



**United States Department of the Interior  
BUREAU OF INDIAN EDUCATION  
Taos Day School  
200 Rotten Tree Rd  
P.O. Box 1850**

**Taos, New Mexico 87571-1850**

## **General Information**

### **Purpose**

The [Taos Day School]'s Emergency Response Plan (ERP) and Continuity of Operations Plan (COOP), provides policy and broad guidance for Employees and Contractors to ensure that mission essential functions and support activities continue in the event of a crisis, emergency or threat of an emergency and the recovery if and when an emergency affects the [Taos Day School].

### **Applicability and Scope**

The specific provisions of the Emergency Response Plan (ERP) and Continuity of Operations Plan (COOP) herein referred to as the "Emergency Plan", are applicable to all employees, contractors, and visitors at:

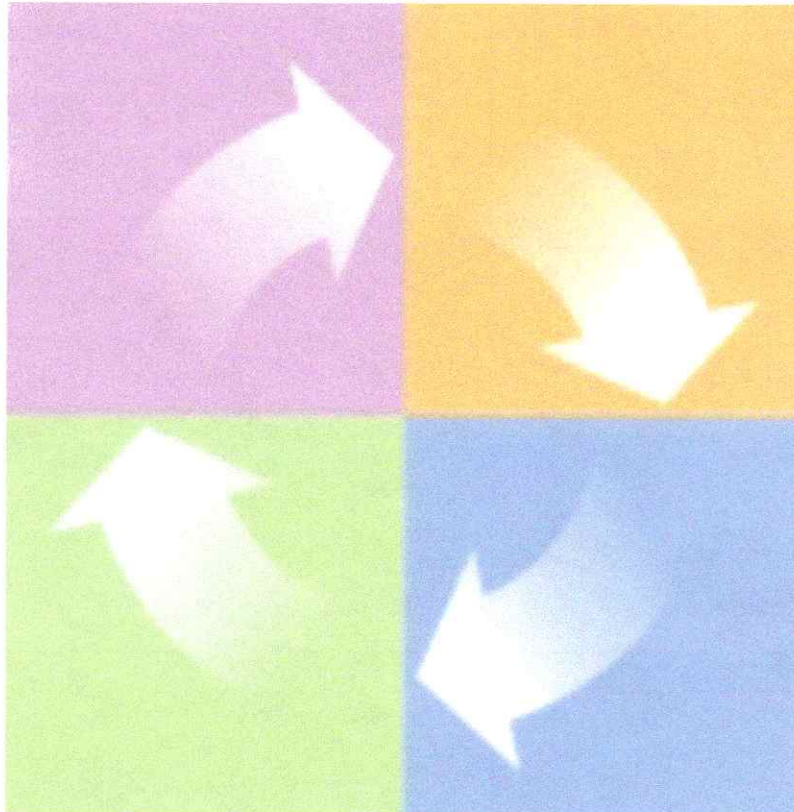
[Taos Day School]  
Street Address 200 Rotten Tree Road  
Town, Taos State N.M. Zip Code 87571

This Emergency Plan is an "All Hazards" plan, applicable to the full spectrum of manmade, natural, technological, and national security emergencies. Although not every possible contingency can be planned in advance, the Emergency Plan is intended to give necessary guidance to all personnel responsible for responding to a crisis affecting the building. Definitions and a glossary of terms applicable to the Emergency Plan are contained in Appendix L.

This Emergency Plan is divided into 4 sections to cover the 4 phases of emergency management.

**4 Phases of Emergency Management:**

- PREPAREDNESS
- RESPONSE
- RECOVERY
- MITIGATION/PREVENTION





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# Preparedness

## Purpose

The purpose of this Emergency Plan is to:

- Identify hazards to Indian Affairs (IA) operations and to safety & security of IA Employees, Contractors and visitors.
- Develop plans to prevent, mitigate, control or otherwise mitigate such hazards.
- The Emergency Plan, along with other documents with emergency response protocols will be disseminated to IA Employees & Contractors and posted appropriately throughout the building and on BIE's [Safety Connect](#) and the BIE's [Environmental Management System \(EMS\)](#). These documents *will not* contain personal contact information.

Other documents with emergency response protocols are:

- *Emergency Response Guide (ERG)*, provided to all Department Chiefs, Supervisors, and Managers
- *Quick Reference Guide (QRG)*, provided to all Employees & Contractors
- Develop operations within [Taos Day School], with agencies within IA.
- Conducting training and exercises of plan implementation, continuously revising, updating, and maintaining the Emergency Plan.
- After a significant emergency response event or the implementation of the COOP, an After Action Report will be conducted to review the events that led to the implantation of the Emergency Response Plan and COOP to determine how to prevent/ mitigate a similar situation from occurring again and how to improve IA's response and recovery in a similar situation in the future.

# Planning

[Taos Day School] must plan and prepare to Respond and Recover from any human-caused, technological or natural disaster, which threatens the life and safety of Employees, Contractors and visitors at the [Taos Day School].

## Assumptions

1. The disruption would occur without warning, during office hours.
2. An employee with just minimum emergency response training will be the Incident Commander until relieved by an employee with more training and experience as Incident Commander, or by the person designated to be the [Taos Day School] Incident Command, or by emergency response personnel, such as XFD, XPD or EMS.
3. The [Taos Day School] is inaccessible, lacks the critical infrastructure required to conduct normal operations, or is affected by a traumatic event.
4. The facility may be damaged and/or water, natural gas, electricity, and telecommunications (telephone and internet) may be unavailable.
5. The size and scope of emergency conditions may affect more than just the [Taos Day School], resulting in cascading failures of basic infrastructure and services locally, regionally or nationally.

## **Responsibilities**

General responsibilities for the Emergency Plan preparation are similar to those required by any comprehensive planning activity:

### **[TAOS Day School] Principal**

The [Taos Day School] Principal will ensure that the Emergency Plan is ready; Employees and Contractors working at the [Taos Day School] are trained and familiar with all aspects of the Emergency Plan if and when it should be implemented.

### **Emergency Manager/ COOP Manager**

The [Taos Day School] [Security Manager] is the Emergency Manager/ COOP Manager who shall be responsible for development and maintenance of the Emergency Plan, providing advice and guidance to the Command Staff, General Staff and the campus Safety Committee, as necessary.

The Emergency Manager/ COOP Manager shall be responsible for the development of the Emergency Plan and that it meets all requirements. The Emergency Manager/ COOP Manager shall be responsible for planning and conducting tests of emergency equipment, training and exercises of the Emergency Plan on an annual basis or as deemed necessary by the [Taos Day School] Principal.

The Emergency Manager/ COOP Manager shall ensure that:

- Facilities and resources essential to the continuity of critical operations are identified, their vulnerabilities assessed, and plans developed to minimize the disruption of essential services and operations.
- The capability to assess the effects of an emergency and implement appropriate action during an emergency are developed and maintained.

## **Incident Command System**

Senior officials (School Principal, Vice Principal, Department Supervisors, etc.) are accountable for the incident. Along with this responsibility, by virtue of their position, these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the students and facilities.

Employees and Contractors will be trained in the Incident Command System (ICS), the National Incident Management System (NIMS), and the National Response Plan (NRP)

structure to effectively implement Mission Essential Functions and Essential Support Activities under the Emergency Plan.

Depending on the size and scope of the event, the senior officials may be re-organized into an "Executive Policy Group (EPG)" within the Incident Command or Unified Command System.

The EPG also provides the following information to the Incident Commander:

- Policy
- Mission
- Direction
- Authority

During *Emergency Recovery* operations, the Command Staff and General Staff, and personnel activated to provide continuity duties, will be redesignated as the Emergency Relocation Group (ERG). The ERG provides leadership and the oversight structure required to manage and conduct Mission Essential Functions (MEFs) and Essential Support Activities (ESAs) at an Alternate Site.

The Command Staff/ERG will direct the preparation of emergency notification rosters, identify additional personnel for Recovery operations, identify essential equipment and data, and implement the Emergency Recovery Plan.

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Plan.
- Oversees resource coordination and support to the Incident Commander from an Operations Center.
- The Incident Commander and Operations Section serves as the primary team for conducting Emergency Recovery operations.
- In general, the Incident Commander directs [Taos Day School]'s emergency response. The [Taos Day School] Principal is responsible for ensuring members of the Command Staff can address the range of office Mission Essential Functions (MEFs) and Essential Support Activities (ESAs).
- Each member of the Command Staff will designate at least two persons, by position, as alternates for their position on Command Staff to fulfill their responsibilities if they are unavailable for any reason.
- Command Staff members should identify Subject Matter Experts (SMEs) to assist them to conduct MEFs. These support staff may be asked to support

office operations, as required, to accomplish MEFs and meet other unforeseen requirements. This approach is similar to the incident command system and ensures the appropriate skills are available to meet emergency requirements.

During an emergency, personnel will be structured to follow the ICS/NIMS structure. The ICS model for school employees:

### **1. Incident Commander**

The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics. The Incident Commander is the only position that is always staffed in ICS applications. On small incidents and events, one person, as the Incident Commander, may accomplish all management functions. The Incident Commander is responsible for all ICS management functions until he/ she delegates the function.

The Incident Commander is specifically responsible for:

- a. Ensuring incident safety.
- b. Providing information to internal and external stakeholders.
- c. Establishing and maintaining liaison with other agencies participating in the incident.

The [Taos Day School] employee that has the most training and experience in Emergency Management should be the Incident Commander and be responsible for ensuring that emergency procedures, i.e., evacuation, lockdown, etc., are implemented, ensuring that all employees, contractors, students, and visitors, in the building(s) in which emergency procedures are in effect, are accounted for until relieved by Law Enforcement or Fire Department personnel.

Emergency Procedures are critical functions and, until delegated, is the responsibility of the Incident Commander. The Incident Commander may appoint one or more Deputies. Deputy Incident Commanders must be as qualified as the Incident Commander.

### **2. Deputy Incident Commander**

The Incident Commander may appoint one or more Deputies. The Deputy I.C. may be designated to:

- a. Perform specific tasks as requested by the Incident Commander.
- b. Perform the incident command function in a relief capacity.

- c. Represent an assisting agency that shares jurisdiction.

The following positions may be activated to support General Staff positions:

- a. [Taos Day School] Principal
- b. Security /Maintenance
- c. Office Staff
- d. Teachers

### 3. **Command Staff**

The roles and functions of the Command Staff include:

- a. **Public Information Officer (PIO):**
  - i. Advises the Incident Commander on information dissemination and media relations. Note that the Incident Commander approves information that the PIO releases.
  - ii. Obtains information from and provides information to the Planning Section.
  - iii. Obtains information from and provides information to the community and media.
- b. **Safety Officer [e.g., Collateral Duty Safety Officer]:**
  - iv. Advises the Incident Commander on issues regarding incident safety.
  - v. Works with the Operations Section to ensure safety of field personnel.
  - vi. Ensures the safety of all incident personnel.
- c. **Liaison Officer:**
  - i. Assists the Incident Commander by serving as a point of contact for representatives from other response organizations.
  - ii. Provides briefings to and answer questions from supporting organizations.

The following positions may be activated to support Command Staff positions:

- [Taos Day School] Superintendent /ELO
- Department Supervisors



#### 4. General Staff

The General Staff will provide administrative and logistical support to the IC and Command Staff. At least one person, by position, will be designated as an Alternate for each member of the General Staff. The Alternate is designated to fulfill responsibilities if the primary designee is unavailable for any reason.

The roles and functions of the General Staff include:

- Operations Section
- Planning Section
- Logistics Section
- Finance/ Administration Section

The Operations Section directs all response actions. The Planning, Logistics, and Finance/ Administration Sections are activated as needed to support the incident response as directed by the Operations Section.

The General Staff will also:

- Document all events and milestones.
- Ensure that plans for employee compensation, hazardous duty pay, during a crisis are developed.
- Maintain current emergency staff notification roster of General Staff two locations, preferably at the IA office and a duplicate at his/ her residence.
- Keep staff informed of any changes in the Plan.
- Require at a minimum, an annual test of the IA emergency notification roster. Make appropriate provisions for employees who have special needs.

The following may be activated to support General Staff positions.

- [Taos Day School] Supervisors
- Program Specialists
- [Position(s) as determined by agency]

Most incidents usually are small, managed in a short period of time, and require few outside response resources. However, [Taos Day School] may become involved in a larger incident affecting the whole community and may be isolated. In such cases, a larger ICS organization may be required to manage the incident.

Other employees with specialized skills that are not designated in this plan as part of the Command Staff or General Staff may be subject to recall to duty at any time.

The Command Staff, General Staff, and their Alternates, should be trained and certified in:

- First Aid
- Cardio Pulmonary Resuscitation (CPR)
- Automated External Defibrillator (AED)
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- National Response Plan (NRP)
- Emergency Response Plan (ERP)
- Continuity of Operations Plan (COOP)

## **Supervisor and Managers**

Supervisors and Managers shall be responsible for:

- Provide training to employees & Contractors under their control on the Emergency Plan and their individual responsibilities, at least twice, once at a New Employee Orientation and then annually thereafter.
- Maintaining 100% accountability of all employees, contractors, and visitors that were in their Division/Department during an emergency.
- Ensuring that all employees & Contractors under their control are familiar with individual responsibilities under the Emergency Plan.
- Ensure that building floor plans are updated as changes occur.
- Ensure that employee names, contact telephone numbers, home address and alternate point-of-contact is current and employees & Contractors can be contacted after normal duty hours.
- Ensure employees, contractors & visitors are participate with drills, i.e., fire drill, lockdown, etc.
- Identify & designate personnel for the following positions and functions:

1. Floor Warden

2. Alternate Floor Warden

3. Disabled Persons Aid (minimum of two per disabled person)

If an employee or contractor has a physical disability, any type of allergy and/ or medical condition which may hinder their evacuation and/ or emergency medical care, employees & contractors should notify their supervisor or as soon as possible, even if the condition is temporary.

Disclosure of this information is *voluntary*, however, it is to the benefit of the employee or contractor. This information will be kept confidential in accordance with applicable privacy laws.

## **Floor Warden**

Persons designated as Floor Wardens shall be responsible for:

1. Be knowledgeable of emergency procedures
2. Ensuring that emergency procedures are implemented as quickly and efficiently as possible.

For example, if a fire occurs, you will ensure that all occupants of your Division/Department are notified and evacuated to your Division's/Department's designated Evacuation Point and determining if everyone is accounted for.

In the event of an Active Shooter, you will ensure that all occupants of the Division/Department are notified, all doors are closed and locked, interior lights are turned off and people are not visible from view from the outside of the Division/Department.

Other major duties will include the Suite doors are unlocked each morning and securing the Suite doors at the locked and secured at the close of business.

## **Disabled Person's Aide**

Persons designated as Disabled Person's Aides shall be responsible for:

1. Be knowledgeable of emergency procedures.
2. Ensure the safe evacuation, lockdown or shelter-in-place of persons with disabilities that affect their mobility in your Division/Department.

## **Employees & Contractors**

All employees and contractors have a basic role and responsibilities if and when an emergency occurs in the workplace. Some employee positions have additional emergency management responsibilities that are designated above.

The basic responsibilities of all employees and contractors are listed below:

- Calling 911 [or 575-758-2217] to report a fire, medical emergency or life threatening situation.
- Perform First Aid, CPR or other life-saving techniques- if the employee has been trained and is certified to do perform such measures.
- Follow the directions provided by emergency responders, i.e., fire, police, or EMS.
- Know the emergency procedures, i.e., Lockdown, Modified Lockdown, Evacuation, Shelter-in-Place and the locations of the Evacuation Points, Assembly Areas and Rally Point.
- Maintaining 100% accountability of all visitors in their office during an emergency.
- Remain calm- employees and visitors will look to you for guidance and reassurance.
- Always display their DOI/ GSA issued ID Card. Employees that serve on the Command Staff and the General Staff (including their designated alternates) should have the "EMERGENCY RESPONSE OFFICIAL" identified on their ID Card.

- Enroll into [Taos Day School]'s campus-wide notification system ALERT NOW SYSTEM (including social media) and maintain current information.
- Provide contact information to your Supervisor, including updated information.
- Maintain communication with your Supervisor.
- Have a Family Plan.
- Be flexible- emergency response procedures may change with little or no notice to emergency events as they unfold.

All employees are encouraged to learn how to perform First Aid, Cardio Pulmonary Resuscitation (CPR) and how to use an Automated External Defibrillator (AED).

## **Visitors**

Visitors shall be responsible for compliance with directions of employees and emergency responders.

## **Threat Assessment Team/ Crisis Intervention Team/ Sexual Assault and Abuse Response Team Members**

- Core Team
  - Department Supervisor
  - Collateral Duty Safety Officer
  - BIA Office of Justice Services Representative
  - Local Tribal/ County Law Enforcement Representative
- Supplemental Team
  - Albuquerque SANE (Sexual Assault Nurse Examiners) Collaborative Representative
  - Rape Crisis Center of New Mexico (RCCNM) Representative
  - Indian Affairs Solicitor's Office Representative
  - Indian Affairs Public Information Office (PIO)
  - Representatives from other [Taos Day School] Departments, Agencies and organizations, as needed

# Information Technology Systems

This section describes the assumptions underlying access to Information Technology (IT) support during an emergency and the steps required to access e-mail at alternate work sites, identifies the information systems and vital records required to perform the EAFs, and summarizes how those capabilities are provided at alternate work sites.

