

MORONGO  
BAND OF  
MISSION  
INDIANS



A SOVEREIGN NATION

Morongo  
School  
Emergency  
Plan

2015

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Annex to Morongo Emergency Operations Plan

## **Purpose**

The purpose of this Annex is to provide a standard operations guide for the Morongo Band of Mission Indians and the Morongo School to exercise an integrated approach for the safety of all three campuses, students and faculty. This plan is intended to advise Parents, Teachers, Emergency Services and other Tribal Entity's on how the School will deal with safety of their students and faculty during the reunification of those students with their parent(s) or guardian(s) in the event of an emergency or catastrophic event.

## **Objectives**

The objectives of the Evacuation and Reunification Plans are:

- Ensure the safety and security of students at the Morongo School of the Morongo Indian Reservation specifically while those students are attending school on the Morongo Indian Reservation.
- Establish lines of communication and coordination with all supporting entities.
- Provide a base document for use by Morongo Transportation Department, Morongo Reservation Patrol, and other tribal offices and officials that support this plan.

## **Assumptions and Operating Environment**

There are approximately 153 students enrolled in Morongo's school and 284 Morongo students transported by Morongo Transportation Department.

- All Campuses of the Morongo School are equipped with cell phones, Disaster Net Radios (mobile and stationary) so they can communicate with all Tribal Entities.
- Morongo Transportation has a fleet of seven school busses that service Banning Unified School District (USD), Beaumont USD, and Morongo Reservation schools and each has two way radios with the frequencies of the Banning USD, Beaumont USD and Morongo's Disaster net.
- Morongo Tribal Patrol Department has a total of 33 officer including Gate Officers and Enterprise Officers. And are primarily assigned to the Reservation and its Enterprises.
- Morongo Fire has a total of 32 officers and are primarily assigned to the Reservation and its Enterprises
- Transportation, communication, and utilities may be significantly compromised during a catastrophic earthquake. This Standard Operations Guide may be executed during emergencies and catastrophic events including: school shootings, lockdowns, earthquakes, fires, hazardous material incidents, prolonged power outages, etc.

## Record of Changes

The Morongo School Emergency Operation Plan (MSEOP) is a living document that is continuously changing based on new threat and hazard information, incident after action reports, training and exercise events, and feedback from individuals and departments who support it. This plan and any of its components (i.e. annexes) may be modified by the Office of Emergency Management at any time. Significant changes and updates to the MSEOP should be conducted in a consulted manner with the various committees and commissions that may have interest in the plan. Changes and updates should be collaborative though supporting tribal departments and other governments (e.g. Riverside County) that may support the plan.

All changes should be recorded on the table below and by change memorandum.

#	Date	Made by	Summary
1	October 2008	David Munro	Creation
2	January 2015	Mason Patterson Floyd Velasquez	From page 4 to page 22 includes Evacuation plan and Record of Distribution

## Record of Distribution

The EOP and its annexes are distributed as shown in the table below. Additionally, electronic versions of the EOP and supporting components are available internally. The EOP is also made available to other governments and supporting non-governmental organizations.

Tribal Department or Supporting Agency	Copies
Tribal Council	1 each
Tribal Council Staff	2 each
Chief Officers (CAO, CEO, CFO)	2 each
Administrators and Department Heads	1 each
EOC	15
Mobile EOC	5
Riverside County OES	1
Cal OES Southern Region	1
FEMA Region IX	1
Bureau of Indian Affairs	1
Riverside-San Bernardino County Indian Health, Inc.	1
Banning unified school district	1
Beaumont Unified school district	1
Education Committee	1 each
Morongo School's Faculty	1 each
Morongo Reservation Patrol Department	1 each

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## Section 1- Commands to Take Emergency Action

The following standardized commands are to be used during a disaster/emergency. The commands may be given by voice, over a public address system, or intercom system.

Teachers must instruct students to react appropriately to the commands on their own in case the commands occur when there are no teachers present.

1. Leave Building: Consists of orderly movement of students and staff from inside school buildings to a pre-designated outside area of safety. (See pages 19 thru 21 for appropriate map for each campus)
2. Take Cover: Consists of taking protective cover (indoors, if possible) and utilizing shielded areas within school buildings.
3. Lockdown: Consists of taking protective cover and preventing both entry and exit from the school, restricting access on and off the reservation and following the step by step instructions in section 8 page 16 and the scenarios and responses section on page 6
4. Drop: Consists of taking, if inside, the Drop Cover and Hold On position under a sturdy desk or piece of furniture. If outside, move away from buildings, block walls, trees, power poles, (at least one and one-half times their height) exposed wires, and fences. The safest place is in the open during an earthquake. Assume the Drop, Cover and Hold on position, or outside Take Cover position as appropriate.
5. Go Home: Consists of dismissal of all classes and return of students to their homes by the most expeditious means. This command should be considered only if there is time to return students safely to their homes. Notification of parents, by One Call Now
6. Directed Transportation: Consists of loading students and staff into school buses, cars and other means of transportation (walking) and taking them from an area of danger to an area of safety. This is a most difficult procedure and is considered appropriate only when directed by competent Tribal government authority.
7. Convert School: Consists of preparing a school site for conversion into an Emergency Hospital, First Aid Station, or Mass Care Shelter. This command should be issued and implemented upon request or direction from the Tribal Council, Chief Administrative Officer or the Emergency Operation Center Manager.

