

**U.S. Department of the Interior  
Bureau of Indian Education  
School Operations**



**Security and Maintenance Guidance for School Closures  
COVID-19**

**March 2020**

**PURPOSE:**

The purpose of this document is to provide school administrators guidance for maintaining and securing unoccupied buildings during school closures in response to the COVID-19 incident. Unoccupied buildings may attract unwanted conditions, such as shelters for criminal activity and fire hazards. The Bureau of Indian Education (BIE) must remain committed to maintaining the physical structures and school environments in a safe, clean, secure and healthy manner in the further interest of students and for community safety.

**SCOPE:**

This guidance applies to all Bureau-owned grounds and real property facilities for BIE Schools.

**GUIDANCE FOR THE SECURITY AND MAINTENANCE OF UNOCCUPIED BUILDINGS:**

The following information is provided, as a minimum, list of duties and responsibilities for securing and maintaining unoccupied buildings. The Official-In-Charge (OIC) of the school establishment is responsible for ensuring that assigned maintenance and security personnel are trained and equipped to perform the duties as outlined below. There are four (4) actions that school administrators can implement to reduce the negative impacts associated with unoccupied buildings: Plan, Secure, Survey, and Report.

**PLAN:**

Planning is the most important function in developing your site-specific process. Your workforce planning with your assigned facility staff should be developed with contact information and scheduled times identified.

Ensure your assigned personnel are knowledgeable of all buildings, occupancies, hazards and any other special considerations. Personnel should also be knowledgeable of emergency reporting procedures, shut-down procedures, manual and automatic detection and alarm systems, use of portable fire extinguishing equipment and unique local conditions. Personnel shall call 9-1-1 in the event of an emergency, such as a fire or when criminal activity is observed. Do not confront or approach individuals suspected of criminal activity.

In the event of a confirmed COVID-19 case, the OIC should close off areas known to be used by the person and open outside doors and windows to increase air circulation in the area. Wait 24 hours (or as long as possible) before cleaning or disinfection occurs. This will be coordinated through BIE School Operations division.

Assigned personnel shall be provided with the required Personal Protective Equipment (PPE) to perform the functions of the job. The Job Hazard Analysis (JHA) should be completed with Human Resources, to ensure risk assessments are made and planning for mitigation or elimination of those risks. If you need assistance with developing a JHA, contact School Operations – Safety and Occupational Health.

All buildings secured and maintained during this period of closure should be in accordance with the inventory report contained within the MAXIMO system.

Ensure each facility has a working, documented emergency action plan (EAP), with the following items included but not limited to:

- a. Emergency escape procedures;

- b. Procedures to account for all persons in the facility after evacuation;
- c. A means for reporting fire or other emergencies;
- d. A means of notifying building occupants of fire or other emergencies;
- e. Floor diagrams reflecting the actual floor arrangement and exit locations, posted on every floor, arranged, as necessary to satisfactorily depict egress from every occupied location;
- f. Designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of occupants; and
- g. If portable fire extinguishers are provided, personnel shall be trained in their use.

Ensure the operation of interior and exterior lighting, security cameras, motion sensor lighting, access gates and any other security features.

Each site-specific plan should be evaluated by the OIC, in consultation with the school administration, to meet specific needs of the building and occupants to be protected. Each plan shall be administered on its particular conditions. In some cases, additional safe guards may be warranted.

**SECURE:**

Keeping unauthorized occupants out of school boundaries is the key to preventing arson, theft, graffiti and other undesired effects.

The following guidelines will assist in the securing process:

- a. Conduct walkthroughs to assess current conditions and document (maintain an itemized log);
- b. Secure all buildings on the school location inventory by ensuring doors, windows, gates, etc. are locked and secured. Accessory buildings and structures (storage sheds and garages) should also be secured. Once secured, the building must be patrolled with frequency to ensure it remains secure;
- c. Post notices at conspicuous locations (entry gates and the front building doors), which states the name and contact information of the school administrator and/or security staff;
- d. Coordinate with local law enforcement to request increased patrols in the area and ensure points of contact are established for the school location and local law enforcement agency; and
- e. Post-implementation, school administrators should assess the effectiveness of the measures in place and adjust strategies accordingly throughout the term of the school closure.

**SURVEY:**

Unoccupied buildings are frequently the target of illegal entry, arson, theft, and graffiti. However, increased activity and surveys can serve as a deterrent to illegal entry and ensure hazardous conditions are promptly addressed. Walkthroughs and visual assessments should be conducted in intervals designated by the OIC.

The following guidelines will assist in the survey process:

- a. Survey and evaluate unoccupied buildings to identify potential safety issues (general fire hazards, blocked or hindered egress, and proper operation of fire protection systems) and report accordingly. All buildings and grounds shall remain safe for occupancy;
- b. Emergency life safety equipment (e.g., fire alarm, exit lighting, emergency lighting, and other equipment) must be maintained in working order;

- c. Personnel assigned to survey unoccupied buildings should use extreme caution when entering and moving throughout the premises. Potential hazards include fall and trip hazards, hazardous materials on the property, vermin and unauthorized occupants. A reliable means of communication is critical;
- d. Personnel assigned to survey unoccupied buildings should wear personal protective equipment (when required) and should carry a radio and flashlight when conducting walkthroughs. It is a good practice to inform the school administrator or designated person when you are entering and leaving an unoccupied building or grounds so that they can account for your location, should you need assistance; and
- e. Disallow parking on the school premises during a closure, except for those authorized to enter.

## **REPORT**

Upon the identification of illegal entry, arson, theft, or graffiti, it is critical that reporting procedures are established and communicated to all relevant personnel.

The following guidelines will assist in the reporting process:

- a. Immediately report trespassing, vandalism, theft and any other illegal activities to the local law enforcement authority. Do not confront individuals suspected of illegal activity;
- b. Utilize the below emergency contact information worksheet for emergency contacts and distribute accordingly; and
- c. Document all activities and routinely notify your chain of command and BIE's School Operations division regarding situations that may arise. Keep records in a central location.

**EMERGENCY CONTACT INFORMATION**

<b>OFFICE</b>	<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
Emergency	911	911	911
Tribal Law Enforcement			
Ambulance / EMT			
Local Fire Department			
BIA Law Enforcement			
Federal Emergency Management Agency (FEMA)			
Center for Disease Control (CDC)			
Poison Control			
Suicide Prevention			
24-Hour Child Abuse Hotline			
Local Medical Center			

**SURVEY LOG**  
**COVID-19 School Facility Coverage**

Building(s): \_\_\_\_\_  
 Staff Name and Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>Time</b>	<b>Comments</b>	<b>Signature</b>	<b>Time</b>	<b>Comments</b>	<b>Signature</b>
6:00 am			12:01 pm		
6:15 am			12:15 pm		
6:30 am			12:30 pm		
6:45 am			12:45 pm		
7:00 am			1:00 pm		
7:15 am			1:15 pm		
7:30 am			1:30 pm		
7:45 am			1:45 pm		
8:00 am			2:00 pm		
8:15 am			2:15 pm		
8:30 am			2:30 pm		
8:45 am			2:45 pm		
9:00 am			3:00 pm		
9:15 am			3:15 pm		
9:30 am			3:30 pm		
9:45 am			3:45 pm		
10:00 am			4:00 pm		
10:15 am			4:15 pm		
10:30 am			4:30 pm		
10:45 am			4:45 pm		
11:00 am			5:00 pm		
11:15 am			5:15 pm		
11:30 am			5:30 pm		
11:45 am			5:45 pm		

\*Adjust times accordingly.