Appendix O contains information specific to I.T. about the [Taos Day School] Buildings. The tables include: use of telecommuting sites (if available), how e-mail will be provided at alternate locations, the information systems needed to support operations, and how they will be provided at alternate sites.

Appendix O lists the IT systems required to perform MEFs & ESAs. The table identifies who is responsible for ensuring appropriate user's manuals are available at Indian Affairs alternate work sites.

## Accessing Email

BIE employees and contractors may have access their e-mail from an off-campus location using BIE's Webmail. To access Webmail, go to: <http://webmail.bie.edu/>.

1. Log-in ID: "BIE\firstname.lastname"
2. Password: user's normal password to access the BIE IT system

All members of the Command Staff & General Staff are encouraged to utilize a secure e-mail service, such as DOI's Bison Connect, via Virtual Private Network (VPN). The FBI also provides secure e-mail with the Law Enforcement On-line (LEO) program. The NM Federal Executive Board (FEB) can facilitate the application for this service.

[Taos Day School] employees and contractors are also encouraged to have and use a back-up e-mail service, such as AOL, Yahoo! or g-mail, available for use in the event Webmail is not available.

# **Vital Records**

Each Department must identify all vital records in their Files Maintenance and Disposition Plan. Vital records essential to the continued functioning or reconstitution of BIE during and after an emergency and must be available for use at the Alternate Locations.

Vital Records are defined as:

1. Emergency Operations Records
2. Legal/ Financial Records

## **Emergency Operating Records**

Emergency Operating Records include records, computer programs and databases (including programs to run the databases and access the records) essential to the continued functioning or the reconstitution of [Taos Day School] during and after a continuity event. Examples of these records are the Emergency Plan and Emergency Directives, Orders of Succession, Delegations of Authority, staffing assignments, and related policy or procedural records.

These records provide a [Taos Day School]'s COOP personnel with the guidance they need to conduct operations during recovery operations and to resume normal operations at the conclusion of that event. All departments must identify and preposition Emergency Operating Records needed to continue mission essential functions and essential support activities.

Appendix O identifies Emergency Operating Records (EOR) required to support emergency operations and conduct EAFs that must be performed during and immediately after an emergency occurs. EORs must be available at alternate sites by pre-positioning copies or maintained copies out the Indian Affairs primary facility. As a minimum, EORs include copies of the [Taos Day School]'s Emergency and Recovery Plan, Emergency Response Guide, IT Contingency Plan, Vital Records Plan, Employee Casualty Guide for Managers and Supervisors, and equipment property records.

## **Legal/ Financial Records**

These include records critical to carrying out an [Taos Day School]'s essential legal and financial functions, and vital to the protection of the legal and financial rights of individuals who are directly affected by that agency's activities.

These records include those with such value that their loss would significantly impair

the execution of essential agency functions, to the detriment of the legal or financial rights and entitlements of the agency and the affected individual(s).

Examples of these records are accounts receivable files, contracting and acquisition files, official personnel records, Social Security, payroll, retirement, and insurance records, and property management and inventory records.

Any Rights and Interests Records considered critical for continued performance of essential functions should be included in the Emergency Operating Records and maintained at the appropriate alternate continuity facility.

Other vital records required to support PMEfs and MEFs will also be included in continuity planning and preparedness. BIE may have records that require special protection, such as equal employment case records and personnel records. Student Records regarding enrollment status, graduation, financial aid, grades and disciplinary actions may be considered to be a vital record.

Each department must identify who is responsible for maintaining these records and ensuring that they are available at alternate sites.

## **Recovery of Vital Records**

many, but not all, vital records are maintained electronically at the Interior Business Center (IBC) or on the Indian Affairs LAN servers. Anticipated damage to vital records will be caused due to fire, either from heat, smoke, or from water, either from a flood, broken pipes, or as a result of firefighting efforts.

Vital records must be reviewed and should be transferred (via hard-copy and/ or electronic media) to each alternate location on a regular basis, regardless if the Alternate Site has access to Indian Affairs LAN servers or not.

## **Approaches to Reconstitute Electronic Records**

[Taos Day School] is expected to develop and maintain an IT Contingency Plan that addresses how IT capabilities will be provided to the facility staff after an emergency situation occurs.

Appendix O includes a summary of the approach for reconstituting electronic records in the aftermath of an emergency situation.



# **Order of Succession & Delegation of Authority**

Command Staff members have to ensure that it has a leadership and management structure in place during emergency situations. Succession ensures individuals are pre-designated to assume key responsibilities in the event of the death or incapacitation of the incumbent, and delegation of authority whereby individuals are authorized to act on behalf of the primary responsible official who is temporarily unable to fulfill their COOP responsibilities due to illness, injury or otherwise unable to join the Command Staff at the Command Center and/or Alternate Site for a short duration of time.

This section details the Orders of Succession and Delegation of Authority used when the [Taos Day School] Principal or another authority declares that an emergency situation exists. Other administrative designations, e.g., acting designations routinely associated with the incumbent's departure from the office on official business or vacation, are superseded by the orders of succession described in Appendix M.

## **Order of Succession**

Designated alternates will assume responsibility for their designated duty position under emergency conditions in the following circumstances.

1. When the incumbent is available at the beginning of an emergency operations situation, he or she may designate an alternate to act on his or her behalf during absences of short duration. The incumbent will assume responsibilities upon return.
2. When the incumbent is not available at the beginning of an emergency response/ recovery operations event and is not expected to be available, the first alternate will assume responsibility. The alternate continues to act in the emergency role until the incumbent returns or until normal operations resume, whichever comes first.
3. Each succeeding alternate assumes responsibilities if neither the incumbent, nor preceding alternates are available. As with the first alternate, each alternate continues to act in the emergency role until the incumbent or first alternate returns, or until normal operations resumes, whichever comes first.

## **Delegation of Authority**

Alternates acting for a designated duty position shall assume the full range of authorities assigned to the position, except as limited or otherwise indicated in writing.

## **Communications Plan**

The [Taos Day School] Principal is expected to coordinate their external affairs requirements with other local DOI offices that have external affairs capabilities, or with the BIE. The Principal is prepared to address immediately external affairs activities until assistance is available from other sources.

External affairs support provided by the BIE or another DOI agency will help provide orderly and accurate information to employees, contractors, students, stakeholders, and customers in cooperation with the media.

As soon as possible, accurate information to explain the crisis and measures being employed by BIA for safety, emergency response, emergency recovery, and/ or relocation is shared with the media and the public through the use of e-mail, [Taos Day School]'s notification systems, Black Board Alert, social media, media announcements for use by the electronic media (TV & radio) and the press.

All Press Releases regarding Emergency Recovery Plan operations must be coordinated through the Indian Affairs Public Affairs Office.

With any emergency situation, notification to & accountability of all employees, contractors, students & visitors is a key component to all response & recovery plans. Everyone must be notified of the situation, informed of any danger, be given information of what actions to take regarding [Taos Day School]'s Emergency Plan, and any further instructions regarding [Taos Day School]'s plans are to respond and/ or recover from the event.

[Taos Day School] employees & contractors will provide contact information to their supervisor on how they can be reached at any time if a COOP event occurs at [Taos Day School]. Supervisors will maintain contact information on all employees under their direct supervision, with a master list of contact information maintained in the [Taos Day School] COOP Appendix R.

Supervisors will maintain, at a minimum, the following information of each employee under their direct supervision:

- Duty contact information, such as:
  - Work location, i.e. Building and office/ classroom number,
  - Office phone number,
  - Duty cell phone number,
  - Duty pager number,
  - BIA work e-mail address
  
- Non-duty contact information, such as:
  - Home address (physical addresses only- no post office box addresses)
  - Home phone number
  - Mobile phone number
  - Pager number
  - Alternate e-mail address (i.e. g-mail, MSN, Yahoo!, etc.)
  - A designated Point-of-contact (POC) *outside* the state of New Mexico (the POC will serve as an intermediary that can relay messages back & forth between the employee & the employee's supervisor if local phone communications are unavailable)
  - A telephone number for the POC *outside* of New Mexico

Employees & contractors are highly encouraged to provide additional information that may be used to contact the [Taos Day School] Staff/ Faculty. Additional information may include:

- Spouse/ Significant Other/ Emergency POC information:
  - Name
  - mobile phone numbers (home, mobile, pager, work)
  - E-mail address (Primary work e-mail address & an alternate e-mail address, i.e. g-mail, MSN, Yahoo!, etc.)

## Reporting During Catastrophic Emergencies

**During emergencies, employees must report their status to their supervisor.**

Each of the Interior Bureaus and Offices have established the following phone numbers for employees who are unable to report directly to their supervisor during emergencies:

<b>Office of the Secretary of Interior</b>	<b>TBD</b>
<b>Bureau of Indian Affairs (SWRO)</b>	<b>(505) 563-3099</b>
<b>Bureau of Indian Education</b>	<b>(505)563-3690</b>
<b>IA Central Office (Albuquerque)</b>	<b>TBD</b>
<b>[Taos Day School]</b>	<b>(575)758-3652</b>

Employees who are unable to reach these designated emergency contact numbers should report their status on-line at: [www.doi.gov/emergency/locator.html](http://www.doi.gov/emergency/locator.html).

Individuals affected by disasters or other emergencies should always attempt to contact their supervisor to report situation and contact information. Should the supervisor be unavailable, contact should be made with their bureau or office to report such information.

In the event such contact cannot be made, this Employee Emergency Locator Service should be used to provide emergency information. Employees will need to provide the following information:

- Name
- Last 4-digits of your Social Security Number
- Bureau/ Office (i.e. *Bureau of Indian Education*)
- Organizational Unit (i.e. [ *Taos Day School*])
- Your supervisor's last name
- Working e-mail address
- Working telephone number
- Alternate telephone number
- Current location
- Information on your current status
- Any comments or additional information

## **Helping Employees & Contractors Respond and Adapt**

- Provide timely notification to the employees & contractors under their control of the danger to get the word out quickly. The notification may be text message, e-mailed, or other method.
- Include all information that would promote safety and that would aid in the prevention of injury and/or death.
- Adopt a policy of full disclosure about what ***is*** and what ***is not*** known, and deliver information in a non-patronizing manner.
- Avoid speculation and never mix facts with reassurance.
- Give a detailed accounting of what is being done to counter the threat and what is being done to resume normal operations.
- Recommend specific steps that people may take to protect themselves.
- Ensure Stakeholders & Tribal leaders are also kept informed and not left out of the loop.

## **Emergency Notification**

An emergency situation that would require the implementation of [Taos Day School]'s Continuity of Operations Plan (COOP) can occur at any time, during normal duty hours or after normal duty hours such as nights, weekends & holidays. Such situation can happen with or without warning.

[Taos Day School] must be prepared to implement [Taos Day School]'s COOP at any time. The notification of an emergency situation affecting the [Taos Day School] campus may mean the difference between successfully implementing COOP, potentially saving lives as well as continuing to provide essential services & functions.

Notification of an emergency situation that may require the implementation of [Taos Day School]'s COOP will be made by the [Taos day School] Principal, or designee, as quickly as possible.

Notification may come from several different means, such as via telephone, facsimile, e-mail, media (TV and radio) or courier. Notification may also come from different sources, such as from higher echelons of the chain-of-command, such as the Assistant Secretary – Indian Affairs (AS-IA) or the Secretary of the Interior.

All members of the [Taos Day School] Command Staff & General Staff must be able to be contacted at any time, in case [Taos Day School]'s COOP is activated. All Command Staff & General Staff members will provide a primary and alternate off-duty contact number where they may be contacted. A secondary alternate contact number for a friend or family member that lives outside the state of New Mexico that can serve as an intermediary to relay messages shall also be provided.

## **Law Enforcement On-line (LEO)**

All Command Staff & General Staff members should be registered on the FBI's Law Enforcement Online (LEO) Program (<https://cgate.leo.gov/ui/login.xml>), through the New Mexico Federal Executive Board (NM FEB) and with access to the NM FEB's Special Interest Group (SIG), providing emergency contact information, such as home phone number, mobile phone number, pager/ beeper number, facsimile number, and e-mail address.

All [Taos Day School] employees & contractors will provide to their supervisor contact information, such as home phone number, mobile phone number, pager/ beeper number, home address, and an out-of-state Point of Contact (POC), that would be able to serve as an intermediary, able to relay messages between the employee & the employee's/ contractor's supervisor in the event that local telephone service is disrupted.

## **Government Emergency Telecommunications Service (GETS)**

The Government Emergency Telecommunications Service (GETS) is a White House-directed emergency phone service provided by the National Communications System (NCS) in the Information Analysis and Infrastructure Protection Division of the Department of Homeland Security. GETS supports federal, state, local, and tribal government, industry, and non-governmental organization (NGO) personnel in performing their National Security and Emergency Preparedness (NS/ EP) missions. GETS provides emergency access and priority processing in the local and long distance segments of the Public Switched Telephone Network (PSTN). It is intended to be used in an emergency or crisis situation when the PSTN is congested and the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

GETS is necessary because of the increasing reliance on telecommunications. The economic viability and technical feasibility of such advances as nationwide fiber optic networks, high-speed digital switching, and intelligent features have revolutionized the way we communicate. This growth has been accompanied by an increased vulnerability to network congestion and system failures. Although backup systems are in place, disruptions in service can still occur. Recent events have shown that natural disasters, power outages, fiber cable cuts, and software problems can cripple the telephone services of entire regions.

Additionally, congestion in the PSTN, such as the well-documented "Mother's Day phenomenon," can prevent access to circuits. However, during times of emergency, crisis, or war, personnel with NS/ EP missions need to know that their calls will go through. GETS addresses this need. Using enhancements based on existing commercial technology, GETS allows the NS/ EP community to communicate over existing PSTN paths with a high likelihood of call completion during the most severe conditions of high-traffic congestion and disruption. The result is a cost-effective, easy-to-use emergency telephone service that is accessed through a simple dialing plan and Personal Identification Number (PIN) card verification methodology. It is maintained in a constant state of readiness as a means to overcome network outages through such methods as enhanced routing and priority treatment.

GETS is accessed through a universal access number using common telephone equipment such as a standard desk set, STU-III, facsimile, modem, or wireless phone. A prompt will direct the entry of your PIN and the destination telephone number. Once you are authenticated as a valid user, your call is identified as an NS/ EP call and receives special treatment.

The only charge is for usage when making calls using a GETS card. GETS calls are billed at a rate of 7¢ or 10¢ per minute (depending on carrier and other factors) for calls within the United States and its territories, Canada, and most of the Caribbean. International calls are billed at commercial rates, though international calling privileges are restricted to those cards so authorized by your organization's Point of Contact (POC) or alternate.

Federal government organizations are exempt from billing until an annual threshold for GETS calls has been exceeded. However, the NCS reserves the right to bill federal users for GETS calls if there has been fraud, waste, or abuse using your GETS card.

All members of the [Taos Day School] Command Staff & General Staff will be issued a GETS Card to be used in the event of a COOP event where telecommunications may be overwhelmed. This card must be returned to the DOI IA GETS Coordinator or BIA COOP Manager upon termination of employment with BIA.

Each member of the [Taos Day School] Command Staff will individually provide the following information to the DOI IA GETS Coordinator:

- Name & Title
- Work & Home address
- Home number
- Work number
- Cell phone number
- Pager #
- E-mail address (work)
- Password  
(choose an easily memorable password for when having to communicate with the DOI IA GETS Card administrator)



## Go Kits

Go Kits (also known as Drive-away Kits or Fly-away Kits) are pre-packaged material and equipment necessary for [Taos Day School] to conduct COOP operations, maintain Mission Essential Functions and Essential Support Activities at the Alternate Location with-in

12-hours of activation of [Taos Day School]'s COOP.

At a minimum, each Go Kit should contain:

1. Cell phone and charger and/or
2. Hand-held 2-way radio, and charging base (optional)
3. Government-issued ID Badge
4. Laptop with appropriate software, and charger (optional)
5. Electronic files needed to perform Mission Essential Functions
6. [Taos Day School] Emergency Response and Recovery Plan (printed copy)
7. Employee rosters (including contact information)
8. Florescent orange vest (identifying as a Command or General Staff)
9. Basic office supplies, i.e., pens/ pencils, note paper, stapler, paper clips, etc.

Vital records, electronic files and other equipment must be secured to prevent unauthorized access. All vital records stored in Go Kits should be updated regularly.

Additional consumable supplies, such as paper, toner, pens, etc., that may be needed for the duration of a COOP deployment are not required to be stored in Go Kits & may be pre-positioned at Alternate Site or purchased while deployed at the Alternate Site. All purchasing activities will continue to fall under Federal Acquisition Regulations during COOP events and TTE scenarios.

## Personal Contingency Plans

All [Taos Day School] Staff & Faculty need to develop personal contingency plans to ensure they have addressed personal and family situations that may impede their ability to respond to emergencies. The plans should include personal contacts to be made when the COOP is activated, transportation arrangements that might be needed or affected, specific equipment or supplies to be transported, and other commitments that may be in conflict if an employee or contractor is not able to respond.

The FEMA & the state of New Mexico have more information about preparing personal contingency plans.