### GENERAL DISASTER/EMERGENCY PROCEDURES

Each site should have an Emergency Preparedness Committee Plan that will be carried out by the school staff under the direction of the site administrator. Site administrators will report all actions to the Education Administrator.

## Section 2- Public Information

Information regarding students and the school will be given out under the direction of the Tribal Council and or the Morongo Band of Mission Indians Chief Administrative Officer.

In case of the Morongo School Incident Commanders absence or injury at the time of an emergency/disaster there must be an order of succession at each school site. The order of succession for the Morongo School Incident Command Center will be:

1. Administrator
2. Assistant Principal
3. Alternative Education Manager

Should any of these people move to the Morongo School Incident Command position, other staff will have to be assigned to fill the role previously designated to them.

### Section 3- Hazard Specific Procedures Overview

<u>Types of Emergencies Anticipated:</u>	<u>Response Procedures</u>
	** Activate Emergency Plan and:
Earthquake	Drop, Cover, and Hold On
Fire	Evacuate
Smog Alert	Modified Shelter-in-Place
Airplane Crash	Drop, Cover, and Hold On or Evacuate
Bomb or Bomb Threat	Evacuate
Hazardous Materials Release	Lockdown or Shelter in Place
Sniper or Gunfire	Hit the Deck, Modified Shelter-in-Place
Severe Storm	Modified Shelter-in-Place

When an emergency begins, the principal or designee will activate appropriate emergency procedures through the organizational system outlined at the beginning of this plan. The Education Administrator or designee is called at this point, will decide what to do, and based on the situation. There are four basic safety procedures which can be utilized in responding to various emergencies:

1. Drop, Cover, and Hold On (earthquake, explosion)
2. Evacuation (fire, explosion, hazardous materials release, post-earthquake)
3. Shelter-in-Place (hazardous materials release, gunfire, sniper, storms)
4. "Take Cover" (gunfire) Drop flat to the ground

There is no way of knowing in advance exactly how to respond to every emergency; however, the organizational system used here is designed to be applied to any emergency.

In general, the principal, site administrator, or his/her designee, will take the following steps in an emergency:

1. Direct immediate action to protect the students and staff
2. Call 911 (if possible call from a land line)
3. Activate the plan. Activate functions as needed
4. Call the Chief Administrative Officer

## **Section 4- Coordinated Response to School Emergencies**

### PURPOSE:

In the event of disruption to the services provided to Tribal children and their families, this plan is intended to open channels of communication and coordination in the management of children and their families between Morongo Services Departments.

The intended results include:

1. Ensuring the safety of all Tribal children
2. Providing a coordinated response between all Departments
3. Providing consistency and a single voice in communication parents
4. Providing support and resources as needed



## Communication Channels

Sharing Personal Contact Information for each *point* person

Administrator/Director	Department	Cell Number	Office Ext
<b>Chief Administrative Officer</b>	Administration	<b>909-376-0533</b>	5115

### DEPARTMENTS SERVING CHILDREN

Education Administrator	Education Services	951-392-9168	5146
Transportation Director	Transportation	951-314-9072	5269
Community Services Director	Recreation	951-201-2512	5163
Assistant Principal	Tutoring/M. School	951-317-5683	5251
Alternate Education Manager	Home Tutoring	951-892-5055	5136

### SUPPORTING DEPARTMENTS

Reservation Patrol Chief	Reservation Patrol	951-634-4623	5305
Public Works Director	Public Works	951-236-2773	5265
Tribal affairs Administrator	Tribal Affairs	951-768-3545	5114
Fire Chief	Fire Department	951-634-4619	5098
Social Services	Administrator	951-537-9728	5106
Emergency Services Manager	Emergency Services	951-392-9828	5309

## Scenarios and Responses

Event	Consequence(s)	Response	Contact	Notify
<b>Power Outage</b>	Upper School - generator kicks in.	Keep Upper School Open	Public Works 951-236-2773	CAO 909-376-0533 Transportation 951-314-9072 Recreation 951-201-2512 Tribal OPS 951-768-3545
	Lower School & Little Creator Campus goes dark	Hold and wait for update from Public Works  Use ONE CALL NOW to notify parents  Close Lower Campuses after 60 minutes.  Students stay in buildings or wait outside weather permitting or Transport remaining children to the upper campus.  Notify Recreation	Public Works 951-236-2773  Emergency Services 951-392-9828  For additional resource requisition and management	
	Recreation	3rd evacuation point for schools	Recreation 951-201-2512	
	Social Services		Social Services	

