, Yvette Escojeda, Administrative Services Coordinator, Keith Neil, Dean of Instruction, Manuel Watchman, Director of Finance, Violet Kelley, Director of Human Resources, Margaret Staggers, Registrar, Darah Tabrum, Dean of Student and Community Engagement, Lesley Tohtsoni, Teacher, Kandice Duvall, School Nurse, Kevin Keeley, Teacher, Larry Sorenson, Teacher,

Jennifer Kaskalla, Assistant to the Dean of Instruction, Denise Jensen, Teacher, Janet Clifton, Teacher, Sabrina Gutierrez, Teacher, The Admin Team will continue to meet at least monthly for input, to review the plan, and update the plan according to operations requirements.

Navajo Preparatory School values the learning of our students. This plan addresses student achievement with special consideration for the following areas: ELL, SPED accommodations, compliance, and related services, 504- compliance, and implementing our International Baccalaureate Programme.

### PHASE III: Existing with COVID-19

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Teaching and Learning	
Attendance	Attendance follows all procedures outlined in the community handbook. Absences related to COVID-19 will be considered ‘excused absences.’ Students may participate in virtual learning while on COVID-19 related quarantine. Students must quarantine the required number of days outlined in the flow-chart in the appendix. Students who are sick with a non-COVID-19 related illness are marked absent per the Community Handbook (p. 25). Sick students are not eligible to participate in virtual learning.
Return to Campus	100% of students return to campus for on-campus learning and residential programming.
Instruction	Virtual learning is only allowed for students who are in Navajo Prep approved quarantine. Excused absences will be entered into NASIS by Front Office and approved by the Dean of Instruction due to COVID-19 absences.

Special Education Services	
IEP Process	<p>IEP meetings are conducted on or before the review date via Zoom or in-person with students, parents/guardians, and team members in attendance. A draft IEP is sent to the parent/guardian prior to the meeting.</p> <p>IEPs are reviewed by the IEP Team to determine how best to address the specific learning needs of the individual students and the IEP will be updated, if necessary.</p> <p>Special education teacher sends quarterly progress reports and monitoring to parents and guardians.</p> <p>Transition forms are completed online, using Zoom, or in person for student input. Completed transition forms are printed and mailed and/or emailed to those students transitioning at the time of graduation.</p>

Accommodations and Student Support	<p>Special education teacher contacts students at least twice weekly via email, telephone, Zoom, FaceTime, or in-person.</p> <p>Special education teacher supports students and classroom teachers by chunking material as necessary. Frequent communication with teachers supports accommodations and modifications to curriculum.</p> <p>Seniors' grades are checked weekly to ensure that they are on track for graduation. Any grade deficits are addressed immediately through participation in Learning Circles and/or tutoring. If there is a need for credit recovery, students can make up credit via BYU credit recovery.</p> <p>Parents and guardians have the special education teacher's email and cell phone number and are encouraged to contact the teacher with any questions or concerns at any time.</p>
504 Referrals	<p>All current 504 plans specify accommodations and modifications addressing the specific need of each student on a plan.</p> <p>504 plans are written on an as-needed basis upon receipt of supporting documentation. These are reviewed annually on or before the anniversary date.</p> <p>To fulfill the requirements of Child Find, students are referred to the SAT team as needed by either parents or staff. Appropriate Tier I or Tier II accommodations are put in place and monitored. If successful, these accommodations remain in place; if not, the student is then referred for consideration for testing for special education testing. This is done via emails, phone calls, and Zoom meetings.</p>
<b>Campus Operations</b>	
Entry to Campus	<p>Campus is open.</p> <p>All staff, visitors, and students are required to adhere to the Eagle Promise. The Eagle Promise states that students, staff, and visitors are responsible not to come to campus if they are displaying symptoms.</p> <p>If students and staff are symptomatic, they should not report to campus and follow protocol as stated in the Return to School Plan.</p>
Masks/Social Distancing	<p>Masks are optional for all students, staff, and guests except for the following circumstances:</p> <ul style="list-style-type: none"> <li>• KN95 masks are required for 5-calendar days for any individuals who completed a 5-day quarantine and are returning to campus.</li> <li>• KN95 masks are required for 5-calendar days for any individual who was a close contact. Close contacts are defined as within 3 feet of a positive individual for 15 minutes or more over a 24-hour period.</li> </ul>
<b>Student Support</b>	
Tutoring	Tutoring is offered to all student virtually and in-person Monday-Friday from 4:30-8:30PM
College Recruiting	College visits and college fairs take place in-person or using online platforms such as Zoom.