For more information, go to the following websites:

- FEMA: [www.ready.gov](http://www.ready.gov)
- State of New Mexico: [www.nmdhsem.org](http://www.nmdhsem.org) and [whatstheplan.org](http://whatstheplan.org)

## What to Consider

- Personal contacts to notify when the [Taos Day School] Emergency Plan is activated.
- Transportation arrangements that may be affected.
- Other routine commitments and obligations that may be in conflict if an employee is not able to respond in a customary time frame, e.g., picking-up children at day-care, elder-care and pets.
- A personal financial plan, including will/ living will.
- Travel time to get from home to the Alternate Site.

## **Tests, Trainings and Exercises**

To successfully implement emergency response and recovery plans, each ELO ensures all employees understand their COOP responsibilities. Under Continuity of Operations planning, many individuals assume new responsibilities as [Taos Day School]'s organizational structure temporarily changes and becomes more centralized. Manual procedures may replace automated ones and certain programs may be delayed until the functions return to normal operational levels.

### **Tests, Training & Exercises (TTE) objectives**

- A. Validate the policies and procedures of the Plan.
- B. Test equipment and processes, such as using the [Taos Day School]'s notification systems, social media, the Call Down Roster, and other methods of emergency notification.
- C. Ensure [Taos Day School] Command Staff & General Staff personnel can successfully deploy to alternate locations, respond to the immediate emergency, and reestablish EAFs until normal services are restored.
- D. Ensure that back-up data, records and systems are available to support EAFs during emergency conditions.
- E. Ensure [Taos Day School] employees & contractors are prepared to meet changing threat conditions, phase Recovery Plan operations, and transition to normal activities when appropriate.

## **Employee Training and Plan Exercises**

### **Objectives**

All [Taos Day School] employees and contractors, especially the [Taos Day School] Command Staff and General Staff and other designated personnel should be familiar with the Plan. In order to cope with all aspects of a crisis environment, the Command Staff and General Staff must meet regularly as a group to discuss the activities and issues required of them to effectively handle the situation at hand.

## Training Program

The [Taos Day School] Safety Committee will be responsible for the development and implementation of the [Taos Day School] ERP training plan to prepare the Command Staff and General Staff responding to the Plan activation. Training will also be applied to their designated Alternates. The comprehensive training program will consist of the following:

- A. New hire orientation briefing for all employees and contractors on emergency procedures, including:
  - 1. Emergency Procedures, i.e.,
    - a. Evacuations,
      - (1) Evacuation Points,
      - (2) Assembly Points,
      - (3) Rally Point
    - b. Lockdowns/ Modified Lockdowns,
    - c. Shelter-in-Place,
    - d. Bombs/ Bomb Threats,
    - e. Code Adam;
  - 2. How to use a Fire Extinguisher;
  - 3. Incident Command System (ICS);
  - 4. National Incident Management System (NIMS);
  - 5. Continuity of Operations Plan (COOP);
- B. Annual tabletop exercise for Command Staff;
- C. Quarterly drills of Emergency Procedures are conducted with the Command Staff and General Staff;

- D. Certification & recertification of the [Taos Day School] Command Staff and General Staff on:

1. First Aid;
2. Cardio Pulmonary Resuscitation (CPR);
3. Automated External Defibrillator (AED);

- E. The Command Staff and General Staff will conduct at minimum, test of the emergency notification system, social media, for all employees each term.

The results of these tests shall be provided in an annual Emergency Response & Recovery Plan Report to the [Taos Day School] Principal.

- F. The Command Staff and General Staff will conduct an annual exercise and training program for the [Taos Day School] Employees. This will include on-site visits to relocation sites, ensuring that the Command Staff and General Staff is familiar with the contents of the Plan, and are able to perform their essential functions during an actual emergency situation.

- G. The Command Staff and General Staff will conduct an all employee orientation to disperse an Emergency Response Quick Guide and to ensure employee's familiarity with their responsibilities and emergency communications will take place. Table 7 describes the training courses and intervals.

## Notification During Test, Training and Exercises

**During a drill or exercise** using the Paging feature on the Cisco Phone System, always add the phrase "***This is a drill***" at the beginning & end of each notification (i.e., "***This is a drill. Lockdown, Lockdown, Lockdown. There is a report of shots being fired in the \_\_\_\_\_ building. Lockdown, Lockdown, Lockdown. This is a drill.***").

**Table 2-1: Test, Training and Exercise Requirements**

<b><u>Activity</u></b>	<b><u>Responsible Party</u></b>	<b><u>Number of Times per Year</u></b>
Evacuation Drills	[Taos Day School] Principal	4 times per Year
Lockdown Drills	[Taos Day School] Principal	1 time per Year
COOP Table Top Exercise	[Taos Day School] ERG	1 time per Year
Communications Test	[Taos Day School] Emergency Manager	4 times
Update Vital Records and Data at Alternate Sites	[Taos Day School] Emergency Manager & ERG	Quarterly
Devolution	[Taos Day School] ERG	1 time per Year
"Operation Forward Challenge" (DOI Agencies)	[Taos Day School] ERG	Biennially- even numbered years Next drill: 2018
"Operation Pinnacle" (Government-wide)	[Taos day School] ERG	Biennially- odd numbered years Next drill: April/ May 2017

**Table 2-1: Test, Training and Exercise Requirements (Continued)**

<b>Activity</b>	<b>Responsible Party</b>	<b>Frequency</b>
FEMA Course: IS-100.SCA (Introduction to Incident Command System (ICS 100) for Schools)	[Taos Day School] Command Staff, General Staff, [Taos Day School] ERG & Designated Staff	With-in 30-days of Date of Hire (Course length: 3 hours)
FEMA Course: IS-106.11 (Workplace Violence Awareness Training 2011)	All Employees	With-in 30-days of Date of Hire (Course length: 1 hour)
FEMA Course: IS-120.A (An Introduction to Exercises)	[Taos Day School] Command Staff and General Staff & Safety Committee Members	With-in 30-days of Date of Hire (Course length: 5 hours)
FEMA Course: IS-130 (Exercise Evaluation and Improvement Planning)	[Taos Day School] Command Staff & Safety Committee Members	With-in 30-days of Date of Hire (Course length: 5 hours)
FEMA Course: IS-200.a (ICS for Single Resources and Initial Action Incidents)	[Taos Day School] Command Staff & Safety Committee Members	With-in 30-days of Date of Hire (Course length: 3 hours)
FEMA Course: IS-139 (Exercise Design)	[Taos Day School] Command Staff & Safety Committee Members	With-in 30-days of Date of Hire (Course length: 3 hours)
FEMA Course: IS-197.SP (Special Needs Planning Considerations for Service and Support Providers)	[Taos Day School] Command Staff and General Staff, Designated Staff & Safety Committee Members	With-in 30-days of Date of Hire (Course length: 4.5 hours)

**Table 2-1: Test, Training and Exercise Requirements (Continued)**

FEMA Course: <u>IS-362</u> (Multi-Hazard Emergency Planning for Schools)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course is highly recommended, but not required for [X School] Command Staff or General Staff) (Course length: 3 hours)
FEMA Course: <u>IS-450</u> (Emergency Preparedness for Federal Employees)	All [Taos Day School] Employees	With-in 30-days of Date of Hire (Course is highly recommended for all employees, but is required for [X School] Command Staff & General Staff) (Course length: 1 hour)
FEMA Course: <u>IS-520</u> (Introduction to COOP Planning for Pandemic Influenzas)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 1 hour)
FEMA Course: <u>IS-522</u> (Exercising Continuity Plans for Pandemics)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 1 day)
FEMA Course: <u>IS-546.a</u> (COOP Awareness)	Non-Supervisory Staff & Faculty	With-in 30-days of Date of Hire (Course length: 1 hour)
FEMA Course: <u>IS-547.a</u> (Introduction to COOP)	All [Taos Day School] Employees in a Supervisory position	With-in 30-days of Date of Hire (Course length: 2 hours)
FEMA Course: <u>IS-548</u> (COOP Program Manager)	COOP Manager	With-in 30-days of Date of Hire (Course length: 4 hours)
FEMA Course: <u>IS-551</u> (Devolution Planning)	[Taos Day School] Command Staff	With-in 30-days of Date of Hire (Course length: 2 hours)



FEMA Course: <u>IS-700.a</u> (NIMS An Introduction)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 3 hours)
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**Table 2-1: Test, Training and Exercise Requirements (Continued)**

FEMA Course: <u>IS-702.a</u> (NIMS Public Information Systems)	[Taos Day School] Principal and Designated Alternates	With-in 30-days of Date of Hire (Course length: 3 hours)
FEMA Course: <u>IS-704</u> (NIMS Communications and Information Management)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 2 hours)
FEMA Course: <u>IS-800.B</u> (National Response Framework, An Introduction)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 3 hours)
FEMA Course: <u>IS-803</u> (Emergency Support Function (ESF) #3 – Public Works and Engineering)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 30 Minutes)
FEMA Course: <u>IS-805</u> (Emergency Support Function (ESF) #5 – Emergency Management)	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 30 Minutes)
FEMA Course: <u>IS-860.a</u> (National Infrastructure Protection Plan (NIPP))	[Taos Day School] Command Staff and General Staff	With-in 30-days of Date of Hire (Course length: 2 hours)

FEMA Course: <u>IS-890.a</u> (Introduction to the Interagency Security Committee (ISC))	[Taos Day School] Security & Safety Committee	With-in 30-days of Date of Hire (Course length: 1.25 hours)
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**Table 2-1: Test, Training and Exercise Requirements (Continued)**

FEMA Course: <u>IS-906</u> (Workplace Security Awareness)	All Employees	With-in 30-days of Date of Hire (Course length: 1 hour)
FEMA Course: <u>IS-907</u> (Active Shooter: What You Can Do)	All Employees	With-in 30-days of Date of Hire (Course length: 0.75 hours)
American Red Cross: 1.eFirst Aid,e 2.eCardio Pulmonarye Resuscitation (CPR),e 3.eAutomatic Externale Defibrillation (AED)e 4.eBloodborne Pathogens	Required: Security Guards, and General Staff  Recommended: All Employees, Contractors & Volunteers	With-in 1 year of Date of Hire (Course length: 16 hours)
DOI/ DOI Learn: <u>Security Awareness Training (SAT)</u>	All Employees & Contractors	With-in 30-days of Date of Hire & Annually thereafter (Course length: 3 hours)
DOI/ DOI Learn: <u>Discrimination and Whistleblowing in the Workplace (No Fear)</u>	All Employees & Contractors	With-in 30-days of Date of Hire & Annually thereafter (Course length: 1 hour)
DOI/ DOI Learn: <u>Authorities, Roles, and Responsibilities</u>	All Employees & Contractors	With-in 1 year of Date of Hire (Course length: 2 hours)

DOIU/ DOI Learn: <u>DOI Safety and Occupational Health Overview</u>	All Employees & Contractors	With-in 1 year of Date of Hire (Course length: 1 hours)
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**Table 2-1: Test, Training and Exercise Requirements (Continued)**

DOIU/ DOI Learn: <u>Executive Orientation to Safety and Occupational Health</u>	[Taos Day School] Command Staff and General Staff	With-in 1 year of Date of Hire (Course length: 0.5 hour)
DOIU/ DOI Learn: <u>Using SMIS to File OWCP Claims</u>	All Employees & Volunteers	With-in 1 year of Date of Hire (Course length: 1 hour)
DOIU/ DOI Learn: <u>Federal Information Systems Security Awareness</u>	All Employees & Contractors	With-in 30-days of Date of Hire (Course length: 1.5 hours)
DOIU/ DOI Learn: <u>Orientation to the Privacy Act</u>	All Employees & Contractors	With-in 30-days of Date of Hire (Course length: 1.5 hours)
DOIU/ DOI Learn: <u>Performance Management System</u>	All Supervisors	With-in 30-days of Date of Hire (Course length: 1 hour)
DOIU/ DOI Learn: <u>Defensive Driving Fundamentals - Online Course</u>	All Employees	With-in 30-days of Date of Hire (Course length: 4 hours)
BIE SCAN Team: Annual SCAN Briefing	All Staff & Faculty	With-in 1 year of Date of Hire & annually thereafter (Course length: 4 hours)
DOIU/ DOI Learn: Federal Education Rights and Privacy Act (FERPA)	All Employees & Contractors	With-in 30-days of Date of Hire (Course length: 1 hour)

## Plan Maintenance and Currency

The [Taos Day School] Principal must certify the Plan annually. [Taos Day School] may prescribe procedures, in addition to Federal Continuity Directive-1 (FCD-1) and Interagency Security Committee (ISC) guidance to use to conduct periodic risk assessments and analysis for continuity planning and budgeting.

The COOP Manager is responsible for maintaining a copy of the Emergency Plan, (AKA the Emergency Response Plan (ERP), the Continuity of Operations Plan (COOP)), and the Quick Reference Guide (QRG) in the BIE Safety Connect SharePoint site and the BIE Environmental Management System (EMS). The Emergency Plan posted on the EMS *will not* contain personal information for staff members with COOP responsibilities or Alternate Site POC contact information.

Other planning considerations would be if key staff is unavailable due to travel, vacation, injury, etc. Cross training, Order of Succession, and Delegation of Authority before a disaster strikes.

[Taos Day School]'s resiliency is directly related to the effectiveness of its continuity capability. Continuity capability- the ability to perform Mission Essential Functions continuously- rests upon key components and pillars, which are in turn built on the foundation of continuity planning and program management.

**Table 2-2: Plan Maintenance and Currency**

<b><u>Activity</u></b>	<b><u>Responsible Party</u></b>	<b><u>Frequency</u></b>
Certification of the viability of the COOP and Annex	[Taos Day School] Principal & [Taos Day School] COOP Manager	Annually
Maintaining currency of Information in: BIE's Safety Connect and Environmental Management System (EMS) SharePoint sites	[Taos Day School] COOP Manager	Quarterly



**United States Department of the Interior  
BUREAU OF INDIAN EDUCATION  
Taos Day School  
200 Rotten Tree Rd  
P.O. Box 1850**

**Taos, New Mexico 87571-1850**

# **Emergency Response Plan (ERP)**

## **Emergency Response Stage**

**Anyone can initiate emergency response procedures.** Anyone can contact Law Enforcement, the Fire Department, Emergency Medical Services, by calling 911 or/ [(575) 758-2217] and activate the building warning system (i.e. fire alarm). If and when an emergency condition arises, contact a custodian/ Security Guard to provide notification of the incident.

Custodian/Security will immediately notify Principal. The Principal shall serve as the Emergency Manager to coordinate all emergency response activities with Emergency Response Agencies (Law Enforcement, Fire and EMS).

Employees are responsible for the safe movement of all visitors from their building to the Evacuation Point and if necessary Assembly Area or Alternate Site or securing the building in the event of a Lockdown or Shelter-in-Place.

1. The Floor Wardens, Disabled Persons Aids, and employees will assist in Evacuations, Lockdowns, Shelter-in-Place & and other measures.
2. Visitors will be evacuated from affected building(s) to Evacuation Points and to Assembly Areas if necessary or subject to other emergency procedures, such as a lockdown or shelter-in-place.
3. Employees and visitors not in facility at the time of the incident shall be turned back at the facility entrance.

Situations that inhibit normal operations due to safety and/ or security concerns, including those that limit operations within the building, either partially, or entirely. This disruption of operations may create a situation that requires implementation of the Emergency Plan.

A variety of conditions, such as a fire, bomb threat, major utilities outages, terrorist threat, or other situation that could threaten the safety & security of those at [Taos Day School].

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**[Taos Day School] Emergency Response & Recovery Plan  
For Official Use Only**

[Taos Day School] employees will be trained in the Incident Command System (ICS), the National Incident Management System (NIMS), and the National Response Plan (NRP) structure to effectively implement the Emergency Plan.

The Emergency Plan may require implementation a variety of options such as:

- Evacuation of employees, contractors, & visitors from a building to an Evacuation Point.
- Movement of employees & contractors from an evacuation point to an Assembly Area.
- Maintain a list off all employees, contractors, & visitors evacuated from the building, to an Evacuation Point, and to an Assembly Area if necessary.
- Ensure that no employees, contractors, & visitors re-enters an evacuated building, prior to an official notification of "All Clear", indicating that it is safe to reenter the building.

If an emergency occurs, which effects normal use of the [Taos Day School] Buildings, Principal will respond & determine the scope of the incident & report to the Incident Commander.

If the nature of the emergency requires a coordinated effort to bring the incident under control, the [Taos Day School] Command Staff will be activated and will report to the Command Center.

Not all situations will require the activation of the [Taos Day School] Command Staff and General Staff. The Agency Superintendent may order measures to be taken to mitigate any and all hazards, prevent any life threatening situations from developing while responding to an incident.

The Senior-most employee will be in charge of the situation at the incident scene, until relieved by the Emergency Coordinator/ COOP Coordinator, Law Enforcement or the Fire Department.

Principal will contact Taos Pueblo Police Department (Taos PD), Taos Fire Department (Taos FD), Emergency Medical Services (EMS) if necessary, and other agencies as required. The Emergency Plan Coordinator will take appropriate measures to bring a situation under control, and document the incident.

If the scope of the incident requires an evacuation of the building, the Emergency Plan Coordinator will advise the [Taos Day School] Principal of procedures of shutting down of operations & evacuation of all employees, contractors and visitors.

The [Taos School] General Staff may be activated to provide operational support to the [Taos School] Command Staff. Other [Taos Day School] functions may be limited, or suspending until normal operations can be resumed as outlined in this plan, or suspended indefinitely.