			951-537-9728	
<b>Shots fired</b>	All sites – Ensure children and adults Are safe	Call 911(from land line if possible) Lock Down Notify Reservation Patrol Use One Call Now to notify parents Hold and wait for all clear from Reservation Patrol	Reservation Patrol 951-634-4623	CAO 909-376-0533 Tribal Operations 951-768-3545 Recreation 951-201-2512 Transportation 951-314-9072 Social Services 951-537-9728 Fire 951-634-4619
<b>Warrant serving – armed sheriff response</b>	All sites – Ensure children and adults are safe	Lock Down Notify Reservation Patrol Use One Call Now to notify parents Hold and wait for all clear from Reservation Patrol	Reservation Patrol 951-634-4623	CAO 909-376-0533 Tribal OPS 951-768-3545 Recreation 951-201-2512 Transportation 951-314-9072 Social Services 951-537-9728
<b>Suspect chase</b>	All sites – Ensure children and adults are safe	Lock Down Use One Call Now to notify parents Hold and wait for all clear from Reservation Patrol	Reservation Patrol 951-634-4623	CAO 909-376-0533 Tribal OPS 951-768-3545 Recreation 951-201-2512

				Transportation 951-314-9072 Social Services 951-537-9728 Fire 951-634-4619
<b>Broken Water main – no water</b>	All sites - Ensure children and adults are safe	Hold and wait for update from Public Works  Close Schools if longer than 60 minutes  Use One Call Now to notify parents  Call Public Works for additional water needs	Public Works 951-236-2773	CAO 909-376-0533 Transportation 951-314-9072 Recreation 951-201-2512 Social Services 951-537-9728 Tribal OPS 951-768-3545 Fire 951-634-4619
<b>Irate Adult(s): Threats to students or staff</b>	All sites - Ensure children and adults are safe	Call 911 (from land line if possible) Lock Down Notify Reservation Patrol Use One Call Now to notify parents Hold and wait for all clear from Reservation Patrol	Reservation Patrol 951-634-4623	CAO 909-376-0533 Tribal OPS 951-768-3545 Transportation 951-314-9072 Recreation 951-201-2512 Social services 951-537-9728

## Section 5-Reunification for Morongo School

Following the emergency flow chart, office staff bring with them student contact information and make a One Call Now in order to notify parents where their students can be picked up. Regular check-out procedures will continue to be in place in order to maintain safety and security until all students have been signed out to someone on the emergency contact list for that student. Staff will continue to try all contact numbers given on the emergency contact list until all students have been reunified.

In the event of any major emergency that requires evacuation of the Morongo School site:

- School staff will be expected to remain on duty until every student is reunified with parents/guardians.
- Morongo School's Emergency Response Team members will have on their person required communication equipment and will maintain contact with school administration at the school incident command post for assignments.
- Teachers or substitute teachers will have in hand attendance rosters for that day and will be responsible for ensuring that all students in attendance are accounted for and present at predetermined meeting locations.
- Office staff will have in their possession Emergency contact numbers for all students and student release forms for every Morongo student. One call now will be utilized to notify parents where to pick up their students, additionally; ongoing efforts will be made to ensure that all parents/guardians are aware of the emergency situation.
- Students will be released only to authorized adults listed on the emergency contact forms signed by parents/guardians.

## **Section 6- Emergency Procedure Earthquake or Explosion**

When the ground begins shaking, a loud explosion is heard or felt, a drop, cover and hold on begins, everyone — students, staff, and all others present — take the following protective actions:

### **Indoors:**

Drop: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.

Cover: the back of your neck with one arm.

Hold-On: to the table legs or side of the desk with your other arm. Remain in position until the ground stops shaking, objects stop falling, or the teacher indicates that this phase of the Disaster has ended.

**If there is no table or desk nearby, but there are chairs:** (such as an auditorium-style arrangement):

Drop, cover, and hold on: take cover under the chairs, if possible, and/or between the rows of chairs, by dropping to the floor, holding on, and protecting the back of your neck with the other arm.

**If there are no tables or chairs nearby (or not enough):**

**Drop, cover, and hold-on:** take cover by dropping to the floor, against an interior wall, if possible. Select the closest safe place: between tables or against a wall. The "drop" position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.

### **In the hallway:**

Drop, cover, and hold-on: take the "drop" position alongside the walls. Try to avoid hazards such as unsecured lockers, trophy cases, etc. Choose the closest safe place.

### **On stairs:**

Drop, cover, and hold on: Sit down, hold onto handrail with one hand, and cover the back of your head with the other arms.

### **People with disabilities:**

#### **In a wheelchair:**

Remain in the chair, set brake and hold on. If you have a hard hat with you, put it on.

Trying to protect head and neck by leaning forward so that the head is lower than the back of the wheelchair is not practical. First, the person would have to bend head down to knees, which may not be physically possible. Second, the leather or vinyl backs of most wheelchairs will not add protection

#### **With mobility impairments, but not in a wheelchair:**

If sitting at onset of earthquake, remain in place, protecting head if possible, and hold on.

If standing, sit down, or brace body to avoid falling.

People with mobility impairments should not be routinely placed under or near potential hazards.