Parent Engagement	Informational sessions for students and their families primarily take place in-person, however specific events may take place using an online platform, such as Zoom.
<b>Social and Emotional Support for Students</b>	
Individual student counseling	Provide one-on-one counseling and mental health services to students with established office hours and individual appointments via Zoom or in-person. Services are available during academic hours and in the evening.
Panorama: Supporting social and emotional wellness	Utilize Panorama, online social and emotional platform, to track "critical" and "at risk" students in the academic category. Utilize Panorama reporting to give mid-quarter and grading period updates on student success through email and parents webinars. Track attendance and share with stakeholders on campus.

<b>Parent/Guardian Support</b>	
Family Technology Support	Offer parent training to utilize Schoology, Naviance, NASIS, and Managebac, etc. IT staff is available to support any technology issues that may occur.
School Communication	School holds virtual forums to seek feedback, review plans and collaborate with stakeholders.  Consistent two-way communication takes place with parents and families and Residential Advisors, teachers, staff and administrators regarding social and emotional learning, student progress, and tutoring support.  Parents receive a weekly update on progress and weekly events every Sunday through the School Messenger service. Parents communicate with teachers and staff via email, Schoology parent portal, virtual parent- teacher conferences and through phone and zoom calls expressing their concerns and receiving consistent feedback.
Eagle Promise	All students and staff must commit to the Eagle Promise. This is a commitment to adhere to all guidelines and protocols outlined in the Community handbook and Return School Plan. This statement ensures the mission and purpose of Navajo Preparatory School is upheld.
Home-Based Screening	Parents and guardians are trained to conduct at-home health screening of their students before sending students to campus.
Resource Referral	Navajo Prep connects families with local resources such as Department of Health, Chapters, and offer referrals as necessary.
<b>Residential</b>	
Residential Homes	Residential halls are open to students at maximum capacity. NPS strongly encourages the COVID-19 vaccine. This supports our ability to safely maintain in-person learning.
<b>COVID-19 Response</b>	

Response testing	If a student or staff becomes symptomatic while on campus, Navajo Prep will require response testing. Response testing is defined as antigen testing for those individuals who are experiencing COVID-19 symptoms. On campus response testing for students will be administered by the School Based Health Center during the academic day or within the student’s residential home in the evening. Staff response testing is self-administered.
Positive COVID-19 rapid test (at home or at clinic)	Students and staff members who test positive for COVID-19 should immediately notify the school and quarantine. The school notifies close contacts of exposure. It is recommended that those who have a positive at-home rapid test confirm the result with a test performed by a healthcare provider. A negative PCR test with a sample collected within 48 hours of the positive at-home rapid COVID test would negate the positive test and would not require continued self-isolation or quarantine based off the at-home rapid COVID test. Students or staff who conduct an at-home positive COVID-19 test should submit a picture of the testing results to the school nurse (students) or Human Resources (staff)
	Any student who becomes sick on campus may be sent home based on their consultation with Navajo Prep staff. This includes illness of any kind such as sore throat, cough, nausea, vomiting, diarrhea, runny nose, fever, etc. Students who are sick will be given a rapid COVID-19 test and sent home. If the rapid