## **Warning Conditions**

The Emergency Plan may be implemented under the following combination of conditions:

- **Advance Warning:** There are some threats to operations that may afford advance warning to permit the orderly alert, notification, evacuation, and, if necessary, relocation of employees and students. Examples include warning of threat of hazardous material release, or an impending severe storm.
- **No Warning:** There are threats to operation that do not afford advance warning, these could include, but are not limited to fire, active shooter, or terrorist attack.
- **During Office Hours:** Incidents may occur during normal office hours (typically Monday – Friday, from 7:30 a.m. to 4:30 p.m.). In these circumstances of the event, would begin by execution of emergency evacuation of the building in accordance with the procedures outlined in the Plan.
- **During Non-Office Hours:** Incidents may occur while the majority of [Taos Day School] employees are not at work. In these circumstances, large portions of the buildings are not in operation and the majority of employees will not be able to respond and execute instructions, therefore personnel available to execute instructions will be severely limited.



## **Direction and Control**

When an emergency results in the implementation of the Emergency Response Plan and potentially the COOP, the [Taos Day School] Command Staff has the primary responsibility of disseminating the Incident Commander's guidance and direction during relocation. The [Taos Day School] Command Staff will monitor the situation and provide guidance from the Command Center. The [Taos Day School] General Staff will relocate to an Alternate Command Center, if necessary.

Once emergency operations are established at the Command Center, each Department will report to the Incident Commander through the Operations Chief.

The Incident Commander (IC) will coordinate between [Taos Day School], SWRO and BIE, DOI and other agencies as necessary. Coordination of [Taos Day School] employees will be handled by the Principal. The IC shall be advised of all internal administrative or logistical matters at locations where employees and/ or contractors are relocated.

## **Concept of Operations**

Following an incident, responding agencies, such as Fire or Law Enforcement response and the IC directs the emergency recovery. If, and when, an incident requires the shut-down of normal operations for more than 12-hours and/or the evacuation of the [Taos Day School] Buildings, the [Taos Day School] Command Staff shall maintain [Taos Day School]'s Essential Functions from the Command Center and/or from an alternate site.

## **Coordinating Instructions**

The Emergency Plan serves as the directive to prepare and implement supporting procedures by department and office. Each Division/ Department will maintain an internal emergency roster of all [Taos day School] employees & contractors and contact information, such as:

- Home address,
- Home phone, cell phone, pager, and
- Alternate points of contact.

The roster will identify [Taos Day School] General Staff, and their function in an emergency situation.

## **Administration and Logistics**

During the Preparedness Stage, each Department, in coordination with the Emergency Manager/ COOP Manager, is expected to update and maintain a Master Emergency Contact Roster. Upon execution of the Emergency Plan, employees will provide assistance in maintaining a 100% list of all employees, contractors & visitors that were in their building at the time emergency procedures were implemented, and know their whereabouts until the emergency conditions/ situation is resolved.

## **Command Centers**

Command Centers (CC) are used to direct and control [Taos day School]'s response to an emergency event. Employees designated to respond to an incident shall perform emergency response activities as determined by the emergency response official, in coordination with the Command Center.

[Taos Day School] shall designate one location that will function as a Primary Command Center and at least one other location to serve as an Alternate Command Center in the event the Primary Center is not available. Other alternate sites can be in "virtual" environment or in vehicles for "mobile" for an "on-scene" capability.

[Taos Day School]'s designated Command Centers:

- A. Primary Command Center: Building !1807, Room# Main Office
- B. Alternate Command Center: "Mobile/ On-Scene" – via 2-way radio and/or cell phone/ text messaging
- C. Alternate Command Center: BIA ABC Agency
- D. Alternate Command Center: "Virtual" – via, i.e., Web EOC

## **Emergency Procedures**

### **Evacuation**

1. The Fire Alarm will serve as the notification to evacuate a building.
2. Floor Wardens will ensure everyone evacuates the building from their respective floor.
3. Take keys, purses & any personal items from office, classroom, etc., [Taos Day School] Command Staff & General Staff (and Alternates) shall take their "Go Kit" Everyone shall evacuate the building to their designated Evacuation Point or the Rally Point, if necessary;
4. Supervisors shall take roll to account for all Employees, Contractors and visitors;
5. Supervisors shall account for all employees & visitors evacuated from their building;
6. Everyone is to remain at the Evacuation Point or Rally Point until released, notified "ALL CLEAR" that it is safe to re-enter the building or to proceed to the Assembly Area or given other instructions;

## **Evacuation Points**

- In the event the building has to be evacuated, all occupants of the building will evacuate the building to the designated location away from the building.
- The building will have evacuation routes & a single, designated Evacuation Point posted conspicuously in all building rooms & corridors.
- The designated Evacuation Point will be at least 100-feet away from the building.
- The building will have a Floor Warden designated to account for all employees & list by name, any employees, contractors & visitors at the Evacuation Point that are unaccounted for.
- All building occupants that are evacuated from a building are to remain at their Evacuation Point until notified that it is safe to reenter the building, or to proceed to the designated Assembly Area.
- Floor Wardens are responsible for the safe movement of all employees, contractors & visitors from the Evacuation Point to the Assembly Area.

- **Primary Evacuation Points:**

- Building 781/1806/801/796/1807
  - Track
  - Court yard inside complex
  - Community Center
- Building 784/798/800/802
  - Court yard inside complex
  - Track
  - Community Center

Note: Persons being interviewed or in custody by OJS will be evacuated to the main office area and be held inside the interior perimeter fence until it is safe and secure to move them to another location.

## **Alternate Evacuation Points**

An Alternate Evacuation Point will be utilized in the event of a bomb or suspicious devices. Instead of evacuating from a building to the designated Evacuation Point, evacuate the building to the opposite side of another building away from the affected building(s), such as under a building overhang.

If a bomb detonates in a building while the occupants have evacuated to an Alternate Evacuation Point, the Alternate Evacuation Point should provide protection from shrapnel and the compression wave from the explosion.

The Alternate Evacuation Point can also prevent death or injuries resulting from secondary explosive devices that may be located at the primary Evacuation Point.

- **Alternate Evacuation Point:**

- Church in Pueblo complex

## **Reverse Evacuation**

Reverse evacuation procedure is simply the combination of 2 tasks:

1. Anyone that is near a building enters the nearest building to take cover from that danger.
2. Everyone takes cover in the building's designated shelter or an interior room that does not have windows.

## **Assembly Areas**

Some emergency situations may require the dissemination of critical information to employees, contractors & visitors to [Taos Day School]. To facilitate notification of this information, employees, contractors, students, and visitors may be directed to proceed to an Assembly Area so that critical information can be provided as accurately & timely as possible.

- **The Primary Assembly Area** for employees & contractors for an emergency occurring during normal working hours & non-office hours: Building 784, Room# Cafeteria)
- **The Alternate Assembly Area** for employees, & contractors for an emergency occurring during normal working hours & non-office hours, if the Primary Assembly Area is not available: Building 781, Room# Gym

See Appendix G for a map of all building Evacuation Points & Assembly Areas at [Taos Day School].

## **Rally Point**

If in the event that the Primary Assembly Area or Alternate Assembly Area, or if the facility is otherwise unreachable, Employees & contractors at the time of the incident, shall gather at a Rally Point for accountability and dissemination of information. The designated Rally Point shall be the closest US Post Office to the [Taos Day School].

### **Rally Point:**

Post Office; Main office  
318 Paseo Del Pueblo Norte  
Taos, N.M. 87571

## **Shelter-in-Place**

When the Fire Department or Law Enforcement or other authorities provide direction to Shelter-In-Place, they want everyone to take those steps now, where they are, and not to leave the building.

1. Security Guards, if available, posted at the entrances to prevent unauthorized entrance to the building. Until the facility is safe, only law enforcement, fire department and emergency medical services will be allowed to enter the building.
2. End normal operations, activating the Emergency Plan. The Security Guards will notify all Agency buildings.
3. Follow reverse evacuation procedures to bring employees inside the nearest building with a designated shelter.
4. Lock & close all exterior doors and any other access to the outside.
5. If there are visitors in the building, provide for their safety by asking them to stay– not leave.
6. If you are told that there is danger of explosion, ensure that window shades, blinds, or curtains are closed and everyone remains away from doors & windows.
7. Unless there is a danger from explosion, allows people that have cell phones to use them to call a family member to let them know that they have been asked to remain on in the building until further notice and that they are safe.
8. If possible, change the recording on voice mail, an automated attendant, website, or news media website to indicate that the facility is CLOSED, and that employees & contractors are remaining in the building until authorities advise that it is safe to leave.
9. Write down the names of everyone in the room. Report the names to the facility Incident Command center of who is in the room with you. Employees will maintain 100% accountability of persons in their area at all times.



10. Building Maintenance Staff will turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, may need to be turned off, sealed, or disabled.
11. If necessary, employees will use duct tape and plastic sheeting to seal all cracks around the door(s) and any vents into the room. The plastic sheeting should be no less than 4 – 6 mils. Thick.
12. Listen for an official announcement from [Taos Day School] officials via the public address system (if available), and stay where you are until you are told that all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

#### **Area of Refuge:**

- a. Building 781/1806
  - i. Room Gym
  - ii. Room 103
  - iii. Room 123
- b. Building 784/798/1807/800/802
  - i. Room cafeteria
  - ii. Room 802
  - iii. Room 798

#### **Modified Shelter-in-Place**

Some circumstances, such as a suspicious devices or explosive devices, may require people to Shelter-in-Place in the building where they are at, but in a room furthest away from where the suspicious devices or explosive devices are located.

## Lockdown (Basic Steps)

1. If a person is aware of an imminent, dangerous situation that requires a Lockdown, such as seeing someone with a weapon, hearing gunfire or other reason to initiate a lockdown, alert the facility to the danger by yelling and/ or using the All Page function on the Cisco Phone System to go into a lockdown & the reason why i.e., "***Lockdown, Lockdown, Lockdown. There is a man with a gun in the Dorm parking lot. Lockdown, Lockdown, Lockdown.***" Provide a description, if possible.
2. **Call 911 to notify law enforcement.** Provide as much information to the dispatcher as possible.
3. **Call [Taos Day School] Security at (575)770-1645.**
4. Upon notification of a lockdown, designated staff will notify every one of the lockdown, gathering anyone that is outside nearby and ensuring that all exterior doors are closed & locked.
  - a. All employees, contractors, students & visitors that are in the hallways & open areas will take shelter in the nearest classroom or office.
  - b. Designated Staff- Floor Warden (Main Contact and the 1<sup>st</sup> & 2<sup>nd</sup> Alternates listed on the Building Roster) will have limited freedom of movement *within* the building they are in (during the lockdown) to ensure that everyone within their building is notified of the lockdown and all doors are locked & secured and to provide additional information.
5. Turn off all lights & close any curtains or blinds.
6. All cell phones ringers should be set to "silent".
7. Everyone should maintain a calm environment.
8. Employees & contractors will quietly make a list of everyone within their office/ classroom and make a note of anyone that may be absent.
9. ***If the gunman is not in your building or office area:*** take cover to prevent being injured or killed. Lie in the prone position, if possible, out of sight from the interior door(s), especially if gunshots or an explosion is heard.

10. ***If the gunman is in your building or office area:*** do what you feel is necessary prevent yourself or others from being injured or killed, i.e., evacuate the building by running in a zig-zag pattern, fight back, crawl, hide, play dead or talk to the gunman. ***Whatever you do that keeps you & others alive is the right thing to do.***
11. The Command Staff or General Staff will send an alert notification using the [Taos Day School]'s facility-wide notification systems, social media, and local media (radio & TV) that the facility is in a lockdown & is closed until further notice.
12. Security will close the main entrance gate to all traffic entering the facility, except for Law Enforcement, Fire Department, and Emergency Medical Services.
13. The Command Staff or General Staff will contact the designated employees each building to assess their status and provide updated information. Please do not contact the Command Staff or General Staff except in an emergency (such as a medical situation).
14. If the Fire Alarm is activated, ***do not*** evacuate the building unless you see flames or smell smoke.
15. Remain in offices or classrooms until notified "***ALL CLEAR***" or notified to implement a "***MODIFIED LOCKDOWN***" by the Incident Commander.
16. The Command Staff or General Staff will send periodic announcements via [Taos Day School]'s facility-wide notification systems and social media to update employees, contractors, students & parents during the Lockdown and when the Lockdown has been lifted.

**When initiating a Lockdown** using the All Page function on the Cisco Phone System, announce lockdown by saying the word "Lockdown" three (3) times at the beginning & end of the notification (i.e., "***Lockdown, Lockdown, Lockdown. There is a report of shots being fired in the Library building. Lockdown, Lockdown, Lockdown.***")

## **All Page function on the Cisco Phone System**

During an emergency (or Test, Training or Exercise), Employees may use the office phone Paging Function.

- **Step 1:** Pick-up the phone receiver or press the "Speaker" button.
- **Step 2:** Press the "services" button.
- **Step 3:** Press the number "2" on the dial pad or scroll down the display menu and until "All Page" is highlighted, and then press the "Select" button.
- **Step 4:** In a clear, calm voice, state the emergency procedure, then nature of the announcement or emergency. In the event of an emergency, repeat the emergency procedure that people must take to ensure their safety.

Example, Emergency: *"Lockdown, Lockdown, Lockdown. There is a man with a gun in the Main Parking Lot. Lockdown, Lockdown, Lockdown."*

- Example, Announcement: "Attention Indian Affairs Employees, Today from noon to 2 pm, at the [Taos Day School] Cafeteria, Flu Shot Vaccinations will be provided at no cost."

In the event of a Test, Training or Exercise, repeat Steps 1 and 2, then in a clear, calm voice, state that it is a test, training or exercise, any related information, then repeat that it is a test, training or exercise.

For example: *"Test, Test, Test. This is a test of the Campus Phone Paging System. Test, Test, Test."*

- **Step 5:** Hang-up the phone receiver press the "Speaker" button again.

## Modified Lockdown

### 1. **Anyone can initiate a Modified Lockdown.**

If you are aware of a dangerous situation that requires a Modified Lockdown, such as law enforcement searching for a wanted criminal, alert the facility to the danger by yelling or using the All Page function on the Cisco Phone System to go into a modified lockdown & reason why (i.e., "***Attention Staff: The police is searching in the area for a bank robber. Initiate Modified Lockdown Procedures.***" Provide a description, if possible).

2. **Call 911 to notify law enforcement.** Provide as much information to the dispatcher as possible.
3. **Call Security at (575)770-1645.**
4. Upon notification of a lockdown, designated staff will gather anyone outside their office areas nearby and then close & lock the exterior doors.
5. Turn off all lights & close any ground floor curtains or blinds. Stay away from all ground floor windows.
6. Nobody will be permitted to enter or exit the building.
7. The Command Staff or General Staff will send an alert with the alert notification system and/or social media that the facility is in a modified lockdown & the facility is closed until further notice.
8. Security will not allow entrance to the facility, except for Law Enforcement, Fire Department, and Emergency Medical Services personnel.
9. If the Fire Alarm is activated, **do not** evacuate the building unless you see flames or smell smoke.
10. Remain inside the building until notified "***ALL CLEAR***" or if the conditions change, such as to a "***LOCKDOWN***" by the Incident Commander.
11. The Command Staff or General Staff will send periodic announcements via the notification system and social media to update employees, contractors, & visitors during the Modified Lockdown and when the Modified Lockdown has been lifted.

**When initiating a Modified Lockdown** using the All Page function on the Cisco Phone System, announce the modified lockdown by saying it three (3) times (i.e., "***Attention Staff: The police is searching in the area for a man that robbed a bank. Initiate your Modified Lockdown Procedures.***")

## **Specific Execution Steps**

This section provides information on scenarios that may occur on the [Taos Day School] building or may directly affect the facility. Each scenario provides basic information on measures to implement.

### **Human-caused and Technological Events**

#### **Building Fire**

##### **Employees & contractors**

If you see a fire or see smoke from a fire:

1. Activate the fire alarm system and call 911.
2. Call Security (575)770-1645.
3. Evacuate the building per the Evacuation Procedures.
4. Treat the injured with First Aid, CPR and/or AED.

##### **General Staff**

1. Security Guards will:
  - a. Call: 911
  - b. Monitor employees departing the building, ensuring that it stays orderly and calm. If possible once everyone, that you are aware of has exited the building, make contact with the Department Supervisors to verify if they got all their people out.
  - c. Direct the employees out to the parking lot and inform them not return until the all clear has been given by the I.C. or they are sent home. Try to get visual scan of the building and property using the video cameras in the sequence mode to verify that everyone is out and not trapped on the back side in the loading bay area.
  - d. Once the building(s) have been evacuated, the Security Guards will remain with the employees of the building they are assigned to. The Security Guards will also be responsible for maintaining a visual

surveillance of the main entry way to insure no one enters or re-enters the building until notified to do so by the I.C.

- e. Once Taos FD is on scene, make contact with the I.C. to brief on the situation and any other additional information you may know i.e. general location of the fire, the status of employees that might still be in the building etc.
2. Treat the injured with First Aid, CPR and/or AED.
3. Ensure all Employees, Contractors and visitors are accounted for and notify the Fire Department and Security of anyone unaccounted for.
4. Document incident.