### **Teachers and other Caregivers:**

Drop, cover, and hold on as directed above so that you will be available and uninjured to assist others after the ground stops shaking. The teacher should be the first to drop, cover, and hold on.

### **Outdoors:**

Drop, cover and hold on: Move away from buildings, power lines, block walls, and other items which might fall. Take the "drop" position or sit down.

Remain in position until the ground stops shaking.

### **Situation assessment:**

- Teacher or supervising adult makes a quick assessment of the situation. Any of the following require immediate evacuation: fire, damage to structure, hazardous materials spill.
- Teacher makes a quick assessment of injuries to students. Unless the situation calls for immediate evacuation, teacher uses first aid for critical injuries.
- Teacher checks with buddy teacher. It may be necessary to assist or evacuate the buddy teacher's class.
- In most cases, the teacher will wait until composure has been reached and an evacuation signal has been received before directing the class to evacuate. See evacuation procedures.

### **Aftershocks:**

- Students and staff drop, cover, & hold-on.
- Teacher/staff repeat situation assessment procedures detailed above

## **Section 7- Evacuation**

### **Evacuation Routes:**

Evacuation routes should minimize exposure to hazards.

Fire, plane crash, or explosion in building: quickest route out of buildings

Earthquake: safest way out of buildings

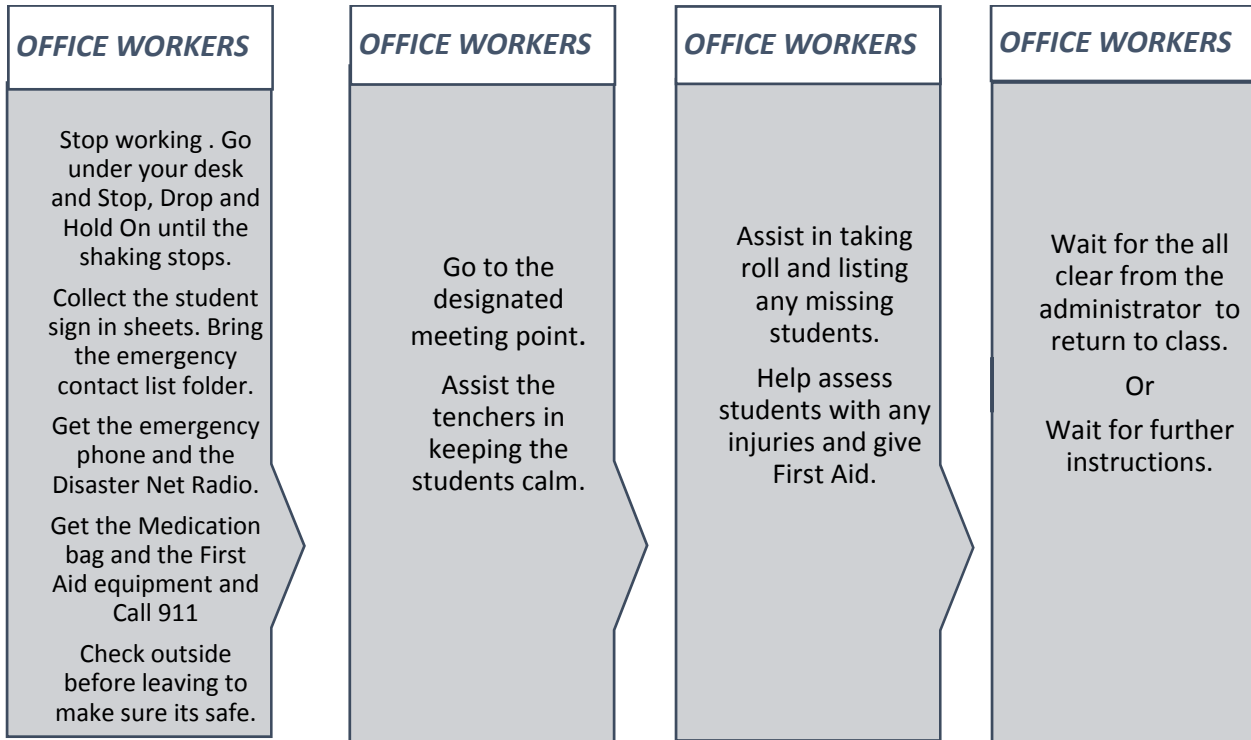
Move away from buildings following pre designated assembly point.

Avoid walking under covered walkways, alongside block walls or buildings, under power lines, etc.