Student Illness	Any student who becomes sick on campus may be sent home based on their consultation with Navajo Prep staff. This includes illness of any kind such as sore throat, cough, nausea, vomiting, diarrhea, runny nose, fever, etc. Students who are sick will be given a rapid COVID-19 test and sent home. If the rapid test is negative and are fever free for 24 hours, students may return to school when their symptoms are improving. Students with improving symptoms are encouraged to wear a mask until they are symptom free. If a student tests positive while on campus, all positive COVID-19 protocols will be followed.
COVID-19 Follow Ups	School Based Health Center provides periodical check-ins with previously diagnosed COVID-19 positive students for mental and physical status; current positive cases receive a weekly check-in until symptom free.
COVID-19 Vaccination Incentive	<u>COVID-19 incentives are available to students and staff who are vaccinated and/or boosted. This incentive is intended to encourage full community vaccination.</u>

COVID-19 Procedures	<p>Navajo Prep provides information on symptoms, directions on follow-up with provider, nutrition, and hydration guidance; timelines established for follow up with student and family.</p> <p>Student will notify teacher, coach, residential advisor (RA), or school nurse of any cold or flu- like symptoms.</p> <p><i>Note: School nurse is the point of contact during academic hours and student's residential advisor is the point of contact after academic hours.</i></p> <p>If a student exhibits COVID-19 symptoms:</p> <ol style="list-style-type: none"> <li>1. School nurse or RA assess symptoms per CDC pre-screening or Healthy Roster guidelines.</li> <li>2. Student who exhibits COVID-19 symptoms will be tested immediately on campus using a rapid antigen test per response testing protocol.</li> <li>3. When the rapid test is complete, parent/guardian will immediately be notified of result.</li> <li>4. If the result is negative, student will be sent home until they have improving symptoms and are fever-free for 24 hours.</li> <li>5. If test result is positive, see flowchart.</li> </ol> <p>RA and/or nurse will continue to monitor student until parent/guardian arrives.</p>
COVID-19 Reporting	<p>Navajo Prep follows the following reporting guidelines of all on-campus positive COVID-19 cases:</p> <ul style="list-style-type: none"> <li>• Positive cases involving or in close proximity to students is reported to all parents, guardians and staff.</li> <li>• Positive cases only impacting staff and do not involve students are reported to staff.</li> <li>• All on-campus cases are reported to NM PED, BIE, Navajo Nation, and New Mexico Environment Department following public health orders.</li> </ul>
Confirmed case	A confirmed case is defined as, "A person who has tested positive for COVID-19."
<b>Close Contact and Contact Tracing</b>	
Close contact	Close contact is defined as someone who was within 3 feet of a positive individual for 15 minutes or more over a 24-hour period.
Contact Tracing Protocol	Contact tracing will take place with a confirmed case of COVID-19. Close contacts will be notified immediately of confirmed or potential exposure.
Confirmed case	A confirmed case is defined as, "A person who has tested positive for COVID-19."
<i>For additional guidance regarding contact tracing and when to quarantine,</i>	

*please see the flow charts in appendix.*

<b>Facility and Transportation Modifications</b>	
Maintaining sanitization and safety of facilities	All classrooms are equipped with hand sanitizer and sanitizing wipes. Students and staff should sanitize their hands upon entry and exit to each classroom.

<b>Technology</b>	
Personal Cellular Hotspots	Cellular hotspots are issued to any student who needs one.
Classroom Infrastructure	Teachers use MacBook Pro laptop for audio and video streaming to students. Logitech audio/video system is installed in every campus classroom. This system will be connected via USB to teacher laptop and allows the use of multiple cameras, SmartBoard, and microphone array system for streaming and saving instructional lessons.



## NAVAJO PREPARATORY SCHOOL

### Eagle Promise

T'áá aniltsoh anít'éego téiya ada'diinííł.

*(It is up to all of us for everything to be good for our community)*

To put these words into action, we must commit as a community to the Eagle Promise.

As a member of the Eagle family, I promise to live t'áá hwó' ají t'éego. I know that I am responsible for keeping myself, others, and my community safe. I will be cautious, aware, and disciplined so that the actions I take every day support the health and wellness of the entire Eagle family. I understand that there are risks in potential spread, and to combat that, I will do my part. As a member of the Eagle Family, I understand my role in always adhering to the NPS Community Handbook. I have read and will follow the 2022-2023 Community Handbook.

