

**MORONGO  
BAND OF  
MISSION  
INDIANS**



**A SOVEREIGN NATION**

**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 in the event of an emergency or catastrophic event.

## Objectives

The objectives of the Morongo School Emergency Operation Plan are:

- Ensure the safety and security of the students, faculty and staff of 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

# Morongo School Emergency Plan



- 
- All campuses of the Morongo School are equipped with cell phones, Disaster Net Radios (mobile and stationary) to 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 is 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 30 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

# Table of Contents

<b>Purpose.....</b>	<b>i</b>
<b>Objectives.....</b>	<b>i</b>
<b>Assumptions and Operating Environment.....</b>	<b>i</b>
<b>Record of Changes.....</b>	<b>ii</b>
<b>Record of Distribution.....</b>	<b>iii</b>
<b>Section 1- Commands to Take Emergency Action.....</b>	<b>2</b>
<b>Section 2- Public Information.....</b>	<b>3</b>
<b>Section 3- Hazard Specific Procedures Overview.....</b>	<b>3</b>
<b>Section 4- Coordinated Response to School Emergencies.....</b>	<b>4</b>
<b>Communication Channels.....</b>	<b>5</b>
<b>Scenarios and Responses.....</b>	<b>6</b>
<b>Section 5-Reunification for Morongo School.....</b>	<b>8</b>
<b>Section 6- Emergency Procedure Earthquake or Explosion.....</b>	<b>9</b>
<b>Section 7- Evacuation.....</b>	<b>11</b>
<b>Evacuation Emergency Flow Charts Office Worker’s: Earthquake.....</b>	<b>12</b>
<b>Evacuation Emergency Flow Charts Teacher’s: Earthquake.....</b>	<b>13</b>
<b>Emergency Evacuation Flow Charts Office Worker’s: Fire.....</b>	<b>14</b>
<b>Emergency Evacuation Flow Charts Teacher’s: Fire.....</b>	<b>15</b>
<b>Section 8 – Lockdown.....</b>	<b>16</b>
<b>Lockdown Procedure.....</b>	<b>16</b>
<b>Active Shooter.....</b>	<b>16</b>
<b>Bomb Threat.....</b>	<b>18</b>
<b>Section 9 – Hot Wash/Follow-Up Meeting.....</b>	<b>19</b>
<b>Annex A – After Action Report (AAR).....</b>	<b>20</b>
<b>Annex B – Lock Down Checklist for Morongo Transportation.....</b>	<b>23</b>
<b>Annex C – Lock Down Checklist for Morongo Reservation Patrol.....</b>	<b>24</b>
<b>Annex D – Little Creators Pre-School Evacuation Map.....</b>	<b>25</b>
<b>Annex E – Morongo Learning Center Evacuation Map.....</b>	<b>27</b>
<b>Annex F – Morongo School K-8 Evacuation Map.....</b>	<b>29</b>

## 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 take the appropriate actions on their own, in case the emergency 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 25 thru 29 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 ( pg. 16 and 17) and the scenarios and responses section (PG 6-8). There is a lockdown checklist for Office workers (pg. 20), Teachers (pg.21), Morongo Transportation (pg. 23) and a checklist for Morongo Reservation Patrol (pg. 24) and a procedure for Reservation Patrol and Transportation in the Lock Down annex.
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 and 107.3 FM.
6. Evacuate School: 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 any Tribal Administrator.
8. Shelter in Place: It entails to close and lock all doors and closing all windows covering for a trespasser. And in the event of Hazmat spill closing vents and taking immediate [shelter](#) in a readily accessible location that puts as much indoor air and mass between the individual and the hazardous outside air, such as a basement or centrally located medium to small room, and trying to make it as [airtight](#) as possible by shutting off all ventilation/[HVAC](#) systems and extensively sealing the shelter's doors and windows from all outside air contaminants with damp towels, or if available, plastic sheeting and [adhesive tape](#).

## 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 as per (ESF8) Dealing with the media annex.

All three campuses of the Morongo School will have an order of succession for each campus to serve as a campus Liaison in case of absence or injury at the time of an emergency/disaster. The order of succession for the Morongo School Incident Command Center will be:

1. Administrator
2. Assistant Principal
3. Alternative Education Manager
4. Teacher
5. Teacher assistant

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	Take Cover, Modified Shelter-in-Place
Severe Storm	Modified Shelter-in-Place
Active Shooter (Trespasser)	Run, Hide or Fight

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 six 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" Consists of taking protective cover (indoors, if possible) and utilizing shielded areas within school buildings.(shots fired)
5. Lock Down 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. (shots fired or Heavy law enforcement presents)
6. Run Hide or Fight.(Trespasser)

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 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 children and staff
2. Providing a coordinated response between all Departments
3. Providing consistency and a single voice in communication with parents
4. Providing support and resources as needed



