

**INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET**

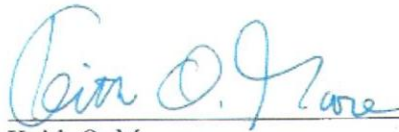
(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 30 IAM 12	SUBJECT Requiring Emergency Management Programs in Schools	RELEASE NUMBER #12-17
FOR FURTHER INFORMATION Bureau of Indian Education		DATE MAY 17 2012

EXPLANATION OF MATERIAL TRANSMITTED:

The purpose of this policy is to ensure a safe and secure learning and work environment for all students, personnel, and visitors of BIE-operated schools and dormitories. The BIE recognizes that an essential component of ensuring a safe school environment is the creation and implementation of a comprehensive Emergency Management Program in every school and dormitory.

This policy applies to all BIE-operated schools, dormitories and colleges.



Keith O. Moore
Director, Bureau of Indian Education

FILING INSTRUCTIONS:

Remove: None

Insert: 30 IAM 12

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** The Bureau of Indian Education (BIE) is committed to providing a safe and secure learning and work environment for all students, personnel, and visitors of BIE-operated schools and dormitories. The BIE recognizes that an essential component of ensuring a safe school environment is the creation and implementation of a comprehensive Emergency Management Program in every school and dormitory.
- 1.2 Scope.** This policy applies to all BIE-operated schools, dormitories and colleges. It is recommended that P.L.100-297 grant schools and P.L.93-638 contract boarding schools and peripheral dormitories adopt this policy or implement a similar policy independently.
- 1.3 Policy.**
- A. Emergency Management Plan.** Each school/dormitory shall have an Emergency Management Plan, alternatively called a Crisis Management Plan. A copy of the plan and updates shall be submitted through the Education Line Office to the School Safety Specialist on the 31st of July of each year and be disseminated to appropriate stakeholders.
- The plan shall include, at minimum, the following components:
- 1. Designation of Emergency Management Team Members.** The school shall appoint an Emergency Management Team, alternatively called a Crisis Management Team, and assign roles and responsibilities to each for responding in the event of an emergency. The plan shall include chain-of-command protocols.
 - 2. A Communications Plan.** The school shall describe protocols for communicating with Emergency Management Team members, school or dormitory occupants, parents, local emergency responders, tribal authorities, the Education Line Officer, the Public Affairs Office of the Assistant Secretary of Indian Affairs, and other stakeholders. The communications plan shall include the names, titles, and phone numbers of appropriate individuals. The communications plan shall also describe methods for addressing the media during and after a crisis.
 - 3. An Evacuation Plan.** The plan shall describe procedures for evacuating each school or dormitory facility in case of an emergency that requires such action.
 - 4. Designation of an Off-Site Evacuation Location.** The plan shall identify an off-site location to which school occupants will be evacuated during an emergency requiring such action. The school shall seek to negotiate a memorandum of understanding with the owner or managers of the off-site location.
 - 5. Designation of a Reunification Site Location.** The plan shall identify an off-site location to which parents or guardians can report in order to receive current information, complete student check out documentation for their school, and become reunited privately with their child.

6. **Lockdown Procedures.** The plan shall describe procedures for sheltering school occupants in locked rooms and preventing individuals from entering or leaving the school or dormitory in the event one or more armed individuals enter the building.

7. **Shelter-In-Place Procedures.** The plan shall describe procedures for sheltering school occupants within the facility in case of a tornado, blizzard, hazardous material spill or other emergency requiring such action.

8. **Incident-Specific Protocols.** The plan shall contain emergency protocols, or refer to existing protocols, for specific types of man-made hazards including, but not limited to, accidents, fires, floods, utility outages, hazardous materials spills, bomb threats, cyber crime attacks, internal or external violence, possession of weapons by individuals within the school, sexual crimes, suicides, and medical emergencies including, but not limited to, the effects of substance abuse, heart attacks, strokes, or other illnesses; and natural emergencies including, but not limited to, animal attacks, blizzards, extreme temperatures, earthquakes, natural floods, forest fires, landslides, hurricanes, and tornadoes.

B. Continuity of Operations Plan

On an annual basis, each school/dormitory shall develop and update a Continuity of Operations Plan. A copy of the plan and updates shall be submitted through the Education Line Office to the School Safety Specialist on the 31st of August of each year and be disseminated to appropriate stakeholders.

C. Training

Each school and dormitory shall train school personnel on the contents of the Emergency Management Plan, the Continuity of Operations Plan, and other components of the Emergency Management Program. A training log shall be maintained. Additional recommended training includes training on infection control and blood-borne pathogens, First Aid and cardio-pulmonary resuscitation, electrical safety, hazardous materials, gang recognition, communications, and safety protocols for lifting heavy objects.

D. Drills and Exercises

At least once a semester, each school and dormitory shall conduct tabletop exercises of evacuations and lockdown drills, accompanied by a critique of each.