I promise to follow all Navajo Prep guidance and expectations regarding COVID-19 safe practices. These practices include:

#### **T'áá shí anisht'éego téiya adeeshli í'í: Protect Myself**

- I have the option to wear a mask and will do so responsibly.
- I will wear a KN-95 mask when I am required to do so after being a close contact or having tested positive.
- I will wash my hands with soap and water or use hand sanitizer, especially after touching high-contact surfaces.
- I will carefully follow school protocol to support the safety of our Eagle Family.

#### **K'é dóó iiná baa heeh nizin: Protect Others**

- If I experience any COVID-19 symptoms, I will immediately report it to the SBHC or my RA and follow guidelines such as staying home.
- I will be mindful of my surroundings on and off campus, and I understand that social distancing decreases the risk of COVID-19 exposure.
- I will maintain clean, safe spaces and promote health and safety through my actions.

#### **Nihí K'ée bee'iiná baa ahíniya á dooleel: Protect our Eagle Family**

- I will participate in contact tracing to support the wellness of our community.
- I will follow any quarantine protocols that are asked of me.
- I will remind others of the Eagle Promise and uphold my responsibility to the community to protect the nest.

Díí saad dóó bibeehaaz'áanii bik'ehgo saḥ oodáál doo.

*(Based on these words and the rules implied, we shall grow into old age.)*

By signing this, I commit to all Navajo Prep policies and protocols.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_





**NAVAJO  
PREPARATORY  
SCHOOL**

## COVID-19 POSITIVE FLOW CHART

Staff or student tests  
positive for COVID-19

Close contact with a  
positive case of COVID-19

### **SYMPTOMATIC**

Self-isolate for 5 days from onset of symptoms and be fever-free for 24 hours with improved symptoms before returning to school.

Students and staff must wear a KN95 mask for 5 calendar days upon returning to campus.

Before returning to campus, students must be cleared by School Nurse and staff must be cleared by HR .

### **NO SYMPTOMS (ASYMPTOMATIC)**

Self-isolate for 5 days from the test that led to a positive COVID-19 result.

Return to school requires a negative rapid test.

Students and staff must wear a KN95 mask for 5 calendar days upon returning to campus.

Before returning to campus, students must be cleared by School Nurse and staff must be cleared by HR .

Close contacts must wear a KN-95 for 5 calendar days following the exposure.

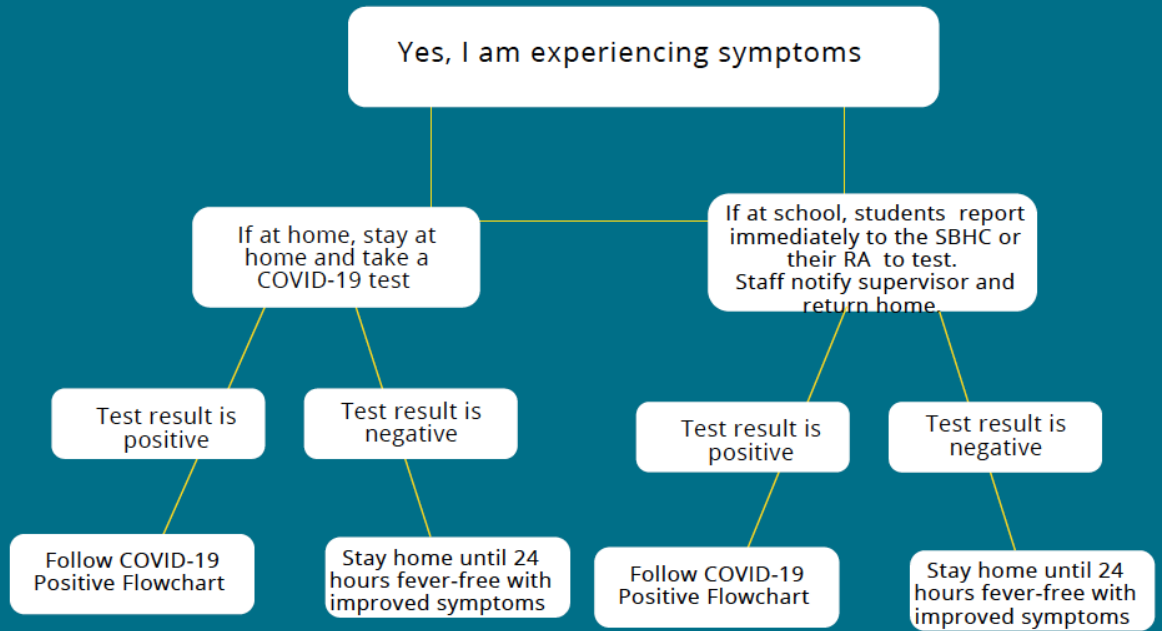
If a close contact develops COVID-19 symptoms, they should test immediately and follow symptomatic protocol.