### **Command Staff**

1. Ensure all Employees, Contractors and visitors are accounted for and notify the Fire Department and Security of anyone unaccounted for.
  - a. Notify the I.C. of the number of personnel that are unaccounted for and their normal place of duty/ work station.
2. Consider implementing additional Emergency Measures
3. Consider implementing COOP
4. Document the incident



## **Active Shooter**

If shots are fired or a gunman is seen on-facility, or suspected of being on-facility, all employees, contractors and visitors will immediately seek shelter in the closest office.

### **Immediate Actions:**

#### **Employees & contractors**

1. Alert all other buildings to Lockdown via the All Page function on the Cisco Phone system to initiate a Lockdown
2. **Call [Taos Day School] Security at (575)770-1645**
3. **Call 911-** If you may hear multiple rings – stay on the line until it is answered- do not hang up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
  - a. What is happening
  - b. Where you are located, including building name and room number
  - c. Number of people at your specific location
  - d. Injuries, if any, including the number of injured and types of injuries
  - e. Your name and other information as requested
  - f. providing a description of the gunman & the current location of the gunman (if known):
    - i. Specific location and direction of the assailant
    - ii. Do you recognize the assailant? Do you know their name
    - iii. Number of shooters
    - iv. Gender, race, and age of the assailant(s)
    - v. Clothing color and style
    - vi. Type of weapons – e.g., handgun, rifle, shotgun, explosives
    - vii. Description of any backpack or bag
    - viii. What exactly did you hear – e.g., explosions, gunshots, etc.
    - ix. Language or commands used by the assailant(s)
4. Follow the instructions by Managers/ Supervisors/ Floor Wardens to secure the immediate area:
  - a. Do leave your room, lock or barricade the door. Block the door using whatever is available – desks, tables, file cabinets, etc.
  - b. If you are in a room without a door or, go to the nearest room with a door that locks
  - c. Take appropriate steps to reduce your vulnerability

- i. Turn off radios
    - ii. Silence cell phones
    - iii. Keep people calm and quiet
    - iv. Close blinds or block windows
    - v. After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
  - d. Lay in the prone position, out of sight of anyone looking in to the room
  - e. If the assailant enters your room & leaves, lock or barricade the door behind them
  - f. If safe to do so, allow others to seek refuge with you
  - g. Place signs in interior doors and windows to identify your location and the location of injured persons, but remember the assailant can see these as well
5. If you find yourself in an open area, immediately seek protection:
- a. Put something between you and the assailant
  - b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
  - c. If in doubt, find the safest area available and secure it the best way that you can
6. If the shooter is in your immediate area, do what you think is necessary to stay alive- hide, evacuate or attack the shooter

## **General Staff**

1. Security Guards will only allow Emergency Responders to enter the Facility
2. Notify employees, contractors & visitors in the facility community via:
  - a. [Taos Day School]'s facility-wide notification systems(Black Board)
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - a. E-mail
3. Buildings Custodians will:
  - a. Ensure that all everyone in their building is aware a Lockdown is in effect
  - b. Protective steps are implemented
4. Assist responding local and state agencies

## **Command Staff**

1. Assist responding local and state agencies
2. Release information to the [Taos Day School] community as quickly and as often as circumstances permit
3. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Incident Commander in consultation with the [Taos Day School] Command Staff
4. Consider implementing additional Emergency Measures
5. Consider implementing COOP
6. Provide frequent updates to [Taos Day School] & Stakeholders

## Law Enforcement Response

The Taos Pueblo Police Department and BIA Office of Justice Services will immediately respond to the area. Other local law enforcement agencies, such as the Taos County Sheriff's Department and/or State police, may also respond.

Remember:

- 1) *Help is on the way. It is important for you to:*
  - Remain inside the secure area.
  - Law enforcement will locate, contain, and stop the assailant.
  - The safest place for you to be is inside a secure room.
  - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.
- 2) *Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.*
  - You may need to explain this to others in order to calm them.
  - Once the threat is neutralized, officers will begin treatment and evacuation.
- 3) *Evacuation. Responding officers will establish safe corridors for persons to evacuate.*
  - This may be time consuming- remain in secure areas until instructed otherwise.
  - You may be instructed to keep your hands visible, either on or above your head.
  - You may be searched.
  - You may be escorted out of the building by law enforcement personnel- follow their directions.
  - After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
  - Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## **When It Is Safe To Do So:**

### **Employees & contractors**

1. Un-securing the Area
  - a. The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement
  - b. Always consider the risk exposure by opening the door for any reason
  - c. Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area
  - d. Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area
  - e. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured
2. Treat the Injured
  - a. The 911 operator will notify law enforcement and Emergency Medical Service (EMS) agencies. EMS will respond to the site, but will not be able to enter the area until it is determined to be "secure" by law enforcement.  
  
You may have to treat the injured as best you can until the area is secure and EMS can respond to where the injured are located.
  - b. Remember basic First Aid
    - i. For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
    - ii. Reassure those in the area that help will arrive – try to stay quiet and calm

### **General Staff**

1. Assist responding local and state agencies
2. Treat the injured
3. Document

### **Command Staff**

1. Assist responding local and state agencies
2. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Incident Commander in consultation with the [Taos Day School] Command Staff
3. Consider implementing additional Emergency Measures
4. Consider implementing COOP
5. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## **Terrorism**

### **National Terrorism Advisory System (NTAS)**

DOI and AS-IA has a system in place to help warn AS-IA facilities and the general public of a potential terrorist attack, including bio-terrorism or chemical attack. Typically, the operating condition will be "Normal".

The National Terrorism Advisory System (NTAS) is a two-tiered warning system created by DHS which distributes targeted alerts about specific or credible terrorist threats. Depending on the nature of the threat, the alerts may be distributed to the public at large or they may be distributed in a limited fashion to the potentially targeted individuals. DOI & AS-IA facilities will follow recommendations and the measures outlined below.

NTAS alert conditions are labeled "*Bulletin*", "*Elevated*" and "*Imminent*". Alerts will be issued to change the operating conditions of affected facilities, summarizing the potential threat, describing the measures officials are taking and recommend steps for people to take.

DHS will publicize the alerts via Twitter at "*@NTSAlerts*" and on the *DHS Facebook page* at: <http://www.dhs.gov/files/programs/ntas.shtm>.

### **Employees & contractors**

1. Monitor news and official notifications for NTAS alert conditions
2. Follow directions provided upon notification for "*Bulletin*", "*Elevated*" and "*Imminent*" threat conditions.

### **Command Staff & General Staff**

1. Monitor news and official notifications for NTAS alert conditions.
2. Review and implement measures for "Normal" operating conditions
3. Prepare to implement measures for "*Elevated*" and "*Imminent*" threat conditions
4. Implement Security Measures upon notification for "*Elevated*" and "*Imminent*" threat conditions, if necessary
5. Release information to the [Taos Day School] community as quickly and as often as circumstances permit

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[Taos Day School] Emergency Response & Recovery Plan  
For Official Use Only

## **"Normal" Operating Conditions**

- **Measure 1:** Review, modify, train, and exercise emergency response, COOP, and emergency evacuation plans on normal schedules. Ensure that law enforcement and security personnel are integrated into the plans.
- **Measure 2:** Review and modify existing security measures to ensure compliance with current local threat conditions. Avoid routine, predictable security measures by making random adjustments or inspections.
- **Measure 3:** Conduct regular threat/vulnerability assessments and security inspections and take measures to mitigate vulnerabilities.
- **Measure 4:** Augment law enforcement and security forces to ensure facility protection.
- **Measure 5:** Conduct tabletop exercises that integrate senior management, law enforcement/security, emergency management, and other appropriate personnel, to ensure that roles, responsibilities, and operational protocols are integrated and well understood.
- **Measure 6:** Increase liaison activities with state and local law enforcement officials and other federal agencies. Ensure that all communications systems with local police, intelligence, and security agencies are fully functional.
- **Measure 7:** Notify all personnel of protective measures being taken at this threat condition. Check communications and coordinate with emergency response agencies.
- **Measure 8:** Provide customers, constituent groups, and other members of the public with information about changes affecting access to facilities or interaction with employees.
- **Measure 9:** Reduce facility access points to the minimum necessary for continued operation. Restrict public access as appropriate.
- **Measure 10:** Increase counter-surveillance activities at critical infrastructures.
- **Measure 11:** Conduct communications tests to ensure that key personnel can be reached at all times.



## **"Bulletin" Operating Conditions**

- **Measure 1:** TBD
- **Measure 2:** TBD

## **"Elevated" Threat Condition**

In addition to the previous measures of the Normal operating condition, the following measures will be implemented for affected facilities:

- **Measure 1:** Consider altering employee work schedules to disperse the concentration of personnel at a particular location without adversely affecting mission or operational effectiveness.
- **Measure 2:** Increase coordination of emergency plans with nearby jurisdictions or organizations.
- **Measure 3:** Take additional precautions at high profile public events sponsored by or taking place on DOI owned or managed locations.
- **Measure 4:** As appropriate, coordinate security efforts with other Federal, state and local law enforcement and security agencies and with other agencies such as the National Guard.
- **Measure 5:** Restrict threatened facilities to essential personnel only and prepare to work at alternate sites or with a dispersed workforce to ensure mission and operational effectiveness.
- **Measure 6:** Prepare to execute contingency plans, emergency response procedures, emergency evacuation procedures and COOP plans, as necessary.
- **Measure 7:** Consider reducing personnel not required for essential functions by use of liberal leave or administrative leave.
- **Measure 8:** Redirect personnel to ensure essential functions are protected and performed.

## **"Imminent" Threat Condition**

In addition to the previous measures, the following measures will be implemented:

- **Measure 1:** Consider canceling high profile public events sponsored by or taking place on DOI owned or managed locations.
- **Measure 2:** Pre-position emergency response teams, as necessary.
- **Measure 3:** Close or significantly reduce employee presence at facilities.

## **Unattended Item**

### **Employees & contractors**

If you find an unattended item (purse, bag, backpack, box, etc.):

1. Do not touch the unattended item
2. Notify the Floor Warden or potentially affected employees face-to-face, do not use the a phone, radio or other electronic device
3. Follow the directions of the Floor Warden or other officials

### **General Staff**

If someone reports that they have found an unattended item device in your area:

1. Have someone physically notify the Security Guard and the Command Staff of the discovery with as much information as possible, such as the location, description of the unattended item, etc.
2. Security Guards will:
  - a. Contact OJS that an unattended item was found, but do not use a cell phone or 2-way radios within 100-feet of the suspected device(s).
  - b. Provide OJS, with as much information as possible, such as the location, description of the bomb or suspicious package, etc.

### **Command Staff**

1. Assist responding local and state agencies
2. Release information to the [Taos Day School] community as quickly and as often as circumstances permit
3. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Incident Commander in consultation with the [X School] Command Staff
4. Consider implementing additional Emergency Measures
5. Consider implementing COOP

## **Suspicious Device or Bomb**

### **Employees & contractors**

If you find a bomb or suspicious device:

1. Do not touch the bomb or suspicious device
2. Notify the Floor Warden or Employees face-to-face, do not use the a phone, radio or other electronic device
3. Follow the directions of the Floor Warden or other officials

### **General Staff**

If someone reports that they have found a bomb or suspicious device in your area:

1. Have someone physically notify the Security Guard and the Command Staff of the discovery with as much information as possible, such as the location, description of the bomb or suspicious package, etc.
2. All employees and students will search their areas for any suspicious item(s)
3. Evacuate the building using Evacuation protocol for the effected building & building(s) directly next to the effected building to an Alternate Evacuation Point

Be watchful of any other bomb or suspicious device along the route to the Alternate Evacuation Point and at the Alternate Evacuation Point

4. Have someone physically go to all other buildings on-facility to notify the Floor Warden of the discovery of a bomb or suspicious device
5. Security Guards will:
  - a. Contact:
    - i. Taos Pueblo PD & OJS that a bomb or suspicious package was found, but do not use a cell phone or 2-way radios within 100-feet of the suspected device(s).
    - ii. FBI that a bomb or suspicious package was found, but do not use a cell phone or 2-way radios within 100-feet of the suspected device(s).
  - b. Provide Taos Pueblo PD, FBI & the [Taos Day School] Command Staff, with as much information as possible, such as the location, description of the bomb or suspicious package, etc.

- c. Secure the building and parking lot- Only Emergency Response vehicles will be allowed to enter or leave the Facility.
- d. Send out notification of a possible bomb or suspicious device

All other buildings will:

1. Have all employees and students will search their areas for any suspicious item(s) and then initiate a Modified Shelter-in-Place procedure
2. If secondary suspicious item(s) is/are found, evacuate the building per Evacuation protocol to an Alternate Evacuation Point

Be watchful of any other bomb or suspicious device along the route to the Alternate Evacuation Point and at the Alternate Evacuation Point

### **Command Staff**

6. Assist responding local and state agencies
7. Release information to the [Taos Day School] community as quickly and as often as circumstances permit
8. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Incident Commander in consultation with the [Taos Day School] Command Staff
9. Consider implementing additional Emergency Measures
10. Consider implementing COOP

## **Bomb Threat**

Review GSA Form 3415 (revised 9/2001). This form can assist you & law enforcement in determining who may threaten the lives of you & those in your building. Keep this form handy & near your phone in case you do receive a bomb threat.

### **Employees & contractors**

If you receive a call from someone stating that there is a bomb:

1. Document the threat on GSA Form 3415
2. Notify your Supervisor to contact [Taos Day School] Security  
(Do not use a cell phone or 2-way radios)
3. Provide XPD, FBI & the [Taos Day School] Command Staff or General Staff, with as much information as possible

Supervisors will:

1. Have someone physically notify the Floor Warden and the Security Guard and the Command Staff of the bomb threat
2. All employees and students will search their areas for any suspicious item(s)

If secondary suspicious item(s) is/are found, evacuate the building per Evacuation protocol to an Alternate Evacuation Point

Be watchful of any other bomb or suspicious device along the route to the Alternate Evacuation Point and at the Alternate Evacuation Point

## **General Staff**

Security Guards will:

1. Contact:
  - a. Taos Pueblo PD that a bomb or suspicious package was found, but do not use a cell phone or 2-way radios within 100-feet of the suspected device(s).
  - b. FBI that a bomb or suspicious package was found, but do not use a cell phone or 2-way radios within 100-feet of the suspected device(s).
2. Provide Taos Pueblo PD, FBI & the [Taos Day School] Command Staff, with as much information as possible, such as the location, description of the bomb or suspicious package, etc.
3. Send out notification of a possible bomb or suspicious device

Floor Wardens will:

1. verbally notify everyone, in-person, in their building of the bomb threat and to search the area for any suspicious objects
2. Forward the completed form & results of the search to the Command Staff;

## **Command Staff**

1. The Incident Commander and the Command Staff will evaluate the credibility of the bomb threat & determine if a building evacuation is necessary.

An evacuation is NOT always necessary.

2. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Incident Commander in consultation with the [Taos Day School] Command Staff
3. Assist responding local and state agencies
4. Release information to the [Taos Day School] community as quickly and as often as circumstances permit
5. Consider if activating COOP and additional Emergency Measures



## **Code Adam (Missing Child)**

The following are the steps to follow when an alert is announced that a child is missing (required for Federal facilities by the Code Adam Act of 2003):

### **Step 1- Obtain an accurate description of the child:**

- Child's: name, age, gender, and race.
- Height, weight, eye color, hair color.
- Description of what clothing the child is wearing, specifically the color and type of clothing, including shoes.

### **Step 2- Report information about the missing child to Security.**

- Security will contact Taos Pueblo PD & OJS.

### **Step 3- Search all buildings on facility:**

- Initiate a Modified Lockdown.
- Search all buildings on facility.
- Employees may be asked to assist in the search- search requested areas.

### **Step 4- If the child is found with anyone other than the parent/ guardian:**

- Use reasonable efforts to delay the departure of the person accompanying the child, but **do not** put yourself or others at risk.
- Notify a Security Guard as soon as possible. Provide the identity or description of the person accompanying the child.

### **Step 5- If the child is found on facility:**

- Bring the child to a Law Enforcement Officer or a [Taos Day School] Security Guard.
- Reunite the child with the parent/ guardian.
- Security will terminate the Code Adam.
- Security will notify Taos Pueblo PD & OJS of the outcome of the Code Adam.

### **Step 6- If the child is *not* found on facility:**

- Security will contact Law Enforcement to report any additional information.
- Taos Pueblo PD & OJS will determine if and when to initiate an Amber Alert.

### **Step 7- Documentation:**

- After a Code Adam alert has ended, Security will document the results of the alert & search.
- All other departments will document the incident as needed.



## **Suspected Child Abuse and Neglect (SCAN)**

Under State of New Mexico law, A MANDATED REPORTER who suspects or has knowledge of abuse or neglect must report. Failure to report is subject to a misdemeanor in a court of law. ANYONE who reports in good faith will be immune from civil or criminal liability.

### **New Mexico Children's Code (32A-4-3):**

Every person, including but not limited to a licensed physician, a (medical) resident or an intern examining, attending or treating a child, a law enforcement officer, a judge presiding during any proceeding, a registered nurse, a visiting nurse, a schoolteacher or a school official or social worker acting in an official capacity who knows or has a reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to:

- (1) local law enforcement agency;
- (2) Local DFYS office in the county where the child resides; or
- (3) Tribal law enforcement or social services agencies for any Indian child residing in Indian country.