## Communication Channels

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 Operations 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 and Broken Water main – no water</b>	Close all three Campuses after 60 minutes.	Hold and wait for update from Public Works  Use ONE CALL NOW to notify parents, Recreation and Social Services  Students stay in buildings or wait outside weather permitting or Transport to one of the Evac center	Public Works 951-236-2773  Water Department 951-805-0390	CAO 909-376-0533  Transportation 951-314-9072  Recreation 951-201-2512  Tribal OPS 951-768-3545
	Recreation	3rd evacuation point for schools 4 <sup>th</sup> Evac point Council Chambers	Recreation 951-201-2512	
	Social Services		Social Services 951-537-9728	
<b>Shots Fired</b>	All three campus schools, students and faculty will have to shelter in place.(If the shooter is not on campus)	Call 911(from land line if possible)  Notify Reservation Patrol  Use One Call Now and 107.3 FM to notify parents, Transportation and other school Districts that might have buses on the Reservation.  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  Disaster Preparedness 951-392-9828
<b>Warrant serving – armed sheriff response</b>	All three of the campuses, students and faculty will have to shelter in place.	Notify Reservation Patrol  Use One Call Now and 107.3 FM to	Reservation Patrol 951-634-4623	CAO 909-376-0533  Tribal OPS 951-768-3545

		<p>notify parents Transportation and other school Districts that might have buses on the Reservation.</p> <p>Hold and wait for all clear from Reservation Patrol</p>		<p>Recreation 951-201-2512</p> <p>Transportation 951-314-9072</p> <p>Social Services 951-537-9728</p> <p>Disaster Preparedness 951-392-9828</p>
<b>Suspect chase</b>	All three of the campuses, students and faculty will have to shelter in place	<p>Use One Call Now and 107.3 FM to notify parents</p> <p>Transportation and other school Districts that might have buses on the Reservation.</p> <p>Hold and wait for all clear from Reservation Patrol</p>	Reservation Patrol 951-634-4623	<p>CAO 909-376-0533</p> <p>Tribal OPS 951-768-3545</p> <p>Recreation 951-201-2512</p> <p>Transportation 951-314-9072</p> <p>Social Services 951-537-9728</p> <p>Fire 951-634-4619</p> <p>Disaster Preparedness 951-392-9828</p>
<b>Active Shooter (Trespasser)</b>	That building will be cut off from all communications	<p>Run Hide Fight. Call 911.</p> <p>Notify all campuses via paging system, Disaster Net Radio and 107.3</p>	Reservation Patrol 951-634-4623	<p>CAO 909-376-0533</p> <p>Tribal OPS 951-768-3545</p> <p>Recreation 951-201-2512</p> <p>Transportation 951-314-9072</p> <p>Social Services 951-537-9728</p>
<b>Fire</b>	Nearby Brush fire or structure fire can make air quality and visibility poor	<p>Call 911.(from a land line if possible)</p> <p>Shelter in Place or Evacuate building as per the fire check list on (pg. ) depending</p>	Reservation Patrol 951-634-4623	<p>CAO 909-376-0533</p> <p>Tribal OPS 951-768-3545</p> <p>Recreation 951-201-2512</p>

		on location of fire		Transportation 951-314-9072 Social Services 951-537-9728 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) Shelter in place Notify Reservation Patrol Use One Call Now and 107.3 FM to notify parents Hold and wait for all clear	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

### Reunification 5-Reunification for Morongo School

Following the emergency check list, The office staff will bring with them student contact information and make a One Call Now and put all important information on 107.3 FM 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.

- School staff will be expected to remain on duty until every student is reunified with parents/guardians.
- Morongo School's Incident Command Liaison Team members will have on their person required communication equipment and will maintain contact with all three school campuses.
- 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 and 107.3 FM 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, or 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, any item hanging on the wall, 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 be the opposite way of the hazard hazards.

Fire, plane crash, or explosion in building: quickest route out of buildings and off the property