Note: Close contact is defined as within 3 feet for 15 minutes or more within a 24-hour period

Are you experiencing any symptoms of COVID-19 not related to seasonal allergies or pre-existing conditions?

**COVID-19 symptoms**

- Fever
- chills
- cough
- difficulty breathing
- fatigue
- muscle or body aches
- headache
- loss of smell or taste
- sore throat
- congestion
- runny nose
- nausea or vomiting
- diarrhea



# COVID-19 Response Team Process



## **APPENDIX B: SAFETY HANDOUTS**



# **E**mergency **R**esponse **P**rocedures

**2024 - 2025**

# IN AN EMERGENCY

## WHEN YOU HEAR IT...DO IT!

### SHELTER IN PLACE!



### Get inside. Lock classroom doors.

#### Students/Visitors

- Return inside
- Business as usual

#### Teachers

- Turn Radio to Channel 4
- Bring everyone indoors
- Lock outside/office doors
- Increase situational awareness
- Business as usual
- Take attendance

**Lock gates. No one in or out unescorted may change due to situation.**

### LOCKDOWN!



### Lock doors. Lights Off. Out of sight.

#### Students/Visitors

- Move away from sight
- Put phone on silent
- Maintain silence
- Do not open the door

#### Teachers

- Turn Radio to Channel 4
- Lock interior doors
- Turn off lights
- Close interior shades
- Put up door window cover
- Move away from sight
- Do not open the door
- Maintain silence
- Take Attendance

**Lock gates. No one in or out. Prepare for possible evacuation.**

### EVACUATION!



### Head to the announced evacuation point.

#### Students/Visitors

- Bring your phone
- Leave your stuff behind
- Follow instructions

#### Teachers

- Turn Radio to Channel 4
- Lead evacuation to location
- Take attendance
- Notify office if any students are missing, injured or if any extra students are present.
- Leave doors **unlocked**

**Lock gates. No one in or out.**



## **SHELTER IN PLACE**

*Isolate all students and faculty from  
the external environment*

*(Use for: Weather, Hazmat, Wildlife Threat)*

- Stop teaching.**
- Turn to Radio to Channel 4.**
- Bring everyone indoors.**
- Lock classroom doors & windows.**
- NO ONE comes in or out.**
- Increase situational awareness.**
- Conduct classroom as usual.**
- Take attendance if needed**  
*(Ruvna)SIT-REP*
- Complete and send Emergency Report**  
*(CAN Report) if needed.*
- Remain vigilant and listen for further instructions.**
- Remain in sheltered location until it is canceled or all clear given.**
- Be ready to transition to Emergency, Lockdown or Evacuation.**

# LOCKDOWN

*Used when a dangerous person is in the building or on campus*

- Stop Teaching.
- Turn Radio to Channel 4.
- Lock classroom door.
- Turn lights off.
- Cover windows & doors/pull shades.
- Stay out of sight, hide, or get down.
- Remain quiet/cell phones on vibrate.
- Listen for further instructions.
- **NO ONE comes in or out.**
- **DO NOT answer door for anyone.**
- **DO NOT respond to bells or fire alarms.**
- Be prepared to evacuate.
- Take accountability of students & staff.  
(Ruvna) SIT-REP.
- Complete & Send Emergency Report.
- (CAN Report) when the front office requests reports.