### **We train each semester by:**

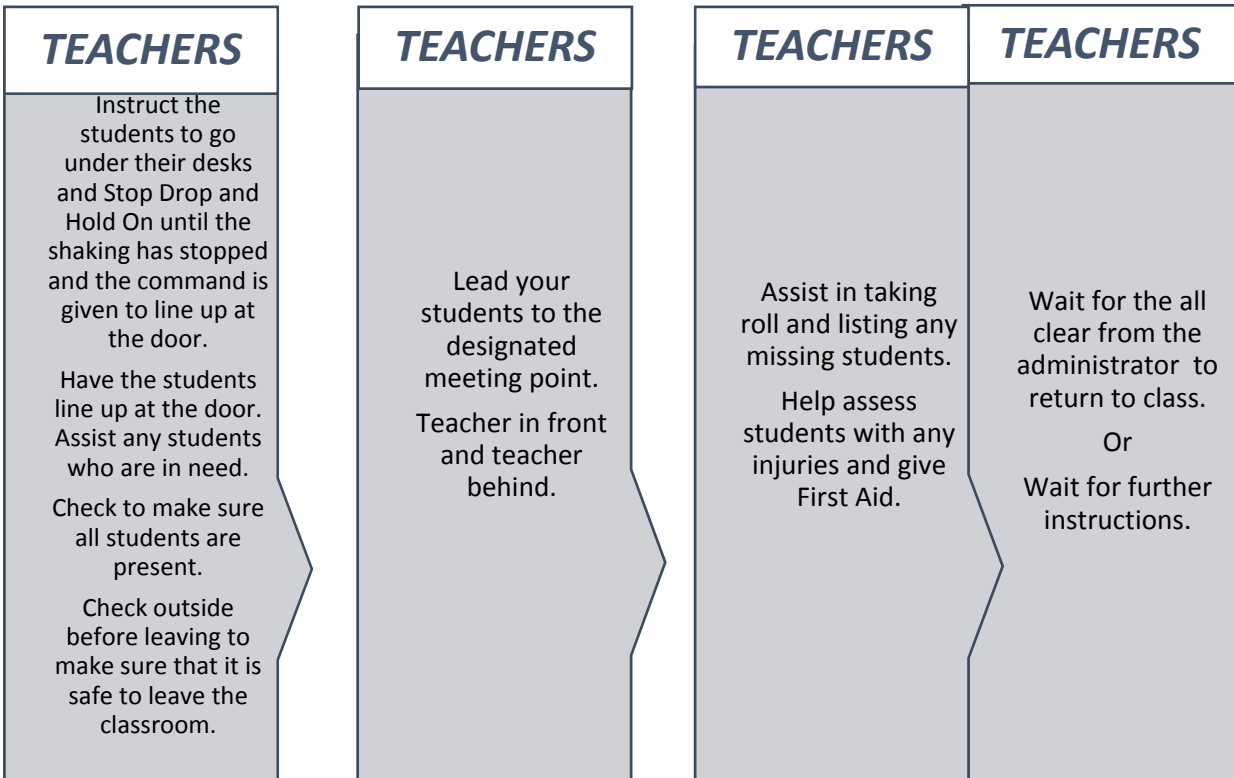
- Practicing evacuation routes in drills.
- Include people with disabilities in drills.
- Train students and staff that planned evacuation routes may be blocked in an emergency.
- Practice alternate routes.