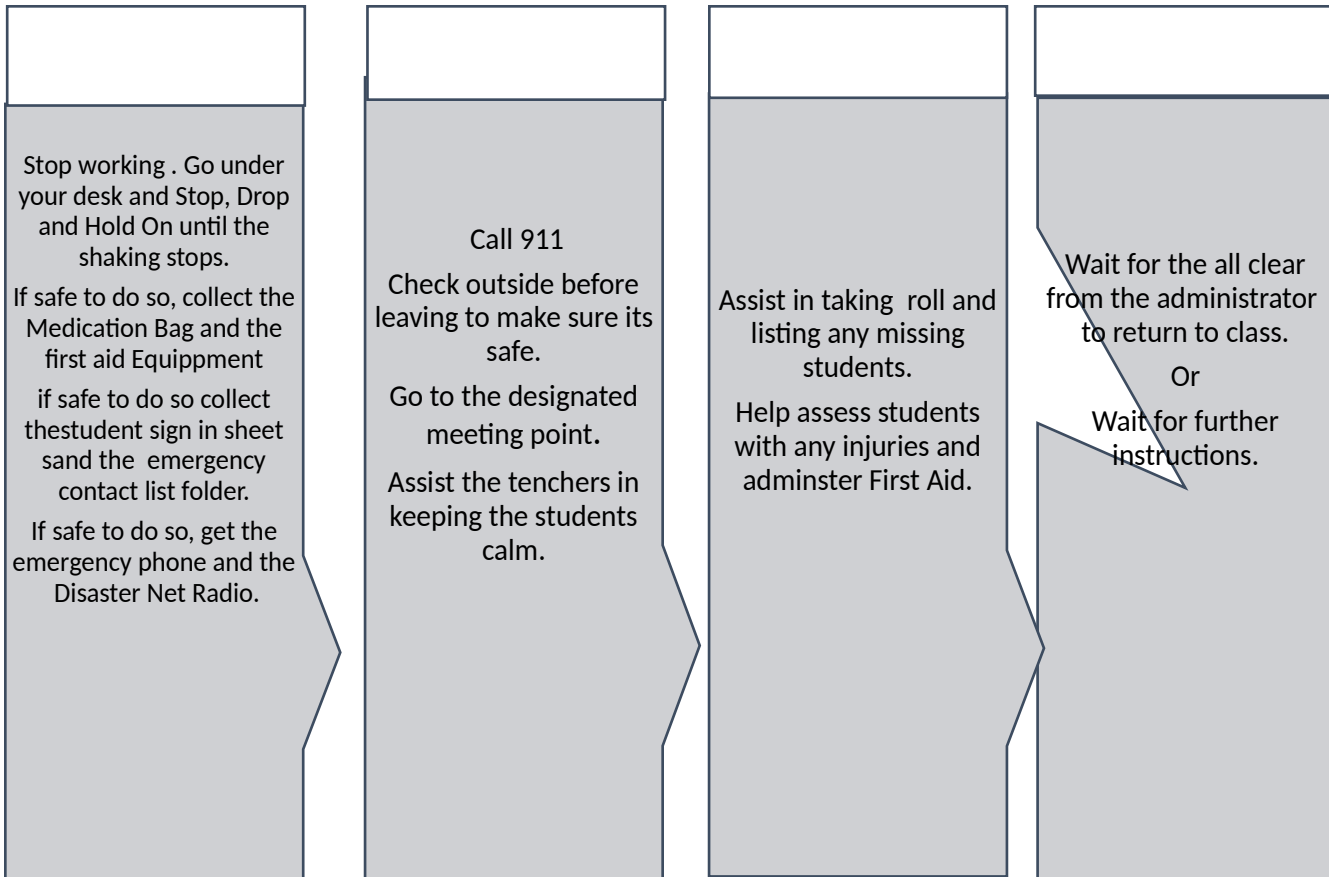
Earthquake: safest way out of buildings

Move away from buildings following pre designated assembly point.

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

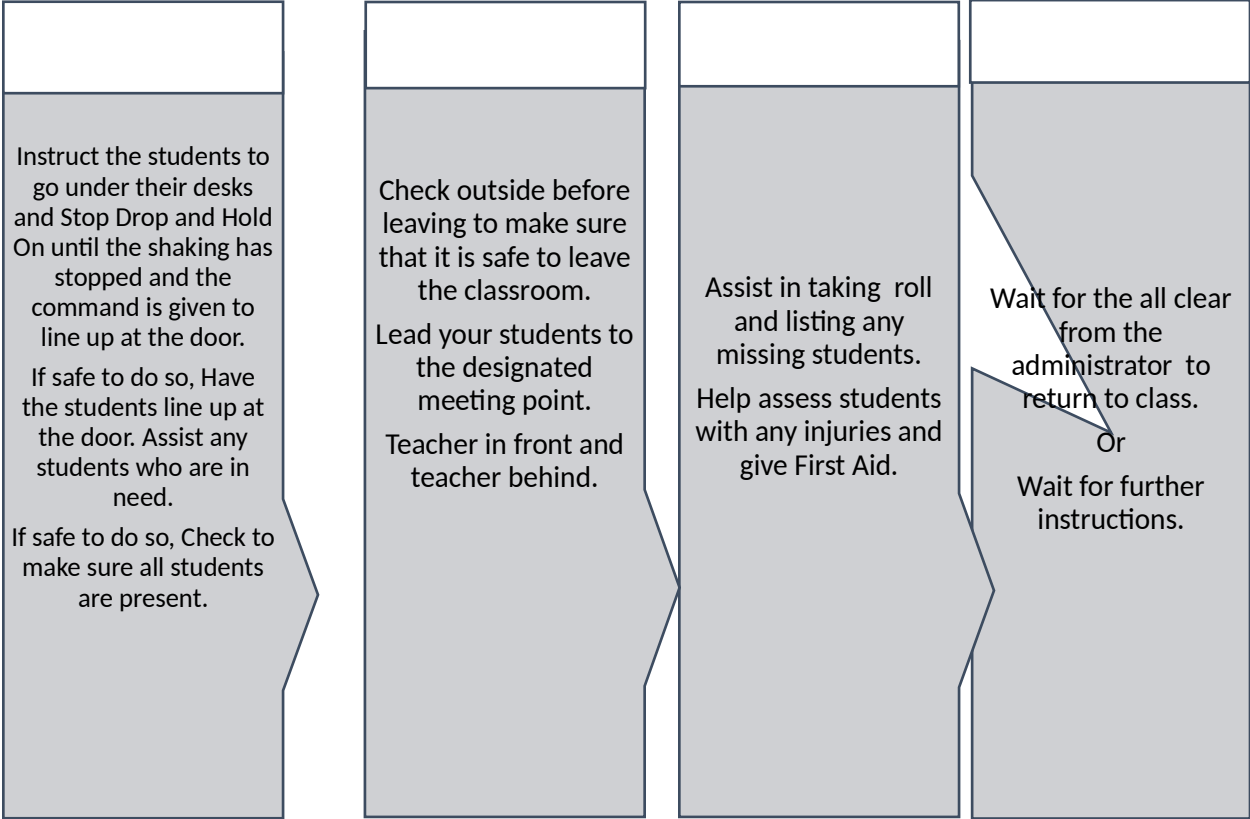
For evacuation of all three campuses refer to ESF16 Evacuations for procedures.