The Principal will annually notify all students, staff, and parents of the existence of the Emergency Management Program and communicate components of the plan that apply to each. Information about the program may be published in student/parent handbooks, the school newsletter, faculty handbooks, on the school or dormitory web site, and on school and staff bulletin boards.

E. Memorandum of Understanding

The school shall seek to negotiate with local emergency responders, community support services, and, if applicable, local tribal authorities and develop a memorandum of understanding outlining the respective roles and responsibilities of each before, during, and after an emergency incident.

F. Emergency Supplies and Equipment

The Emergency Management Team for each school and dormitory shall procure emergency First Aid supplies and equipment. Once purchased, the Team shall notify all staff within the school or dormitory of the location of these supplies and equipment.

G. Other Safe Schools Measures

As resources permit, the school shall adopt other appropriate Safe School measures addressing physical, technical and operational security.

1.4 Authority.

- A. Homeland Security Presidential Directive 5: Management of Domestic Incidents
- B. Elementary and Secondary Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Sec. 4121; 20 U.S.C. 7131.

1.5 Responsibilities.

- A. Director, BIE. The BIE Director is responsible for final approval of the BIE Policy Requiring Emergency Management Programs in Schools, and submission of the final policy to the Associate Deputy Director of School Operations, BIE.
- B. Associate Deputy Director of School Operations, BIE. The Associate Deputy Director (ADD) of School Operations, BIE, is responsible for the annual review of the policy for overall management improvement of BIE-operated schools. The ADD is responsible for monitoring the Education Line Office for adherence to the Policy Requiring Emergency Management Programs in schools, and will assign emergency coordinators to coordinate with the Office of Homeland Security.
- C. School Safety Specialist, BIE. The School Safety Specialist, BIE, will serve as the emergency coordinator and is responsible for coordinating policy requirements with the Office of Homeland Security and BIE-operated schools, for tracking completion of Emergency Management and Continuity of Operations plans and for offering technical assistance on same.
- D. Education Line Officers, BIE. BIE Education Line Officers are responsible for ensuring the Policy Requiring Emergency Management Programs is in place at

and implemented by BIE-operated schools, tracking completion of plans, and insuring the on-site technical assistance is provided.

- E. School Principals.** School Principals are responsible for ensuring compliance with the Policy Requiring Emergency Management Programs in schools. The School Principal is responsible for developing, practicing, documenting, correcting, and updating the Emergency Management Plan.

1.6 Definitions.

A. Emergency. For purposes of this policy, “emergency” is defined as an unplanned event that can threaten to and/or actually: 1) cause death or significant injuries to one or more individuals on school or dormitory property; 2) disrupt school or dormitory operations; and/or 3) cause physical or environmental damage to school or dormitory property. Emergencies are generally categorized as man-made or naturally caused. Man-made emergencies include, but are not limited to, accidents, fires, man-made floods, utility outages, hazardous materials spills, bomb threats, cyber crime attacks, internal or external violence, possession of weapons by individuals within the school, sexual crimes, suicide and medical emergencies including, but not limited to, the effects of substance abuse, heart attacks, strokes, or other illnesses. Natural emergencies include, but are not limited to, animal attacks, blizzards, extreme temperatures, earthquakes, natural floods, forest fires, landslides, hurricanes, and tornadoes. “Emergencies,” also called “critical incidents,” typically require an interagency response involving law enforcement and/or emergency service agencies.

B. Emergency Preparedness. For purposes of this policy, “Emergency Preparedness” is defined as the existence of plans, procedures, policies, training, and equipment to maximize the school or dormitory’s ability to prevent, detect, respond to, recover from, and mitigate the damaging effects of emergencies.

C. Emergency Management. For purposes of this policy, “Emergency Management,” also called “Crisis Management,” is part of a school and/or dormitory’s approach to safety that focuses on a time-limited, problem-focused intervention to identify, confront, and resolve the emergency or crisis, restore equilibrium, and support appropriate adaptive responses.

D. Emergency Management Program. For purposes of this policy, “Emergency Management Program” is defined as an integrated approach to preparing for emergencies that include the development of an Emergency Management Plan and Continuity of Operations Plan; procurement of emergency supplies; implementation of operational, physical, and technical security measures that address all phases of emergency management; and testing of the plans and measures in place. An Emergency Management Program has the explicit intent of protecting and sustaining life, reducing emotional trauma, assisting in the emotional recovery from trauma, and minimizing personal injury and/or damage to the school facility and reputation.

E. Emergency Management Plan. For purposes of this policy, an “Emergency Management Plan,” also called a “Crisis Management Plan,” is a written document that details a school’s or a dormitory’s approach to preventing, detecting, responding to, recovering from, and mitigating the damaging effects of emergencies.

F. Continuity of Operations Plan. For purposes of this policy, “Continuity of Operations Plan,” also called a COOP, is a written document that details plans to recover from emergencies and to restore the complete range of activities and functions normally performed by the school or dormitory. It has the explicit intent of assisting the school in recovering operationally from the emergency and in assisting the school community in recovering emotionally from the trauma.