*Remain in secured area until ALL clear code is given, or someone opens door and gives instructions.*



# EVACUATION

*If a directive to evacuate is issued, a primary or secondary area will be designated.*

- **Stop Teaching.**
- **Turn Radio to Channel 4.**
- **Listen for instructions and secondary location that will be established.**
- **Evacuate to the primary safe area.**  
*(unless directed to go to a secondary location, another area by the front office or EMS.)*
- **Close all doors behind you.**
- **DO NOT Lock Doors!**
- **Take accountability of students and staff (*Ruvna*)**
- **Provide Emergency Report (*CAN Report*) at evacuation site.**

*Be attentive to further instructions*

# AFTER HOURS EMERGENCY PROTOCOL

Dept:

Staff Reporting:

## 1. A-B-C

**A**irways are clear

**B**reathing

**C**irculation

## 2. Assess the situation to determine level of injury.

## 3. Call **911** or Non-Emergency Dispatch **505-334-6622**

## 4. Notify supervisors:

Student Life & Wellness Director  
**505-801-5939**

Dean of Student Life  
**505-215-4307**

Student Support Coordinator  
**505-330-9411**

NPS Nurse  
**505-716-7256**

## 5. Complete Incident Report

# CAN- EMERGENCY REPORT

Dept:

Staff Reporting:

## C (CONDITIONS)

What is Your Physical Location ?

- Building Name**
- Classroom #**
- # of STUDENTS**  
(Physically Present)
- # of STAFF**  
(Physically Present)
- Missing Students? Y / N**  
If yes, how many?

## A (ACTIONS)

What action have you performed?

- Emergency Lockdown**
- Preventative Lockdown**
- Evacuation**
- Returning to Normal Operations**

## N (NEEDS)

Resources Required Examples

- Medical help**
- Restroom**
- Other**

# IMPORTANT PHONE NUMBERS

**Navajo Prep School**  
505-326-6571

## Emergency

**911**

<b>Head of School</b>	<b>ext. 141</b> 505-860-0170
<b>Assoc. HDS Academy/Facility</b>	<b>ext. 320</b> 505-860-0133
<b>Student Life/Wellness Director</b>	<b>ext. 155</b> 505-801-5939
<b>Facility Manager</b>	<b>ext. 151</b> 505-320-3012
<b>Nurse</b>	<b>ext. 116</b> 505-716-7256
<b>Technology Director</b>	<b>ext. 136</b> 505-360-0094
<b>Assoc. HDS Advance</b>	<b>ext. 123</b> 505-635-2278
<b>Safety &amp; EMS</b>	<b>ext. 154</b> 505-592-3778
<b>Security</b>	<b>ext. 119</b> 505-860-2189 505-360-0267

## EMERGENCY SCRIPT

***The CODE EMERGENCY, or LOCKDOWN or SHELTER IN PLACE will be Indicated with this SCRIPT as Follows:***

"(Fill In The Blank, Fill In The Blank). THIS IS (Your Name) SPEAKING. THIS IS NOT A DRILL. WE ARE UNDER AN (Fill In The Blank). PLEASE STAY IN YOUR CLASSROOMS. IF YOU ARE OUTSIDE OR IN THE HALLWAY OR PARKING LOT, PLEASE MOVE CALMLY AND QUICKLY TO A SAFE LOCATION WHERE AN ADULT IS PRESENT. REMAIN THERE UNTIL NOTIFIED TO DO OTHERWISE. (*PAUSE HERE TO MAKE SURE EVERYONE IS SETTLED AND LISTENING.*) PLEASE TURN YOUR RADIOS TO CHANNEL 4. LOCK THE DOOR. STAFF, PLEASE EMAIL A LIST OF EVERYONE PRESENT, ABSENT, OR MISSING IN YOUR LOCATION. INCLUDE STAFF, STUDENTS, AND GUESTS. WE WILL PROVIDE UPDATES AS NECESSARY."