If you suspect or have knowledge of child abuse/ neglect on facility, provide as much information as possible regarding:

- The child has current marks or bruises as a result of abuse, neglect;
- The child needs immediate medical attention;
- The allegations consist of sexual abuse and the alleged perpetrator has immediate access to the child;
- Your name, telephone number, address, primary (main) work location;
- Location name and address where you met the child (work or non-work);
- Child's name, age, DOB, and Social Security Number (if available);
- Parent or guardian's name (s), address;
- Information about siblings or other children that may also be at risk;
- Name of alleged perpetrator, address (if known);
- A description of the nature of your suspicion of abuse, neglect;
- A description of previous concerns related to abuse, neglect;
- A description of how you became aware of the suspected abuse, neglect;
- A description of any actions taken by anyone to assist the child.

### **Employees & contractors**

1. Immediately notify:
  - a. Security at (575) 770-1645
  - b. Call NM CYFD at (505) 841-6100
  - c. Call Taos Pueblo PD at 911
  - d. If there is a medical emergency, call 911

### **General Staff**

1. The Security Guard on-duty will notify [Taos Day School]'s SCAN Administrative Inquiry Team
2. The SCAN Administrative Inquiry Team will ensure that CYFD & Taos Pueblo PD are notified and BIA SCAN Reporting form, and if necessary, the Critical Incident Report form, are completed and forwarded to BIE.

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. The [Taos Day School] Principal, or designee, will ensure that the BIE SCAN Reporting form, and if necessary, the Critical Incident Report form, are completed and forwarded to BIE

## **Suicidal Ideation, Attempted Suicide, and Suicide**

### **Suicidal Ideation and Attempted Suicide**

#### **Employees & contractors**

If a person feels actively suicidal, meaning that they have developed a plan and are ready to implement it. In the event of a person, no matter what their status (i.e. employee, contractor, or visitor), who subtly or overtly displays acts, or while talking, eluding to or suggesting suicidal ideations, or makes an attempt to act on an urge to hurt themselves as an actual attempt:

1. Treat ALL statements regarding committing suicide seriously. Be aware of posturing, joking, serious or subtly stated plans and consider them serious and therefore, consider the person a danger to themselves

Be aware of any written documents or written comments regarding thinking of OR comments of committing suicide. Handle each situation with the best of intentions to keep the person safe

2. Provide emergency medical care, as necessary, until EMS arrives at the student's location, i.e., First Aid, CPR & AED
3. Contact:
  1. **[Taos Day School] Security at (575)770-1645**
  2. **Call 911**, advise the 911-operator if the person is injured, under the influence of alcohol and/ or drugs, is on any medication (prescribed or over the counter).
4. Do NOT leave the person alone- a Security Guard or another employee should remain with the person until EMS and/ or Law Enforcement arrives.

### **General Staff**

1. The Security Guard on-duty will meet the first responder and escort them to the location of the incident
2. The Security Supervisor will notify the Agency Superintendent
3. The person with Suicidal Ideations or Attempted Suicide will be transported to
  - a. UNMH-Psychiatric Emergency Services (UNMH-PES) or
  - b. The hospital of their choice
4. Ensure that the Threat Assessment Team has a copy of all documentation.
5. Upon release from the medical facility, the person should be referred to a Behavioral Health provider for Psychiatric Follow-up.
6. The Threat Assessment Team will determine if the person poses a threat to other people.

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. The Agency Safety Manager will ensure that a Briefing Report was initiated and forwarded by the Agency Superintendent.

## **Suicide**

### **Employees & contractors**

1. If you discover, or a report is made to you, of a person that has committed suicide anywhere on the [Taos Day School] building:
  - a. Verify if the person has died, check for a pulse or other signs of life.
  - b. If you detect signs of life, i.e., a pulse, breathing, etc., provide immediate First Aid, CPR, etc., until EMS arrives.
  - c. If you do not detect any signs of life, secure the scene until Taos Pueblo PD or OJS arrives- do not let anyone near the scene, touch anything, take photographs, etc. This includes you & other [Taos Day School] employees.

Until an investigation is completed by law enforcement and the Office of Medical Investigation (OMI) to determine that the incident is an actual suicide, treat the scene as a potential crime scene.

2. **Call [Taos Day School] Security at (575) 770-1645**

3. **Call 911**

### **General Staff**

1. The Security Guard on-duty will:
  - a. Proceed to the building entrance to meet the first responder and escort them to the location of the incident
  - b. Contact Security Supervisor
2. The Security Supervisor will:
  - a. Contact:
    - I. [Taos Day School] Principal
    - II. IA DSRM
    - III. Regional Safety Manager
    - IV. Security Guards or other employees, if needed
    - V. [Taos Day School] Threat Assessment Team/ Crisis Intervention Team

b. Initiate reporting process

I. Incident Report

3. The [Taos Day School] Principal will contact the Education Line Officer (ELO).

**Command Staff**

1. Consider implementing additional Emergency Measures
2. The [Taos Day School] Principal will contact person's emergency point-of-contact if the person is affiliated with [Taos Day School].

If the person is a visitor, local law enforcement will contact the next-of-kin.

3. Ensure that all Employees & contractors are able to meet and debrief with a mental health professional (i.e. counselor/ therapist, or psychiatrist) and ensure all staff and those with a need, including students, have the opportunity to process tragic event. Ensure that all involved are stable.
4. Consider having an elder/ medicine man, preferably from the tribe of deceased person if possible, to perform a cleansing ceremony in the room and/or area where the suicide was committed, prior to the room being re-occupied.



## **Threat Assessment / Crisis Intervention**

Threats, Weapons, Physical Violence, Sexual Assaults, Stalking, Sexual Harassment

The Crisis Intervention Team is required by the BIA/BIE Union Collective Bargaining Agreement. The Crisis Intervention Team will review all pertinent information about a person that may pose a threat to the safety and security of another person at [X School]. If that person poses a risk to another person, then the Crisis Intervention Team will recommend appropriate measures to mitigate the risk.

The Crisis Intervention Team will use the Threat Assessment Tool from the National Behavioral Intervention Team Association (NaBITA) as a basis to assess and determine if a person poses a threat of harm to themselves and/or others, creating a hostile environment.

### **Employees & contractors**

1. Report to [Taos Day School] Security anyone that has, is suspected of committing, or attempted to any of the following:
  - a. Threats (vague/veiled or explicit/blatant)
  - b. Physical Violence, including domestic violence
  - c. Weapon brought on to the [Taos Day School] building
  - d. Sexual Assault  
(i.e., nonconsensual sexual intercourse, sodomy, fondling, or voyeurism)
  - e. Stalking (including cyber-stalking)
  - f. Sexual Harassment
  - g. Suicidal Ideations and/or Attempted Suicide
2. Provide as much information to the Security as possible

### **General Staff**

1. The [Taos Day School] Security Guard on-duty will contact the Security Supervisor
2. The Security Supervisor will contact the [Taos Day School] Crisis Intervention Team
3. The Crisis Intervention Team will meet and determine if that person poses a threat of harm to themselves and/or others
4. If the Crisis Intervention Team determines that the person does not pose a threat of harm to others, the Team will monitor the person for indication(s) that there is a threat to others
5. If the Crisis Intervention Team determines that the person does pose a threat of harm to others, the Team will forward their findings to the Deputy Regional Director.

### **Command Staff**

1. If the Crisis Intervention Team determines that the person does pose a threat of harm to others, the [Taos Day School] Principal will determine if a Restraining Order or other measure is warranted.
  - a. If the [Taos Day School] Principal determines that a Restraining Order or other measure is not warranted, the Threat Assessment Team will monitor the person for indication(s) that there is a threat to others
  - b. If the [Taos Day School] Principal determines that a Restraining Order or other measure is warranted, the Security Supervisor will ensure that the person is notified and exits the facility in a timely manner
2. Consider implementing additional Emergency Measures
3. Consider implementing COOP

## NaBITA THREAT ASSESSMENT TOOL

### MENTAL & BEHAVIORAL HEALTH, "THE D-SCALE"

#### DYSREGULATION/MEDICALLY DISABLED\*

- ▲ Suicidal
- ▲ Para-suicidal (extreme cutting, eating disorders)
- ▲ Individuals engaging in risk taking behaviors (e.g. substance abusing)
- ▲ Hostile, aggressive, relationally abusive
- ▲ Individuals deficient in skills that regulate emotion, cognition, self, behavior and relationships

#### DISTURBANCE

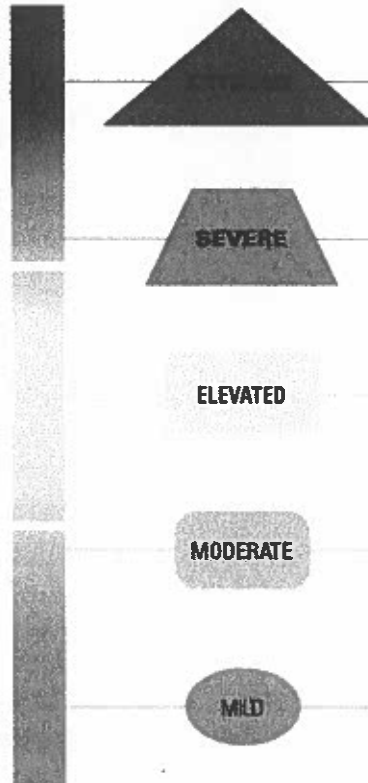
- ☒ Behaviorally disruptive, unusual and/or bizarre acting
- ☒ Destructive, apparently harmful to others
- ☒ Substance abusing

#### DISTRESS

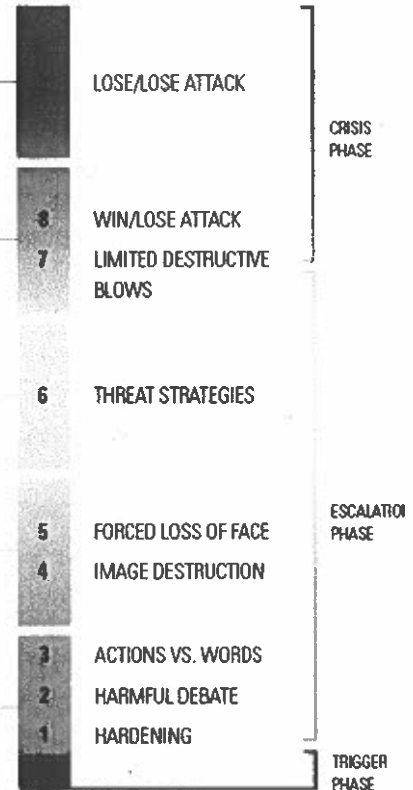
- Emotionally troubled
- Individuals impacted by situational stressors and traumatic events
- May be psychiatrically symptomatic

\*Medically Disabled is a clinical term, as in a psychotic break. It is not the same as "disabled" under federal law.

### GENERALIZED RISK



### NINE LEVELS OF AGGRESSION



## CLASSIFYING RISK

### MILD RISK

- Disruptive or concerning behavior
- Student may or may not show signs of distress
- No threat made or present

### MODERATE RISK

- More involved or repeated disruption. Behavior more concerning. Likely distressed or low-level disturbance
- Possible threat made or present
- Threat is vague and indirect
- Information about threat or threat itself is inconsistent, implausible or lacks detail
- Threat lacks realism
- Content of threat suggests threatener is unlikely to carry it out

### ELEVATED RISK

- Seriously disruptive incident(s)
- Exhibiting clear distress, more likely disturbance
- Threat made or present
- Threat is vague and indirect, but may be repeated or shared with multiple reporters
- Information about threat or threat itself is inconsistent, implausible or lacks detail
- Threat lacks realism, or is repeated with variations
- Content of threat suggests threatener is unlikely to carry it out

### SEVERE RISK

- Disturbed or advancing to dysregulation
- Threat made or present
- Threat is vague, but direct, or specific but indirect
- Likely to be repeated or shared with multiple reporters
- Information about threat or threat itself is consistent, plausible or includes increasing detail of a plan (time, place, etc)
- Threat likely to be repeated with consistency (may try to convince listener they are serious)
- Content of threat suggests threatener may carry it out

### EXTREME RISK

- Student is dysregulated (way off baseline) or medically disabled
- Threat made or present
- Threat is concrete (specific or direct)
- Likely to be repeated or shared with multiple reporters
- Information about threat or threat itself is consistent, plausible or includes specific detail of a plan (time, place, etc), often with steps already taken
- Threat may be repeated with consistency
- Content of threat suggests threatener will carry it out (reference to weapons, means, target)
- Threatener may appear detached

## INTERVENTION TOOLS TO ADDRESS RISK AS CLASSIFIED

### MILD RISK

- confrontation by reporter
- behavioral contract or treatment plan with student
- student conduct response
- evaluate for disability services and/or medical referral
- conflict management, mediation, problem-solving

### MODERATE RISK

- confrontation by reporter
- behavioral contract or treatment plan with student
- student conduct response
- evaluate for disability services and/or medical referral
- conflict management, mediation (not if physical/violent), problem-solving

### ELEVATED RISK

- confrontation by reporter
- evaluate parental/guardian notification
- evaluate need to request permission from student to receive medical/educational records
- consider interim suspension if applicable
- evaluate for disability services and/or medical referral
- consider referral or mandated assessment

### SEVERE RISK

- possible confrontation by reporter
- parental/guardian notification obligatory unless contraindicated
- evaluate emergency notification to others (FERPA/HIPAA/Clery)
- no behavioral contracts
- recommend interim suspension if applicable
- possible liaison with local police to compare red flags
- deploy mandated assessment
- evaluate for medical/psychological transport
- evaluate for custodial hold
- consider voluntary/involuntary medical withdrawal
- direct threat eligible
- law enforcement response
- consider eligibility for involuntary commitment

### EXTREME RISK

- possible confrontation by reporter
- parental/guardian notification obligatory unless contraindicated
- evaluate emergency notification to others
- no behavioral contracts
- interim suspension if applicable
- possible liaison with local police to compare red flags
- too serious for mandated assessment
- evaluate for medical/psychological transport
- evaluate for custodial hold
- initiate voluntary/involuntary medical withdrawal
- direct threat eligible
- law enforcement response
- consider eligibility for involuntary commitment

## **Bio-Terrorism or Chemical Attack**

### **"White Powder" letter/ Anthrax Letter**

This threat requires prompt action by health, law enforcement and laboratory personnel. Coordination and communication across agencies are necessary to protect the public and first responders from agents such as anthrax.

### **Employees & contractors**

If a letter is opened that claims to have contaminated you with anthrax and there is no substance in the letter or envelope, no one including the person opening the letter, is at risk. No decontamination or treatment is necessary.

1. Notify your Supervisor
2. The Supervisor will notify [Taos Day School] Security
3. [Taos Day School] Security will notify:
  - a. OJS
  - b. Taos Pueblo PD
  - c. FBI
  - d. [Taos Day School] Command Staff
4. Document the incident

### **General Staff**

1. The Security Guard on-duty will escort Law Enforcement to the incident location
  - a. Document the incident- Supervisors will document the incident
2. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider implementing COOP

3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## **Employees & contractors**

If you opened a letter that claims to have contaminated you with anthrax and there is a substance in the letter or envelope the CDC recommends the following steps:

1. Do not shake or empty the contents of any suspicious envelope or package
2. Double bag the letter or package in zipper-type or zip-lock type plastic bags using latex gloves, or some other type of container to prevent leakage of contents

If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.). DO NOT REMOVE THIS COVER;

3. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away)
4. Notify your immediate supervisor
5. **Call [Taos Day School] Security at (575) 770-1645**
6. **Call 911 and the FBI**, who will arrange to collect the letter/package and assess the threat situation
7. Implement Modified Lockdown procedures. WASH your hands with soap and water to prevent spreading any powder to your face
8. Ensure that all persons who have touched the letter wash their hands with soap & water
9. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations
10. Place all items worn at the time in plastic bags and keep them available for law enforcement; If possible change clothing in the workplace and DO NOT let anyone else touch the clothing
11. Shower with soap and water

3. Building Maintenance Staff should immediately shut-down the air handling system to the affected building(s)
4. The Security Guard on-duty will:
  - a. Go to the Main Gate to escort Law Enforcement and EMS to the incident location(s)
  - b. Notify CDC Emergency Response at (770) 488-7100
5. Document the incident
  - a. Document in narrative or other appropriate format
  - b. If an employee is injured:
    - Employees & Supervisors will submit a claim for OWCP on SMIS, IF they are injured or are diagnosed with a disease consistent with anthrax or other disease determined to be transmitted via the substance mailed.
    - Supervisors will submit an Accident Report on SMIS
6. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

#### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider implementing COOP
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit



## **Nuclear Detonation**

### **Nuclear Flash (without warning)**

#### **Employees & contractors**

1. "Duck and Cover"- Close your eyes, take cover instantly, and cover as much exposed skin as possible.
  - a. Do not look at the flash.
  - b. Substantial cover is getting behind a building or in a road culvert.
2. If no cover is available, simply lay face down on the ground with your head towards the direction of the blast. Your aim is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.
3. When the blast effects have abated, move quickly to the nearest building to Shelter-in-Place until it is relatively safe to leave.

#### **General Staff**

1. Implement COOP
2. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

#### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Implement COOP
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## **Attack Warning (with warning)**

### **Employees & contractors**

1. Follow directions from Command Staff or General Staff

### **General Staff**

1. If time permits- Evacuate to the Far Alternate Site.
2. If time does not permit to evacuate to the Far Alternate Site, then implement Reverse Evacuation and Shelter-in-Place.