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

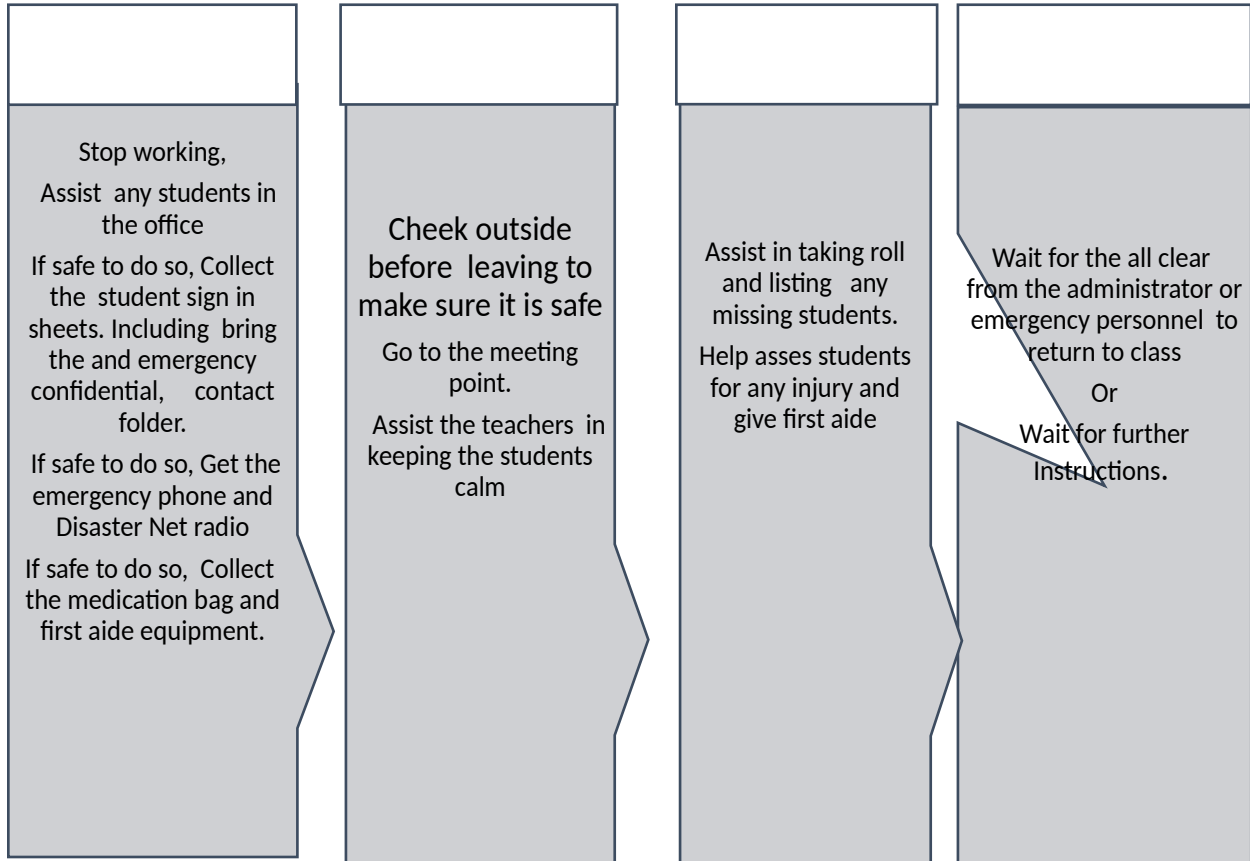




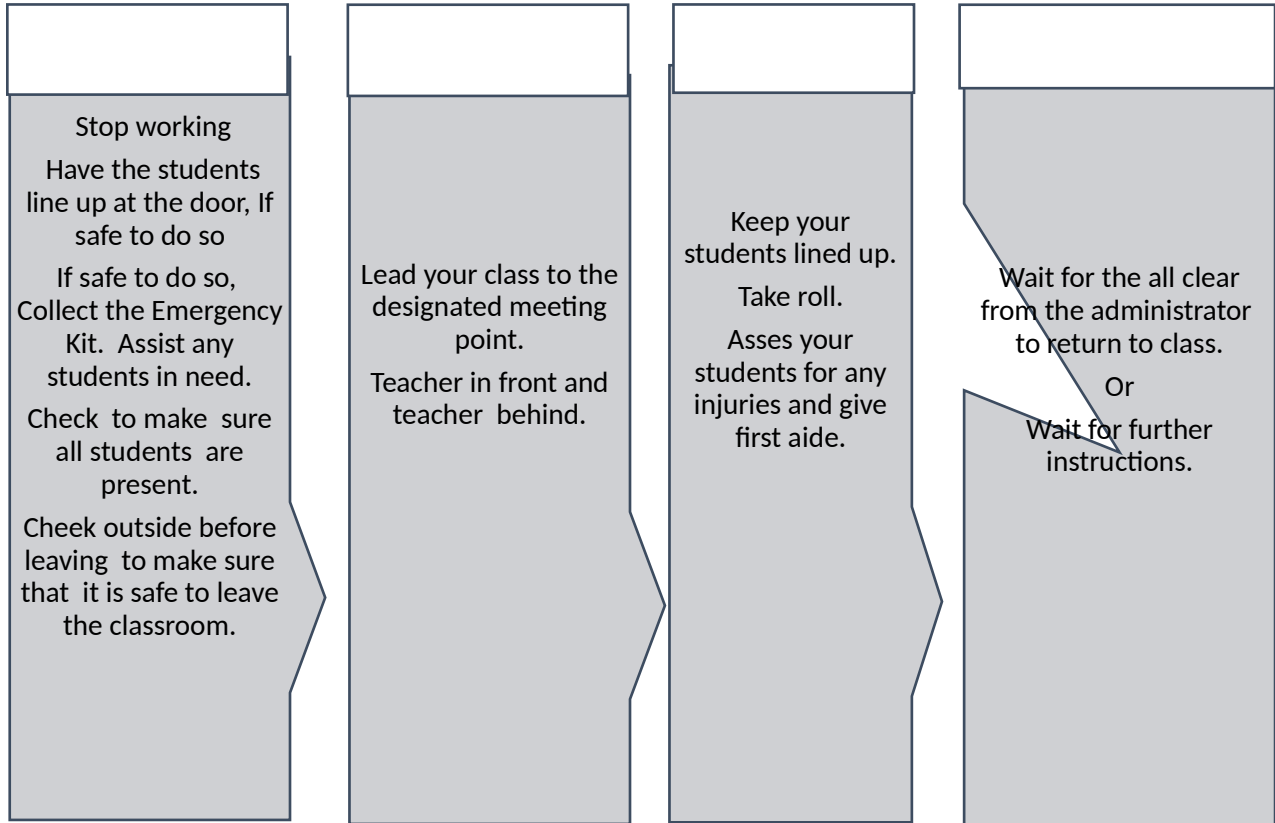
**Evacuation Emergency Flow Charts Teacher's: Earthquake**



## 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 and you are in the classroom:**

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.
3. Wait until Reservation Patrol or the Administrator gives the all clear.

#### **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 all of the above.

#### **Active Shooter (Trespasser)**

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.

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

#### **Strategies for Run if that is the appropriate action**

If in the Classroom or Office

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

#### **Strategies for Hide if that is the appropriate action**

- If you are in a classroom, room or office, secure the door, evaluate the situation and always be prepared to Run Hide Fight.
- Take the students to the restroom, close and lock the door, and barricade the door and have the kids sit down on the floor

- 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.

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 or on the shoulders of the person in front of them 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 hands up or on the student in front of them 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.
- If the door has a window, cover it if possible.

### **Strategies for Fight if that is the appropriate action**

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 you;
  - 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.*

**See Annex B, C, D and E for lockdown checklist**

## 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 call 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 or exercise, a hot wash meeting with all departments involved will be conducted. Hot wash is a breakdown of how the incident or exercise was executed.