# ***RADIO CODES***

## **10 CODES**

- 10-1** Receiving poorly
- 10-2** Receiving clearly
- 10-4** Acknowledge/ O.K.
- 10-6** Busy
- 10-8** In service/ On duty
- 10-9** Repeat
- 10-12** Visitor
- 10-14** Escort
- 10-20** Location?
- 10-21** Phone Call
- 10-22** Take no further action
- 10-23** Stand By
- 10-55** Ambulance requested
- 10-56** Intoxicated Subject
- 10-58** Fight
- 10-66** Cancellation

*\* Flip to back side*

## ***RADIO CODES*** ***continued***

**Code 9** Unknown Disturbance

**Code 12** Narcotics

**Code 16** Suicide Attempt

**Code 20** Suspicious

**E:** Event

**P:** Person

**V:** Vehicle

**Code 21** Sexual Assault

**Code 26** Bomb Threat

***CAMPUS  
SPEAKER/PHONE  
ANNOUNCEMENT CODES***

*Dial the phone extension code on any campus phone like a regular phone call. Wait for the welcome message and 2 tones, speak loudly and hang up when done.*

**8805** - All Speakers & Phones

**8806** - All Speakers

**8807** - All Phones

**8808** - Academics

**8809** - All Dorms

**8810** - All Exterior Speakers

**8811** - All Exterior Speakers &  
Residential Homes





**COLUMBIA-SUICIDE  
SEVERITY RATING SCALE  
SUICIDE IDEATION  
DEFINITIONS AND PROMPTS**


 Low Risk     Moderate Risk     High Risk

**Ask questions that are  
bolded & underlined.  
Ask questions 1 & 2.**

**Past Month  
YES NO**


- 1) Have you wished you were dead or wished you could go to sleep and not wake up? 
- 2) Have you actually had any thoughts of killing yourself? 

**If YES to 2, ask questions 3,4,5, & 6.  
If NO to 2, go directly to Question 6.**


- 3) Have you been thinking about how you might do this? 
- E.g. " I thought about taking an overdose but I never made a specific plan as to when, where or how I would actually do it...and I would never go through with it."


**COLUMBIA-SUICIDE  
SEVERITY RATING SCALE  
SUICIDE IDEATION  
DEFINITIONS AND PROMPTS**

**Past Month  
YES NO**

- 4) Have you had these thoughts and had some intention of acting on them? 

As opposed to "I have the thoughts but I definitely will not do anything about them."

- 5) Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan? 

- 6) Have you ever done anything, started to do anything, or prepared to do anything to end your life? 

E.g.: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc.

**If YES, ask:  
Was this within the past three months?**

## **CIRT BAGS**

BOSC-Inside Front Office (Jen Kaskalla Office)  
BOSC-SBHC-EXAM ROOM/Inside Cabinet  
EAGLES NEST-Inside Office A118  
SECURITY-MAIN GATE  
WAUNKA-STAFF LOUNGE/Under Sink Cabinet  
MACDONALD-REC HALL/Top of Metal Cabinet  
DODGE HALL-2ND LEVEL (Lynette Billie Office)  
MACDONALD HALL-2ND LEVEL (Main Entrance)  
FACILITIES-UNDER DESK/Near Bitar Office