Remain at the shelter until advised "All Clear" that it is relatively safe to leave

3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Implement COOP
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## Utility Disruptions

### Natural Gas Leak

#### Employees & contractors

1. **If you smell gas, don't delay — get away!** Evacuate everyone from the building (or area) immediately — *then*, call New Mexico Gas Company from a safe distance.
2. **Contact New Mexico Gas Company immediately at 1-888-NM-GAS-CO (1-888-664-2726).** Emergency response service is available 24-hours a day.
3. Contact **[Taos Day School] Facilities Management** 770-1645.
4. Contact **Agency Security** at (505) 563-3690.
5. Do not turn on or off any electrical or battery-operated devices, as this may cause a spark. That includes not using radios, televisions, computers or telephones.
6. Avoid open flames. Do not strike a match or flick lighter. Do not smoke.
7. Do not return to the building or area until the gas company safety experts & [Taos Day School] Emergency Manager have given the "All Clear".

#### General Staff

1. Treat the injured with First Aid, CPR and/or AED.
2. Ensure all employees, contractors and visitors are accounted for and notify the Fire Department and Security of anyone unaccounted for.
3. Document incident.

#### Command Staff

1. Consider implementing the COOP and additional Emergency Measures

## **Natural Gas Safety**

New Mexico Gas Company is committed to the safety of employees and customers. NM Gas Company conducts all operations with that goal in mind. They urge you to review the safety information to learn more about natural gas and the safety standards of NMGCO.

Natural gas itself is not dangerous. But, like any product in your home or work, natural gas can present hazards if misused. Because it is an odorless and colorless gas, for safety purposes, a harmless ingredient was added to give it a rotten egg or strong sulfur-like odor to help detect leaks.

## **New Mexico Gas Company Rules of Safety**

- Follow the manufacturer's instructions in the care and operation of appliances.
- Have qualified experts handle installations and repairs. Always make sure no gas has accumulated around the pilot or burner before relighting a pilot light.

If accumulation occurs, call New Mexico Gas Company immediately at:  
**1-888-NM-GAS-CO (1-888-664-2726).**

- Keep all combustibles away from the flame of a natural gas appliance. Keep burner and surrounding surfaces clean.
- Don't store chemicals or combustible materials near gas appliances.
- Make sure the flues of any automatically-controlled appliances are kept clean and are correctly vented.

## **Power Blackout**

### **Employees & contractors**

1. Report the outage and extent to [Taos Day School] to Building Maintenance at (575) 770-1645
2. Unplug any unprotected electronic devices to prevent damage to electronic devices when power is restored
3. Reconnect electronic devices after power is restored

### **General Staff**

1. Building Maintenance report an outage to
  - a. PNM or get an update:
    - i. Call (888) 342-5766 (24/ 7) *Kit Carson elect*
    - ii. Say "outage" to get started.
    - iii. Follow the voice prompts.
  - b. IA OIO at (505) 563-5242 or (505) 228-5985
2. Building Maintenance & I.T. will begin a controlled restart of critical systems after power has been restored.
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider if activating COOP and relocating to Alternate Site if power outage is expected to last longer than 12-hours
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## **Waterline Break**

### **Employees & contractors**

1. Report the break and extent to [Taos Day School] Building Maintenance at 770-1645

### **General Staff**

1. Building Maintenance will contact the Water Authority at (575) 758-7767 to report water emergencies, such as:
  - a. Broken sewer pipelines
  - b. Overflowing or backed up manholes
  - c. Strong odors from the sewer system
  - d. Water leaks in the street
  - e. Emergency turn-off
2. Building Maintenance will also contact the [Taos Day School] Principal
3. Building Maintenance may:
  - a. Turn-off water supply & heating to 1 or more buildings
  - b. Contract with vendors to provide portable toilets to maintain sanitary conditions
  - c. Pressurize waterlines after the repairs are complete

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider if activating COOP if power outage is expected to last longer than 12-hours
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

## **Chemical Spill**

### **If the chemical spill occurs on-facility:**

#### **Employees & contractors**

1. Alert the facility to the danger by using the All Page function on the Cisco Phone System to Shelter-in-Place and the reason why.

*Example: "Attention Staff: There has been a chemical spill at the XYZ Building. Initiate Shelter-in-Place Procedures."*

2. Call [Taos Day School] Security at (575) 770-1645
3. Call 911
4. Evacuate from a building to the Evacuation Point or implement Reverse Evacuation and then Shelter-in-Place
5. Provide First Aid, CPR & AED as needed

#### **General Staff**

1. Building Maintenance will immediately shut down air ventilation systems (HVAC) to protect the occupants & prevent contamination inside buildings;
2. Security will escort the Fire Department and EMS to the location of the chemical spill and injured.
3. The Command Staff will provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit
4. Document the situation.

#### **Command Staff**

1. Consider implementing additional Emergency Measures & implementing COOP
2. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit

**If the chemical spill occurs near the facility:**

**Employees & contractors**

1. Implement Reverse Evacuation and then Shelter-in-Place
2. Provide First Aid, CPR & AED as needed

**General Staff**

1. Building Maintenance will immediately shut down air ventilation systems (HVAC) to protect the occupants & prevent contamination inside buildings;
2. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit
3. Document the situation.

**Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider implementing COOP
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit



## **Nature-caused Events**

### **Inclement Weather Policy**

It is the goal of Indian Affairs is to remain open and provide services to the Tribal/Pueblo governments and to Tribal members. However, if and when weather conditions in the [Taos Day School] Area pose a threat to the health and safety of employees at [Taos Day School], [Taos Day School] will allow delayed start of daily operations, early release, and/or closure of the facility.

Individual programs, departments and organizations are not authorized to make their own decisions on any of the aforementioned. Direction will come from the Office of the Regional Director or designee.

During inclement weather the [Taos Day School] building will follow the inclement weather policy.

- The [Taos Day School] Superintendent, or designee, will be responsible for determining the operating status. Generally, the operating status for personnel working at the [Taos Day School], will follow the operating status for the [Taos Day School]'s School District for the [Taos Day School]. Notifications will also be issued via [Taos Day School]'s facility-wide notification systems (Black Board) and social media.
- Efforts will be made to post the announcement on the [Taos Day School]'s Emergency Notification Hotline and local TV channels (KASA, 2, KOB 4, KOAT 7, KRQE 13) by 6 a.m. regarding closing or delayed opening on the day.
  - Staff is encouraged to monitor the local media for potential delays or closure.
  - Notification using XYZ (example: Send Word Now)
  - [Taos Day School] Emergency Notification (Black Board: Sends out mass notification to all on TDS Phone list.
- Essential Personnel must report for work as scheduled during closure and/or delayed opening. As needed, other staff may be called in. If required to work additional time, employees will be compensated through Compensatory Time or Overtime pay.

- Employees may Telecommute if they have a current Telework Agreement in place and are able to do so.
- Those employees who work during inclement weather will receive compensation at the same rate of the employee would have received had there not been implementation of the Inclement Weather Policy.
- Time off due to the announced delay, early release or closure will be reported as paid Administrative Leave; employees on previously approved Sick or Annual Leave or on a shift assignment not affected by the delay, early release, or closure are not eligible for the paid Administrative Leave.
- Non-essential employees may need to leave work early to avoid hazardous driving conditions; those employees who need to end their Tour of Duty early due to severe weather conditions will be expected to use Annual Leave, accrued Compensatory Time, or Leave Without Pay for this purpose. The employee must make a request to their immediate supervisor as soon as possible. Whenever possible, supervisors will accommodate the employee's request. These decisions will be made on an individual basis, taking into account the employee's situation.
- When an employee is unable to be at work at the expected time, the employee must notify his or her supervisor, explain the situation and provide an estimated time of his/her arrival. In these cases, Annual Leave, accrued Compensatory Time, or Leave Without Pay will apply, if approved.
- Early Closure: The [Taos Day School] Principal, or designee, will determine whether to close early and cancel afternoon classes and events, and whether to cancel Saturday and/or Sunday events. In such cases, an announcement will be disseminated by email, [Taos Day School]'s facility-wide notification systems, and social media to all Employees & Contractors.
- During delays and early release, supervisors must report to work if weather and road conditions are deemed safe to drive. Use your own judgment.
- During delays and early release, it is an expectation that to the best of one's ability, supervisors who have access to work from home will carry out responsibilities as productive as possible.

## **Winter Storm**

Winter Storm Watch, Winter Storm Warning, or Blizzard conditions

### **Employees & Contractors:**

1. Monitor public announcements through radio and local television for weather conditions, weather forecasts, and road conditions.
2. Monitor [Taos Day School]'s facility-wide notification system, the [Taos Day School] Emergency Notification Hotline, social media & other notification systems for notification of delayed open, early closure or if work activities are canceled.
3. If a person is suffering from cold weather injuries:
  - a. Notify Security
  - b. Call 911
  - c. Provide First Aid, if necessary
  - d. Document
4. Shelter-in-Place, if necessary.

### **Essential Personnel**

Essential Personnel will report for duty or remain on duty as regularly scheduled. If they are not able to report for duty due to weather conditions or other reason, they are to contact their supervisor ASAP.

### **General Staff**

Designated General Staff will ensure that:

1. Facility sidewalks & paved roadways are cleared of snow & ice.
2. Facility buildings have adequate heat and water.
3. Water pipes are protected from freezing.
4. Students have meals prepared and served according to designated meal schedule.

### **Command Staff**

1. Monitor public announcements through radio, television or internet for weather conditions, weather forecasts, and road conditions.
2. If weather conditions warrant, then operations are to be delayed, early closure or and notify employees & contractors of operating status.
3. Consider implementing additional Emergency Measures
4. Notify employees & contractors of operating status.

Note: Notification to local media should be accomplished as soon as possible, but no later than 6:00 a.m. for a delayed opening.

## **Extreme Cold**

Temperatures  $\leq -10^{\circ}\text{F}$  or Wind Chill  $\leq -20^{\circ}\text{F}$

### **Employees & contractors**

1. Monitor public announcements through radio, local television or internet for Extreme Cold weather conditions and weather forecasts
2. Monitor [Taos Day School]'s facility-wide notification systems, social media & other notification systems for notification if classes are to be delayed, early closure or if classes and/or activities are canceled
3. If a person is suffering from cold weather injuries:
  - a. Notify Security
  - b. Call 911, if necessary
  - c. Provide First Aid, if necessary
  - d. Document
4. Shelter-in-Place, if necessary

### **Essential Personnel**

Essential Personnel will report for duty or remain on duty as regularly scheduled. If they are not able to report for duty due to weather conditions or other reason, they are to contact their supervisor ASAP.

### **General Staff**

Designated General Staff will ensure that:

1. Facility sidewalks & paved roadways are cleared of snow & ice
2. Facility buildings have adequate heat and water
3. Water pipes are protected from freezing

## **Command Staff**

1. Monitor public announcements through radio, television or internet for weather conditions, weather forecasts, and road conditions
2. Determine if weather conditions warrant if operations are to be delayed, early closure or closed.
3. Consider implementing additional Emergency Measures
4. If operating status is changed, then have the Command Staff or General Staff notify employees & contractors of operating status that operations are delayed, early closure or canceled

Note: Notification to local media should be accomplished as soon as possible, but preferably no later than 6:00 a.m. for a delayed opening

Notify appropriate Employees & contractors via:

- a. [Taos Day School]'s facility-wide notification systems, message boards and other notification systems
- b. Local media (TV/ Radio)
- c. Social media
- d. Phone Roster (employees & contractors)
- e. E-mail

## **Extreme Heat**

Heat Advisory,  $\geq$  Temperature 100°F and/or  $\geq$  Heat Index of 105°F

Heat Index Calculator:

[http://www.srh.noaa.gov/epz/?n=wxcalc\\_heatindex](http://www.srh.noaa.gov/epz/?n=wxcalc_heatindex)

### **Employees & Contractors**

1. Monitor public announcements through radio, local television or internet for Extreme Heat weather conditions and weather forecasts.
2. Take appropriate steps to prevent hot weather injuries
  - a. Dress appropriately for weather conditions
  - b. Drink water to avoid dehydration
  - c. Seek shelter or shade
3. If a person is suffering from hot weather injuries:
  - a. Notify Security
  - b. Call 911, if necessary
  - c. Provide First Aid, if necessary
  - d. Document
4. Shelter-in-Place as necessary

### **Essential Personnel**

Essential Personnel will report for duty or remain on duty as regularly scheduled. If they are not able to report for duty due to weather conditions or other reason, they are to contact their supervisor ASAP.

### **General Staff**

1. Consider implementing additional Emergency Measures
2. If weather conditions warrant, consider cancelling, delaying start/ rescheduling of outdoor projects and activities to prevent hot weather injuries
3. If projects or activities are delayed, notify appropriate Employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification systems
  - b. Local media (TV/ Radio)
  - c. Social media

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**[Taos Day School] Emergency Response & Recovery Plan  
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- d. Phone Roster (employees & contractors)
- e. E-mail

## **Wildland Fire/ Bosque Fire**

### **Employees & Contractors**

1. Call [Taos Day School] Security at (575) 770-1645 to report a Wildland Fire threatening [Taos Day School] buildings
2. Call 911 to report a Wildland Fire near [Taos Day School] buildings, for life threatening injuries, deaths
3. Treat the injured with First Aid, CPR or AED until EMS arrives.
4. Shelter-in-Place, or if necessary, Evacuate to the Rally Point or Alternate Site

### **General Staff**

1. Close all air intake systems (HVAC), if necessary
2. [Taos Day School] Security will call 911 to report a Wildland Fire to Taos FD
3. Notify [Taos Day School] employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification system
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail

### **Command Staff**

1. Monitor conditions
2. Consider implementing additional Emergency Measures
3. Consider implementing COOP
4. Transport Dorm Students to Rally Point to Alternate Site, if necessary
5. Provide frequent updates to [Taos Day School] employees & stakeholders



## **Severe Thunderstorm**

Severe Local Storm, Thunderstorm Watch or Thunderstorm Warning

### **Employees & contractors**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. In the event of a Severe Thunderstorm, Shelter-in-Place if necessary until the danger passes.

### **General Staff**

1. Monitor weather conditions for Severe Local Storm, Thunderstorm Watch or Thunderstorm Warning
2. If projects or activities are delayed, notify appropriate Employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification systems
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail

### **Command Staff**

1. If weather conditions warrant, consider delayed start or cancelling outdoor projects or events
2. Consider implementing additional Emergency Measures
3. Consider implementing COOP

## **Flash Flood**

### **Flash Flood Watch or Flash Flood Warning**

#### **Employees & contractors**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts
2. In the event of a Flash Flood Warning, Shelter-in-Place until the danger passes

#### **General Staff**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. Place sandbags in the front of doors that are prone to letting water into a building.

#### **Command Staff**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. If weather conditions warrant, consider delayed start or cancelling outdoor projects or events.
3. If projects or activities are delayed, notify appropriate Employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification systems
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail
4. Consider implementing additional Emergency Measures
5. Consider implementing COOP

## **Severe Wind**

Dust Storm, Warning High Wind Watch, or High Wind Warning

### **Command Staff**

1. If weather conditions warrant, consider delayed start of outdoor projects and activities to prevent injuries due to asthma, sand/debris in eyes. If working outdoors, use appropriate Personal Protective Equipment (PPE).
2. If projects or activities are delayed, notify appropriate employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification systems
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail
3. Consider implementing additional Emergency Measures
4. Consider implementing COOP

### **Employees & contractors**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.

### **General Staff**

1. Secure items that may be damaged/ lost due to wind, i.e., tarps, lightweight items.
2. Close or reduce outside air intake systems

## **Tornado**

### **Tornado Watch or Tornado Warning**

#### **Employees & contractors**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. In the event of a Tornado Warning, Shelter-in-Place until the danger passes.

#### **General Staff**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. In the event of a Tornado Warning, Shelter-in-Place until the danger passes.

#### **Command Staff**

1. Monitor public announcements through radio and/ or local television for weather conditions and weather forecasts.
2. Consider implementing additional Emergency Measures
3. In the event of a Tornado Warning, Shelter-in-Place until the danger passes.
4. If the path of a tornado crosses the [Taos Day School] buildings,
  - a. Treat the injured
  - b. Conduct a damage assessment
  - c. Evacuate to an Alternate Site, if necessary
5. If projects or activities are delayed, notify appropriate Employees & contractors via:
  - a. [Taos Day School]'s facility-wide notification systems
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail
6. Consider implementing COOP

## **Earthquake**

### **Employees & contractors**

1. Take cover under a desk, table or doorway;
2. Call 911 for life threatening injuries/ deaths or fire.
3. Call [Taos Day School] Security at (575) 770-1645.
4. Treat the injured with First Aid and/ or CPR.
5. Evacuate to Alternate Site or Shelter-in-Place as necessary.

### **General Staff**

1. Assess the number of injured and killed.
2. Assess the structural integrity of the buildings.
3. Evacuate to Alternate Site or Shelter-in-Place as necessary.