As soon as practicable after a major emergency event or exercise 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 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:**

---

Emergency Services Manager

---

Date

---

Chief Administrator Officer

---

Date



**Annex A-Lock down Alert check list for Office Worker's:**

Responsibilities:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus.</li> <li><input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster</li> </ul>
Daily and Preparation Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school.</li> <li><input checked="" type="checkbox"/> Have regular drills and exercises that will test your state of readiness.</li> <li><input checked="" type="checkbox"/> Identify what students are in class on a daily basis.</li> <li><input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date.</li> <li><input checked="" type="checkbox"/> Have First Aid and CPR training regularly.</li> <li><input checked="" type="checkbox"/> Have regular Lock down Alert training and Drills.</li> </ul>
Response Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Stop working</li> <li><input checked="" type="checkbox"/> Lock all doors and close all blind.</li> <li><input checked="" type="checkbox"/> Assist any student(s) or parent(s) that may in the office to a safe place hide until you can evaluate the situation.</li> <li><input checked="" type="checkbox"/> If safe to do so, Call 911.</li> <li><input checked="" type="checkbox"/> If safe to do so, Use the paging system and Disaster Net Radio to notify everyone the School is on lock down.</li> </ul>
Recovery Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assist the teachers in keeping the students calm.</li> <li><input checked="" type="checkbox"/> Help asses any student with injury's and administer first aid</li> <li><input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from the administrator or Law Enforcement.</li> </ul>

**Annex A-Lock down Alert check list for: Teachers:**

Responsibilities:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus.</li> <li><input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.</li> </ul>
Daily and Preparation Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school.</li> <li><input checked="" type="checkbox"/> Have regular drills and exercises that will test your state of readiness.</li> <li><input checked="" type="checkbox"/> Identify what students are in class on a daily basis.</li> <li><input checked="" type="checkbox"/> Always be aware of your surroundings.</li> <li><input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date.</li> <li><input checked="" type="checkbox"/> Have First Aid and CPR training regularly.</li> <li><input checked="" type="checkbox"/> Have regular Lock down Alert training and Drills.</li> </ul>
Response Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Stop working</li> <li><input checked="" type="checkbox"/> (If in the class room) If the threat is not on campus shelter in place secure all doors and close all blind.</li> <li><input checked="" type="checkbox"/> If the threat is on campus Take all students to the restroom, make sure no is left behind, close and lock the door.</li> <li><input checked="" type="checkbox"/> Have the kids sit on the floor and be very quiet. Silence all cell phones and radios.</li> <li><input checked="" type="checkbox"/> (If outdoors) and a lock Down Alert is called go to the closest classroom and shelter in place.</li> <li><input checked="" type="checkbox"/> (if outdoors) Run away from shooter and find cover.</li> </ul>
Recovery Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Wait for all clear</li> <li><input checked="" type="checkbox"/> Once the all clear is given, check and make sure everyone is accounted for.</li> </ul>

## Annex B – Lock down Checklist for Morongo Transportation

Responsibilities:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure safety of Morongo Students</li> <li><input checked="" type="checkbox"/> Work with responding agencies to ensure the safety of all people on the reservation and all of those trying to enter the reservation at that time.</li> </ul>
Daily and Preparation Action:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, Emergency support functions and Annex's as related to the School</li> <li><input checked="" type="checkbox"/> Identify what students are on the bus.</li> <li><input checked="" type="checkbox"/> Have access to student release forms and emergency contact information for the students on all buses.</li> <li><input checked="" type="checkbox"/> Have assigned communication equipment and test equipment regularly.</li> <li><input checked="" type="checkbox"/> Have regular drills and exercises that will test your state of readiness.</li> <li><input checked="" type="checkbox"/> Always be aware of surroundings on and off the reservation.</li> <li><input checked="" type="checkbox"/> Keep one call now updated.</li> </ul>
Response Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Notify 911 (if you are the reporting person),</li> <li><input checked="" type="checkbox"/> Notify Transportation Manager or Designee so they can notify Morongo School, all Parent(s) of the transportation department, all school districts, The CAO and Tribal Council via One Call Now.</li> <li><input checked="" type="checkbox"/> If school buses has already entered the reservation and a lock down is called the driver will pull over to the far right side off the main portion of the highway when safe to do so, and wait for further instructions on evacuation route and relocation point. Recreation, Morongo Schools, Elders Program, Noli Transportation and Banning &amp; Beaumont Unified School District Transportation Department will initiate their lock down procedures until further notice. No one will be able to enter the reservation when a lock down is activated.</li> </ul>
Recovery Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for further instructions.</li> <li><input checked="" type="checkbox"/> Once the all clear is given by the Incident Commander (IC), the Transportation Manager will notify all school districts affected by the Lock Down Alert that the all clear has been given via One Call Now</li> </ul>