## Evacuation Emergency Flow Charts Office Worker's: Earthquake

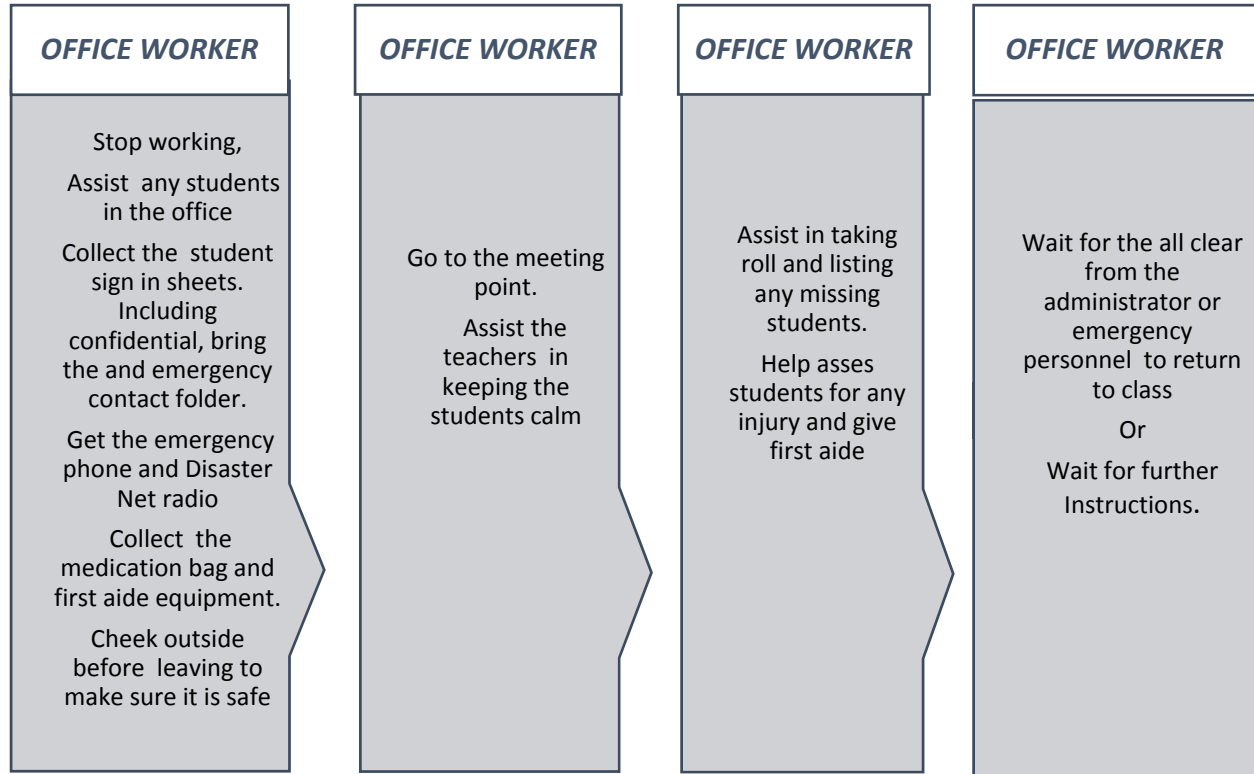




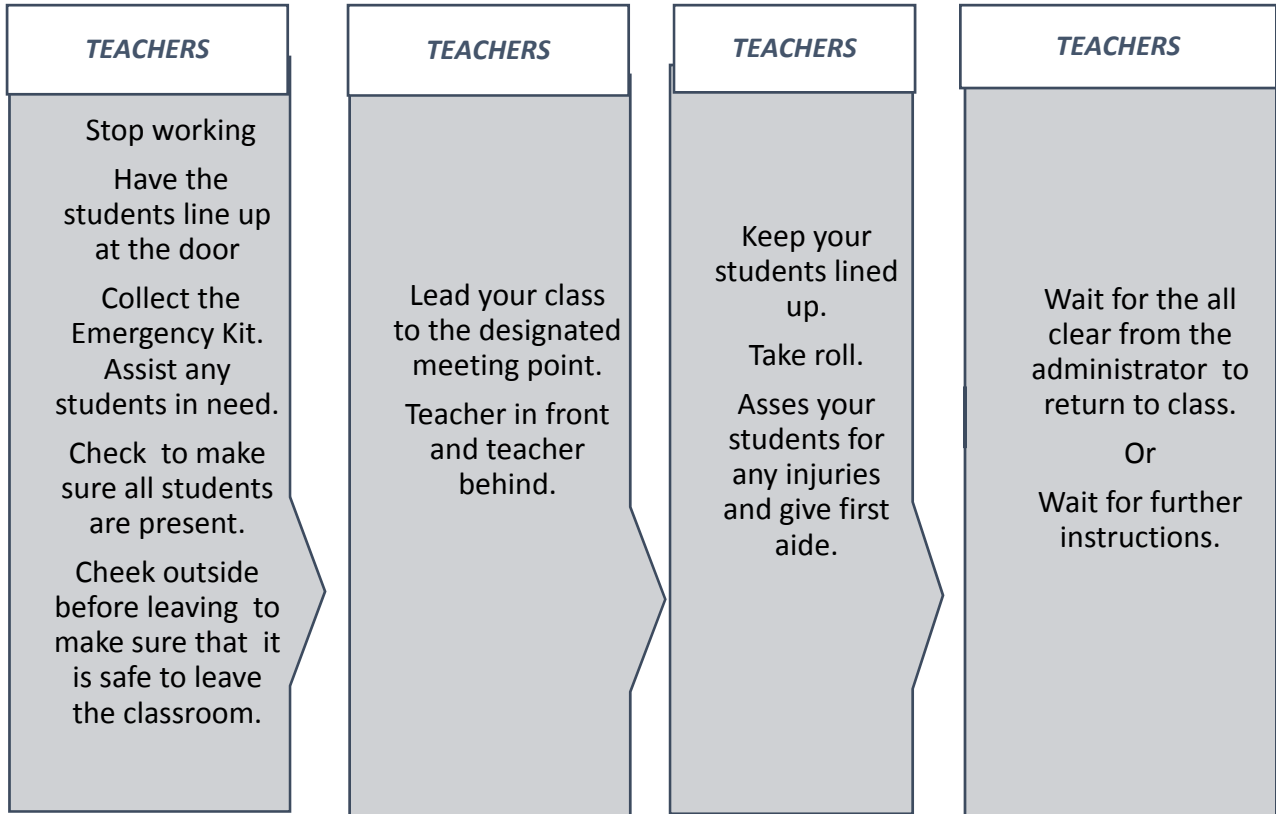
## Evacuation Emergency Flow Charts Teacher's: Earthquake



## Emergency Evacuation Flow Charts Office Worker's: Fire



## Emergency Evacuation Flow Charts Teacher's: Fire



## **Section 8 – Lockdown**

### **Lockdown Procedure**

#### **When a lock down is called:**

1. Keep all classroom doors locked from the inside when students are in the classroom.
2. Window Shades should always be down, or blinds closed.

*Always be prepared to run, hide, and fight.*

#### **When a “Lockdown” is called and you are in the classroom:**

Immediately:

1. Take the students to the restroom, close and lock the door, and barricade the door and have the kids sit down on the floor.
2. Insist upon everyone being absolutely quiet.
3. Wait until Reservation Patrol or the Administrator gives the all clear.