## **AED LOCATIONS**

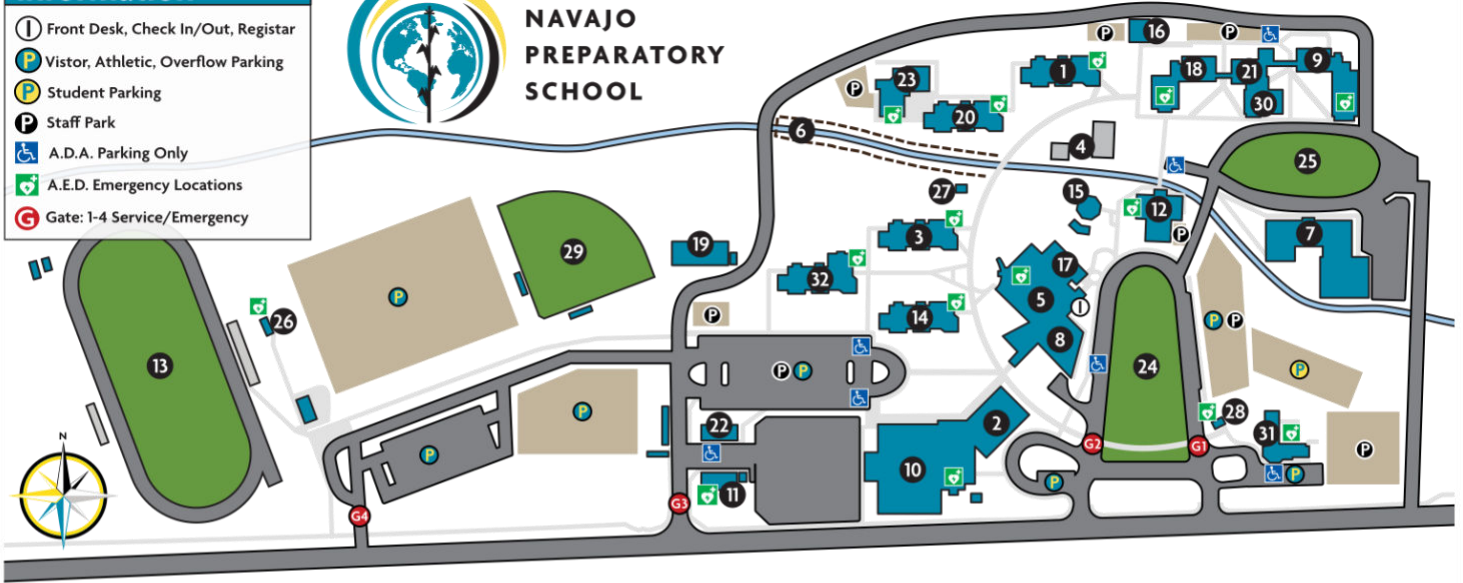
BOSC-NEAR FRONT OFFICE  
FOOTBALL FIELD PRESS BOX  
EAGLES NEST-NEAR A123(Laundry Room)  
FACILITIES-Near Women Staff Restroom  
FITNESS CENTER-Weight Room  
MACDONALD HALL-2ND LEVEL (Front Entrance)  
DODGE HALL-2ND LEVEL (Front Entrance)  
WAUNKA-Inside Staff Lounge  
ARTHUR-Kitchen  
MANUELITO-Kitchen  
BATES-Kitchen  
ZAH-Kitchen  
GARRETT-Kitchen

**Information**

- ① Front Desk, Check In/Out, Registrar
- P Visitor, Athletic, Overflow Parking
- P Student Parking
- P Staff Park
- ♿ A.D.A. Parking Only
- 🏠 A.E.D. Emergency Locations
- G Gate: 1-4 Service/Emergency



**NAVAJO  
PREPARATORY  
SCHOOL**



- |                                      |                      |                    |
|--------------------------------------|----------------------|--------------------|
| 1. Arther Hall                       | 12. Fitness Center   | 24. New Oval       |
| 2. Aux Gym                           | 13. Football Field   | 25. Old Oval       |
| 3. Bates Hall                        | 14. Garrett Hall     | 26. Press Box      |
| 4. Basketball/Volleyball Court       | 15. Hogan            | 27. Pump House     |
| 5. Betty Ojaye Student Center (BOSC) | 16. IT               | 28. Security       |
| 6. Bijih Bitiin - Deer Trail         | 17. Library          | 29. Softball Field |
| 7. Building 32                       | 18. MacDonald        | 30. SSC            |
| 8. Cafeteria                         | 19. Maintenance Bldg | 31. Wauneka        |
| 9. Dodge Hall                        | 20. Manuelito Hall   | 32. Zah Hall       |
| 10. Eagle's Nest Athletic Center     | 21. Morgan Hall      |                    |
| 11. Facilities                       | 22. Music            |                    |
|                                      | 23. New Home         |                    |