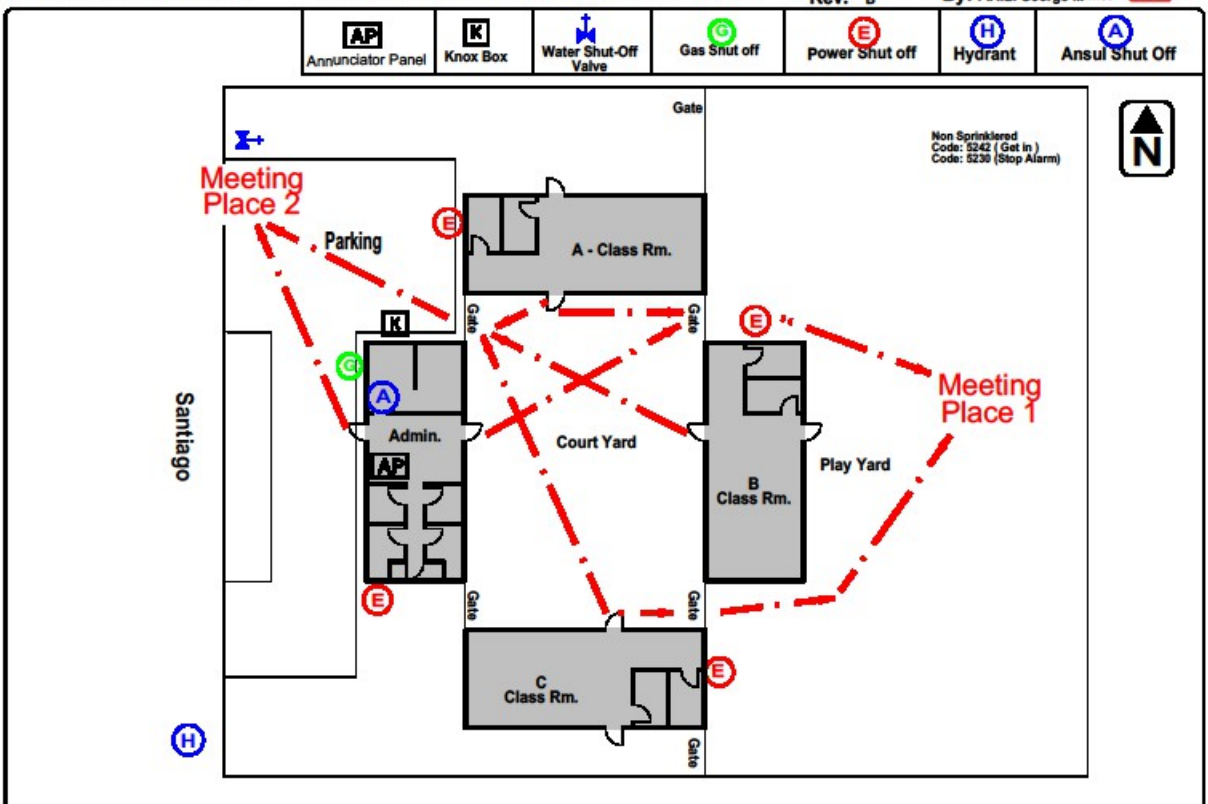
### Annex C – Lock down Checklist for Morongo Reservation Patrol

Responsibilities:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure safety of all students, faculty, residents and employees.</li> <li><input checked="" type="checkbox"/> Know and understand the Morongo School Emergency Operations Plan, Emergency support functions and annexes as they relate to the school.</li> <li><input checked="" type="checkbox"/> Work with responding agencies to ensure the safety of all people on the reservation and all of those trying to enter the reservation at that time.</li> </ul>
Daily and Preparation Action:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Keep all lines of communications open with all supporting entities.</li> <li><input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, Emergency Support Functions and Annex's as related to the School.</li> <li><input checked="" type="checkbox"/> Have assigned communication equipment and test equipment regularly and monitor Transportation frequency.</li> <li><input checked="" type="checkbox"/> Have regular drills and exercises that will test your state of readiness.</li> <li><input checked="" type="checkbox"/> Keep One Call Now updated.</li> </ul>
Response Actions:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Post an officer at each campus of the Morongo school</li> <li><input checked="" type="checkbox"/> Lock down the gates (keeping one lane open for Emergency support Vehicles).</li> <li><input checked="" type="checkbox"/> Request additional resources for the Casino and Morongo Fire</li> <li><input checked="" type="checkbox"/> Set up Road blocks around the Incident (at safe distance).</li> <li><input checked="" type="checkbox"/> Notify Tribal Council via One Call Now</li> <li><input checked="" type="checkbox"/> Wait for further instructions from the Incident Commander (IC)</li> </ul>
Recovery:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Once the all clear is given open both gates 1 and 2.</li> <li><input checked="" type="checkbox"/> Notify Tribal Council via One Call Now that the situation is over and the gate is open.</li> <li><input checked="" type="checkbox"/> Order the Transportation Department to give the all clear to all school districts that were affected<sup>1</sup></li> <li><input checked="" type="checkbox"/> Remove Road blocks around the incident (if Possible).</li> </ul>