*Always be prepared to run, hide, and fight.*

#### **When a “Lockdown” is called and you are on the playground:**

Immediately:

1. Get the students into the classroom and lock the door from the inside.
2. Follow # 2 - 5 above.

*Always be prepared to run, hide, and fight.*

### **Active Shooter**

An active shooter is a barricaded suspect or an outdoor movement situation where The suspect is actively discharging a firearm at Law Enforcement or community members and/or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require arriving Law Enforcement unit (s) to take immediate action to end the danger.

### **Strategies in the Classroom or Office**

- If you are in a classroom, room or office, secure the door.
- If the door has no lock and the door opens in, a good heavy door wedge can be
- Kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door.
- If the door has a window, cover it if possible.

## **Exiting through windows**

Depending on the shooter's location, exiting through window openings may be considered. Have someone watch as another person assists as many students out of the windows as calmly and as quietly as possible. Follow the building walls and run the opposite way of the shooter.

## **In Hallways or Corridors**

If in the hallways, find a room that is not already secured and secure it. Unless you are very close to an exit, no one should attempt to run through a long hall to reach an exit as the shooter or hostage taker may be encountered.

## **In large rooms or auditoriums**

If Police are not yet on scene, secure the room and follow the above lockdown procedure. If police are on site, move to and out the external exits and move toward any police unit. Instruct students to keeping your hands on their heads and to do what the police tell you!

## **If outside on school grounds:**

If no police units are yet on scene, all teachers, staff and students must move away from the incident and go to the pre-designated safe evacuation areas if possible or find safe cover positions (not the parking lots) and wait for the police to arrive.

Once police arrive on scene, students should get out and move towards any police vehicle when safe to do so while keeping their hand on top of their head and do exactly and immediately what the police tell them to do, staff should not leave the area entirely as they may have information that responding Police officers will need.

## **Trapped with the Shooter**

If trapped with the shooter, no one should do anything to provoke him. If he is not shooting, all people trapped should do what he says and don't move suddenly. Each individual can draw the line on what each person will or will not do to preserve his/her life or the lives of others.

If he starts shooting available options are:

- Stays still and hopes he does not shoot;
- Run for an exit while zigzagging;
- Attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Again, this is not a recommendation to attack the shooter but rather a choice to fight when there is only one other option.

*Any option chosen may still result in a negative consequence.*

## **Bomb Threat**

In the event of a bomb threat, the responsibility for determining the exact course of action in each case remains with the Superintendent/Designee. The following procedures are given for the safety of students and staff and the prevention of panic.

In the event of a telephone threat of a bomb on the school site, the following procedures are recommended:

1. The person receiving the call should gather as much information as possible.

2. Attempt to convince the caller to dial 9-1-1- by saying, **“I’m sorry, we are not authorized to take bomb threats. You must hang up and call 9-1-1 to make a bomb threat.”** (If 9-1-1 is called, the location from which the caller is calling will immediately be recorded by Emergency Services.)
3. Immediately after the caller hangs up, report all information to the Education Administrator/Designee.
4. The Education Administrator/Designee should all 9-1-1, and then notify the Chief Administrative Officer as soon as possible.
5. The Superintendent/Designee shall decide on the appropriate action based on the following:
  - a. The information received in the threat
  - b. Consultation with the Chief Administrative Officer and Reservation Patrol Chief

If it is determined that students are to be evacuated, evacuation should be accomplished by sending “messengers” to each work area and verbally notifying personnel to evacuate.

- Staff and Students should immediately precede to the pre-designated safe evacuation areas.
- If a search of building and other areas is necessary, it should be conducted by Reservation Patrol accompanied by school site personnel familiar with the area to be searched.
- If a foreign, suspicious, unfamiliar object or package is found, do not touch or move it. Immediately report the location of the object to the Education Administrator/Designee and Reservation Patrol.
- Staff should not return to buildings until the Education Administrator/Designee or Emergency Services Officials declare the area safe.
- All actions regarding disposal or handling of the bomb or suspected bomb shall be the responsibility of Reservation Patrol and its partners.

## **Section 9 – Hot Wash/Follow-Up Meeting**

Immediately following an incident, a hot wash meeting with all departments involved will be conducted. Hot wash is a breakdown of how the incident was handled.