## **Annex D – Little Creators Pre-School Evacuation Map**

Address 12150 Santiago Road. Cross: Morongo Map Ref: TB - 692 - G6 FN: Head Start  
 Owner/ Occupier LOWER CAMPUS Contact: Mason Patterson 951-317-5683 Business Phone: 951-849-1291 or 951-755-5240

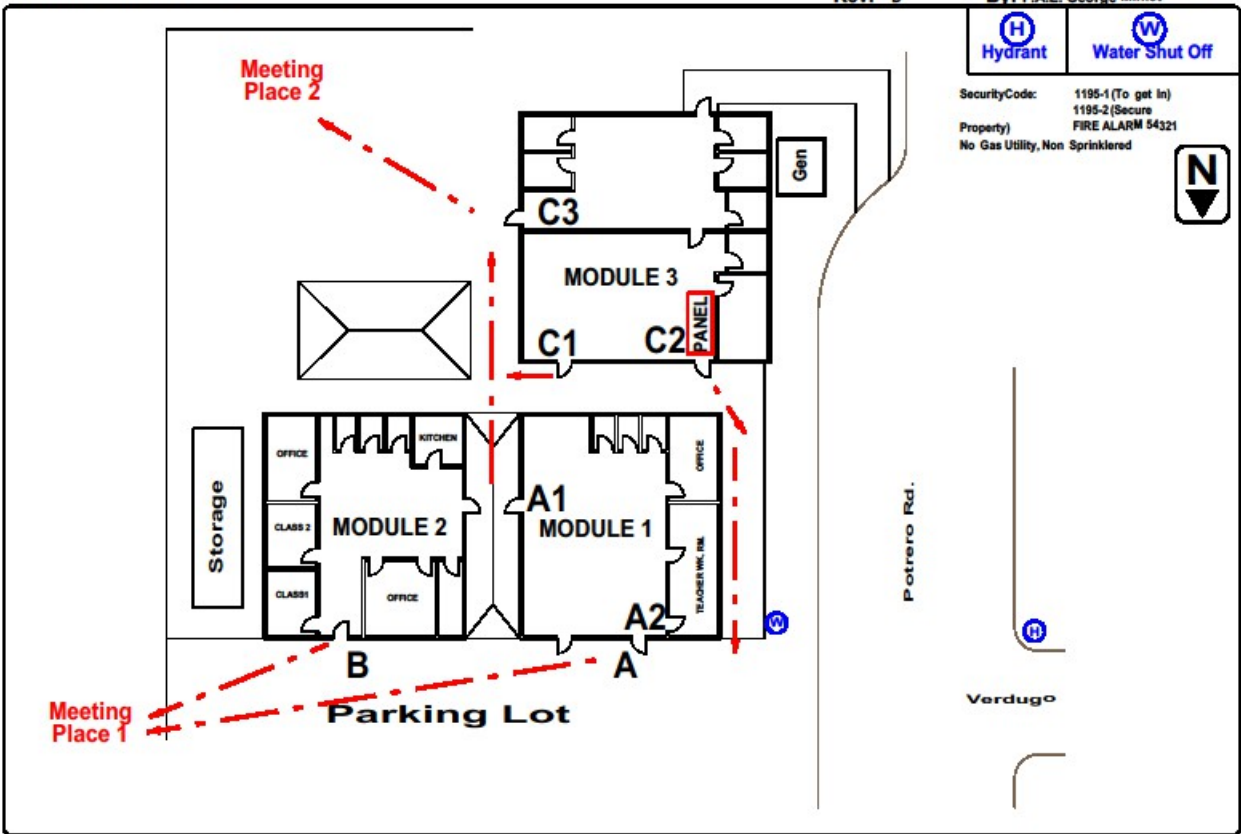
Morongo Fire Department Pre-Fire Survey PG:1 OF 1  
 Date 8/15/13 Rev. B By: F.A.E. George Miniet



## **Annex E – Morongo Learning Center Evacuation Map**

Address 11952 Potrero Rd., Banning Ca. / Verdugo Rd. Map Ref: TB - 692 - G6  
 Owner/ Occupier UPPER CAMPUS FN: Learning Center1

Morongo Fire Department  
 Pre-Fire Survey  
 Date 3/15/08 PG:10F1  
 Rev. D By: F.A.E. George Miniet





## **Annex F – Morongo School K-8 Evacuation Map**

Address	12130 SANTIAGO RD. Cross of MORONGO RD.	Key Code/ Alarm Reset	<b>5860</b>
Owner/ Occupier	MIDDLE CAMPUS	Business Phone	909-572-4600

Morongo Fire Department



Date 10/16/2013 PG: 1 OF 1  
Rev. B By: F.A.E. George Miniet

Fire Control System: NON-SPRINKERED Contact Name: MASON PATTERSON  
CELL: (951) 317-5683

Hydrant	Electrical Shut Off	Knox Box	Annunciator Panel	Water Shut-Off Valve
---------	---------------------	----------	-------------------	----------------------