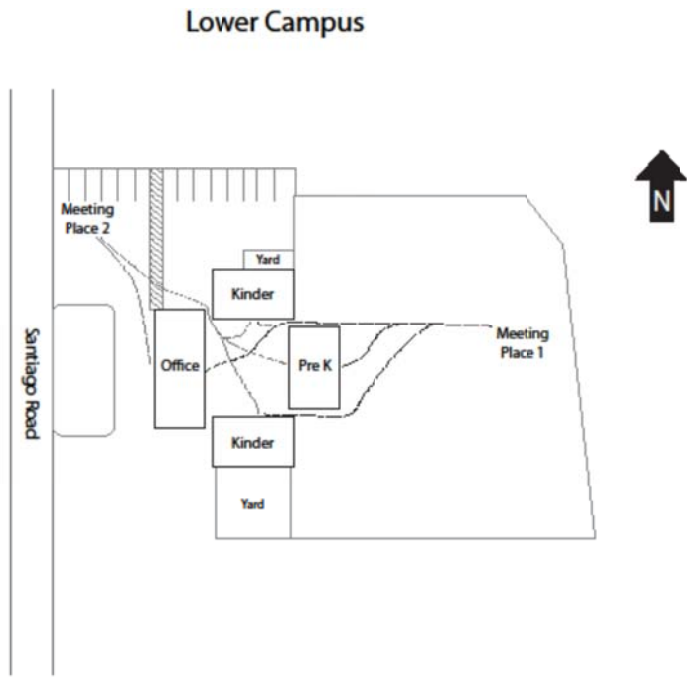
As soon as practicable after a major emergency event on the Reservation affecting one or more of our Departments, a meeting of Inter-Departmental Emergency Response Group will be scheduled to assess the effectiveness of the response made for that event.

The purpose of the follow-up meeting is to improve how we respond to the next unforeseen event or disruption to the services that we provide to Tribal children and their families.

Hot wash meeting with all departments involved immediately following the incident.

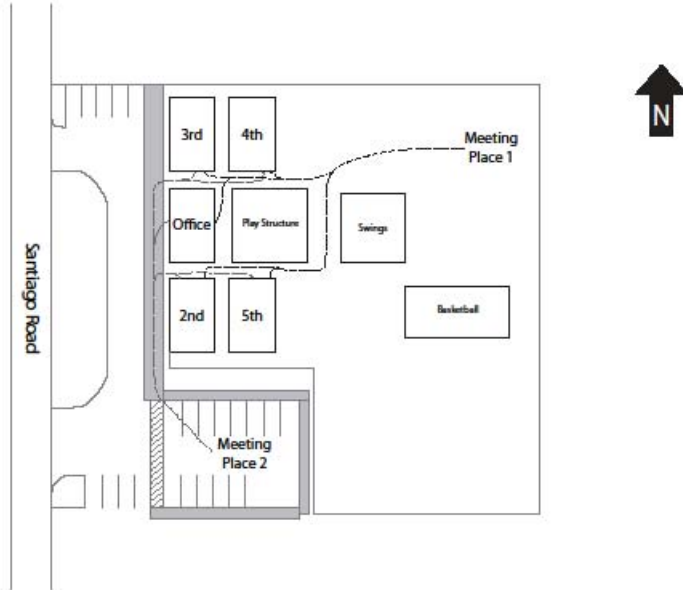
The “After Action Report” (attached annex A) may be helpful in this regard.

# Annex L – Evacuation Map: Lower Campus



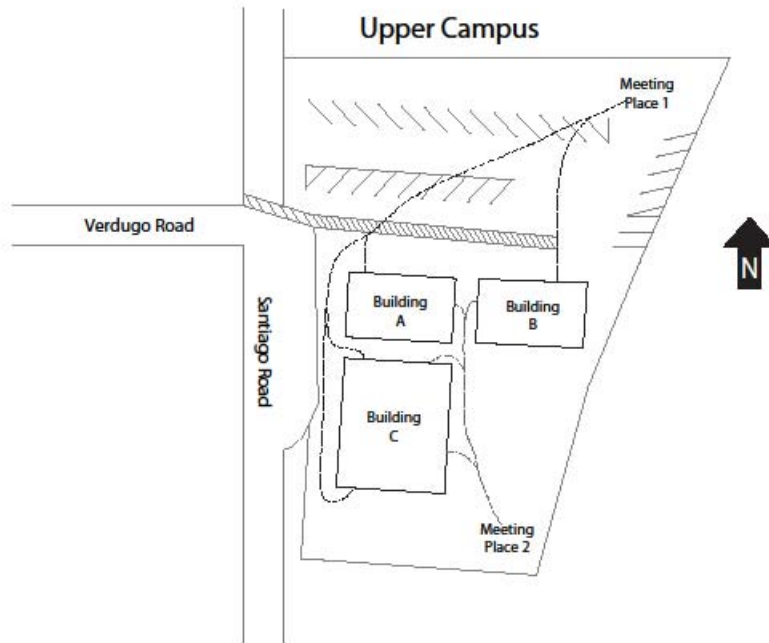
**Annex M – Evacuation Map: Middle Campus**

**Middle Campus**





## Annex U – Evacuation Map: Upper Campus



## Annex A – After Action Report (AAR)

### **After Action Report**

This After Action Report is intended to aid in Morongo’s plan evaluation and improvement by registering situation-response interactions, analyzing critical functions, determining coping strategy effectiveness and efficiency, and proposing adjustments and recommendations.

### **Exercise Overview:**

### ***Date of Exercise:***

### ***Exercise Participants:***

### ***Exercise Type:***

### ***Exercise Overview:***

### **Summary:**

### **Discovery:**

### **Corrective Action:**

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Emergency Services Manager

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Date

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Chief Administrator Officer

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Date