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider implementing COOP
3. Transport Dorm Students to Rally Point to Alternate Site, if necessary
4. If evacuating to Alternate Site and implementing COOP, contact:
  - a. IA OHSES at (202) 208-4438
  - b. BIE Director
  - c. BIA Director
  - d. IA PIO
5. Provide frequent updates to [Taos Day School]Community & Stakeholders via:
  - a. [Taos Day School]'s facility-wide notification system
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail

## **Solar Flare or Coronal Mass Ejection Electromagnetic Pulse (EMP)**

### **Employees & contractors**

1. Monitor public announcements through radio and/ or local television for weather conditions (Electromagnetic Pulse due to a Solar Flare or Coronal Mass Ejection) and forecasts.

### **General Staff**

1. In the event of a Solar Flare with an intensity classification of X9, or higher, and is forecasted to hit the planet's atmosphere and disrupt power and/or communications in New Mexico, the General Staff will ensure that BIA-1's vital records and electronic records, are protected from damage and/or data being lost.
  - a. Electronic records can be stored in a Faraday Cage until the threat of damage from an electromagnetic pulse has abated.
  - b. Vital Records are printed, stored and maintained in a secure location.
2. Notify Employees & contractors, as appropriate, via:
  - a. [Taos Day School]'s facility-wide notification system
  - b. Local media (TV/ Radio)
  - c. Social media
  - d. Phone Roster (employees & contractors)
  - e. E-mail

### **Command Staff**

1. Consider implementing additional Emergency Measures
2. Consider implementing COOP

## **Injury, Medical Emergency or Death**

If someone in a [Taos Day School] building is injured or otherwise requires life-saving medical intervention or has died, immediate notification will be made to emergency medical services and law enforcement, if necessary.

Security will secure each site where a death occurred until the investigation by law enforcement and, if necessary, Division of Safety and Risk Management (DSRM) and/or Occupational Safety and Health Administration (OSHA), is complete. Law enforcement will make all notifications of a death to the next of kin.

### **Employees & contractors**

1. Call [Taos Day School] Security at (575) 770-1645
2. Call 911, if necessary
3. Treat the victim(s) with First Aid, CPR, and/ or AED as needed until EMS arrives

## Additional Emergency Measures

The following steps may be immediately implemented to safeguard the safety & security of staff, faculty, students & visitors:

- 100% I.D. check of everyone *entering, in/on, or leaving* facility;
- Denial of entry to the facility or facility buildings of persons that do not have a Real ID Act-compliant Driver's License or ID Card, HSPD-12-compliant ID Card, Passport or Tribal ID Card.
- Inspection of vehicles, to include trunks, glove box, undercarriage, cargo areas of all vehicles entering, on or exiting the facility;
- Inspection of employees, contractors, & visitors, including personal belongings, bags, packages, briefcases, suitcases, or other containers;
- Detention of employees, contractors, or visitors by security personnel;
- The use of force by security personnel, or other trained [Taos Day School] employees and/ or contractors;
- Barring of specific employees, contractors or visitors from the building for a specific period of time or indefinitely;
- Room by room inspection of 1 or more buildings;
- Reverse evacuation of students, employees & visitors from the <sup>Taos Day</sup> [School] grounds to inside the closest building on facility for shelter;
- Shut-down of heating/ cooling/ water/ HVAC/ electricity/ natural gas to affected building(s);
- Evacuation of employees and contractors from [Taos Day School] to an Alternate Site;  
NOTE: The use of privately owned vehicles (POV's) may be used to evacuate employees and contractors from the facility;
- For the purposes of accountability, employees and contractors that were out of facility at the time of the incident may be required to check-in or report to an assembly area;



- Closure of all facility gates to entry and/or exit for all students, employees, and visitors, except to law enforcement, emergency medical services, fire department, or other responding agencies;
- Closure of facility roads and/or access routes and/or re-routing traffic/ placement of barricades, establishing a detour route away from incident scene;
- Closure of the [Taos Day School] buildings until a time determined by the BIE Director;
- Cancellation or rescheduling of events;
- Involuntary extension of duty hours for Command & General Staff and/or staff & faculty;
- Press release and/ or media interview by designated IA Public Information Officer (PIO) to notify public, off duty personnel, etc. of situation, update as needed through radio and/ or local television stations with details of the evacuation/ relocation and/ or other steps.
- The BIE Director, or designated representative, will decide what, if any, operations need to be terminated on facility. Non-essential staff may be directed to return to, or stay at their residences until further notice.
- Other steps as necessary, which may be not outlined in this handbook.

## Responding agencies and organizations

1 or more of the following agencies and organizations may be contacted to safeguard the safety & security of students, employees & visitors:

Notification of emergency situation & coordination of efforts with one or more of the following:

- BIA Office of Justice Services (OJS)
- Taos Police Department (Taos Pueblo PD)
- Taos Fire Department (Taos FD)
- Emergency Medical Services (EMS)
- Federal Emergency Management Agency (FEMA)
- Department of Homeland Security (DHS)
- Centers for Disease Control (CDC)
- Federal Bureau of Investigation (FBI)
- Office of Indian Education Programs (BIE)
- Environmental Protection Agency (EPA)
- NM Emergency Operations Center (NM EOC)
- NM Environmental Department (NMED)
- Children's, Youth, and Families Division (CYFD)
- Occupational Health & Safety Administration (OSHA)
- BIA Division of Risk & Safety Management (DSRM)
- Power New Mexico (Electricity) *Kit Carson*
- Gas Company of New Mexico (Gas)
- ~~Albuquerque~~ Public Works (Water) *Taos Pueblo*
- American Red Cross
- Kone Elevator Co.
- Fire alarm monitoring company

## **Provisions and Support**

The BIE Director, or designee, and responding agencies will remain on-facility until the situation is resolved.

## **Post-Emergency Response Procedures**

1. Account for all employees, contractors, and visitors and determine if there is anyone missing/ unaccounted. Maintain & revise as needed.
  - a. Determine the number of missing/unaccounted
    - i. Employees
    - ii. Contractors
    - iii. Visitors
  - b. Create and maintain a list of people known to be missing/unaccounted. Revise as needed.
2. Determine if there are any casualties
  - a. Total Number known dead and total number by status
    - i. Employee
    - ii. Contractors
    - iii. Visitor
  - b. Total Number known injured and severity of injuries. Injuries will be classified as follows:
    - i. Minor (Probability of death: 0%)
    - ii. Moderate (Probability of death: 1 – 2%)
    - iii. Serious (Probability of death: 8 – 10%)
    - iv. Severe (Probability of death: 5 – 50%)
    - v. Critical (Probability of death: > 50%)
    - vi. Unsurvivable/Untreatable (Probability of death: 100%)
    - vii. Dead

c. The Command Staff will immediately contact DSRM, the DOI Watch Office and OSHA if:

- i. 3 or more employees are injured, and/or
- ii. 1 or more employees requires an amputation, or suffers eye loss, or otherwise requires hospitalization overnight, and/or
- iii. 1 or more employees are killed

Provide the following information on the Serious Accident Notification form to DSRM:

1. Employee information
  - a. Name
  - b. Job Title
  - c. Age
  - d. Gender
2. Date/Time & Location of mishap/ incident
3. Organization information & address
4. Narrative of Mishap/ Incident (who, what, when, where and why) (include as much detailed information that is available such as, number of injured or hospitalized, conditions at time of mishap/ incident, etc.)
5. Notification information
  - a. Name/Title & Date/Time DSRM notified
  - b. Name/Title & Date/Time BIE Director notified
  - c. Name/Title & Date/Time OSHA notified
  - d. Name/Relationship & Date/Time Employee's Emergency Point of Contact notified

Note: OSHA is required to be notified of work-related fatalities within 8-hours from the time of notification; and work-related in-patient hospitalization of 1 or more employees for treatment or care, and amputations or loss of an eye, within 24-hours.

3. Conduct Damage Assessment.

- a. A visual assessment that places structures in one of the following categories:
  - i. Unaffected
  - ii. Minor Damage
  - iii. Major Damage
  - iv. Destroyed
- b. Any building or grounds that are unsafe due to damage by fire, explosion, natural disaster, or other event, will be considered "Off Limits" to all unauthorized personnel. Anyone in Off Limit areas without proper authorization could be subject to arrest and charge of criminal trespassing.
- c. Conduct an engineering assessment of all damaged buildings.
- d. The Command Staff will immediately contact DSRM regarding if
  - i. Structural fire and/or
  - ii. Damage that may exceed \$250,000 to repair or replace.

4. Inform Employees & contractors that the emergency or threat of emergency, no longer exists and when they may return to the building(s) or facility. Notify non-essential staff to report for work, as appropriate.

Notify the facility community that re-entry into a previously evacuated building(s)/ facility is authorized. Notification can be made via [Taos Day School]'s facility-wide notification system, social media, verbal announcement, a written posted notice on the evacuated building/ facility entrance, by announcement through the media, or a combination of methods. Update the facility-community as much as possible without compromising any criminal investigation.

- 5. Execute plan to transfer employees, contractors and equipment from the Evacuation Point, Assembly Area, Alternate Site or Rally Point.
- 6. Begin process of claims against the Federal Government for damage/ loss suffered in an emergency crisis/ incident through the BIA Regional Safety Officer.
- 7. Conduct an After-Action Report to document the emergency crisis/ incident for the record and to improve the Emergency Response & Recovery Plan and

procedures.

## **Injury, Medical Emergency or in the Line of Duty Death (LODD)**

If someone in a [Taos Day School] building is injured or otherwise requires life-saving medical intervention or has died, immediate notification will be made to emergency medical services and law enforcement, if necessary.

Security will secure each site where a death occurred until the investigation by law enforcement and, if necessary, Division of Safety and Risk Management (DSRM) and/or Occupational Safety and Health Administration (OSHA), is complete. Law enforcement will make all notifications of a death to the next of kin.

### **Employees & contractors**

1. If the victim is an employee, the employee's Supervisor will:
  - a. Contact the employee's emergency point of contact regarding the injury.
  - b. The BIA's Division of Safety & Risk Management (DSRM) will be immediately be contacted if 1 or more of the following occurs:
    - i. Injury of 3 or more Federal employees
    - ii. Death of 1 or more Federal employees
    - iii. 1 or more employees:
      1. requires an amputation, or
      2. suffers eye loss, or
      3. otherwise requires hospitalization overnight
      4. A Federal facility is damaged where the repair/replacement cost is \$250,000, or more.
  - c. The supervisor of the employee/ contractor that suffered injury or death, shall document the injury or death on SMIS website within 7 days of the incident.
  - d. If an employee requires medical treatment because of an injury, the supervisor should promptly complete the front page of Form CA-16, Authorization for Examination and/or Treatment. This form is available in each department.

The form should be completed and signed by the supervisor within 5 days of the request whenever possible. If the supervisor doubts

whether the employee's condition is related to the employment, he or she should so indicate on the form.

- e. The injured employee (or representative) should initiate a Claim for Workers' Compensation using the on-line CA-1 found on the DOI SMIS website prior to going to a medical facility for treatment, or as soon as possible, but no later than 5 days after date of injury.
- f. When an employee dies because of an injury incurred while in the performance of duty, their supervisor should immediately contact the SWRO Regional Safety Manager by telephone or e-mail message, but no more than 24-hours.

The Regional Safety Manager will notify:

- i. DSRM
- ii. OSHA

- g. The supervisor should also contact the employee's emergency point of contact and provide the employee's survivor (i.e., widow/ widower, and/or children) with claim forms (CA-5 or CA-5b).
  - h. If the injury/ death is due to physical violence, document the incident.
  - i. Update the facility-community as much as possible without compromising any criminal investigation.
2. If the victim is a contractor with routine access to a [Taos Day School] building, i.e., building maintenance, or Janitorial, the contractor's supervisor, the contractor will contact the contractor's Emergency Point of Contact regarding the injury/ death.
- a. The BIA's Division of Safety & Risk Management (DSRM) will be contacted immediately by telephone, e-mail, or facsimile message, but no less than 24-hours, if 1 or more of the following occurs:
    - i. Death of 1 or more Federal contractors
    - ii. 1 or more Federal contractors:
      - 1. requires an amputation, or
      - 2. suffers eye loss, or
      - 3. otherwise requires hospitalization overnight

- b. The Contracting Officer (CO) or Contracting Officer's Representative (COR) of the contractor that suffered injury or death, shall document the injury or death on SMIS website but within no more than 24-hours.
  - c. An injured contractor (or their representative) should initiate a Claim for Workers' Compensation in accordance with their employer's policy and protocols.
  - d. Notification to the contractor's next of kin should be conducted in accordance with the policies of the contractor's employer.
  - e. If the injury/ death was due to physical violence, document the incident.
  - f. Update the building tenants as much as possible without compromising any criminal investigation.
3. If the victim is a Visitor, the Building Security will:
  - a. Contact:
    - i. EMS
    - ii. Taos Pueblo PD
    - iii. BIA OJS
    - iv. BIA SWRO Safety Manager
  - b. The SWRO Regional Safety Manager will:
    - i. Contact BIA Division of Safety & Risk Management (DSRM)
    - ii. Document the incident in the DOI Safety Management Information System (SMIS) (<http://www.smis.doi.gov/>) within 5-days of the incident

### **Command Staff**

1. If the illness/injuries are life threatening, the supervisor will notify the Regional Director and Deputy Regional Director by no later than the close of business of the next business day
2. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit
3. Consider implementing additional Emergency Measures
4. Consider implementing COOP

### **General Staff**



1. The Security Guard will escort EMS to the location of the person(s) that is ill or injured, if necessary.

Note: A Supervisor may have another employee transport an employee for medical care if the illness/injury is non-life threatening

2. The Supervisor will record the incident in SMIS
3. Provide frequent updates to [Taos Day School] Community & Stakeholders as quickly and as often as circumstances permit



United States Department of the Interior  
BUREAU OF INDIAN EDUCATION  
Taos Day School  
200 Rotten Tree Rd  
P.O. Box 1850

Taos, New Mexico 87571-1850

# **Continuity of Operations Plan (COOP)**

## **Emergency Recovery Stage**

### **Phase I COOP Readiness and Preparedness**

#### **Relationship with BIE, BIA, IA and DOI**

[Taos Day School] COOP is developed with uniformity within DOI, IA, BIE & BIA and reflects FEMA guidance. [Taos Day School]'s COOP integrates emergency preparedness activities that the IA undertakes to ensure they are capable of fulfilling their legal and financial responsibilities.

When the COOP is activated, the Command Staff and General Staff, and personnel activated to provide continuity duties, will be redesignated as the Emergency Relocation Group (ERG). Overall Readiness and Preparedness for all hazards are addressed in Chapter 1, however COOP-specific Readiness and Preparedness are addressed in this chapter.

#### **Objectives**

Primary objectives of the COOP are to:

- Protect the safety and well-being of Federal Employees, contractors & visitors at the [Taos Day School].
- Ensure the continued leadership of Indian Affairs, BIA & BIE.
- Provide for an orderly means of addressing problems and restoring normal operations as quickly and safely as possible.
- Provide services specified under MEFs and ESAs required during times of local, regional, or national emergencies.

**[Taos Day School] Emergency Response & Recovery Plan  
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## **Anticipated Emergency Situations**

Local conditions may create dangerous situations for BIA employees. Occasionally, the Department of Homeland Security, the Department of the Interior, Indian Affairs or the Office of Personnel Management (OPM), through the New Mexico Federal Executive Board (FEB), may direct that Federal offices be closed because of these situations.

Example situations include severe weather conditions, scheduled large-scale demonstrations or increase in the National Terrorism Advisory System (NTAS) from the Department of Homeland Security (DHS) that render the 1 or more buildings unusable for 12-hours or more.

Generally, these emergencies are short-duration and may or may not require implementation of COOP. If needed, the [Taos Day School] Principal may relocate essential services to other offices not affected by the planned emergency. Based upon the nature of the emergency, employees will be instructed on their responsibilities and actions.

## Reporting During Catastrophic Emergencies

**During emergencies, employees must report their status to their supervisor.**

Each of the Interior Bureaus and Offices have established the following phone numbers for employees who are unable to report directly to their supervisor during emergencies:

<b>Office of the Secretary of Interior</b>	<b>TBD</b>
<b>Bureau of Indian Affairs (SWRO)</b>	<b>(505) 563-3099</b>
<b>Bureau of Indian Education</b>	<b>(505)563-3690</b>
<b>IA Central Office (Albuquerque)</b>	<b>TBD</b>
<b>[Taos Day School]</b>	<b>(575)758-3652</b>

Employees who are unable to reach these designated emergency contact numbers should report their status on-line at: [www.doi.gov/emergency/locator.html](http://www.doi.gov/emergency/locator.html).

Individuals affected by disasters or other emergencies should always attempt to contact their supervisor to report situation and contact information. Should the supervisor be unavailable, contact should be made with their bureau or office to report such information.

In the event such contact cannot be made, this Employee Emergency Locator Service should be used to provide emergency information. Employees will need to provide the following information:

- Name
- Last 4-digits of your Social Security Number
- Bureau/ Office (i.e. *Bureau of Indian Education*)
- Organizational Unit (i.e. [ *Taos Day School* ])
- Your supervisor's last name
- Working e-mail address
- Working telephone number
- Alternate telephone number
- Current location
- Information on your current status
- Any comments or additional information

## Operational Timeline

Indian Affairs and [Taos Day School]'s Plan defines how to operate if the [Taos Day School] facility is unusable for more than 12-hours and up to 30-days if necessary, or more. To implement this timeline, the Emergency Recovery Plan provides for:

- From time of activation of COOP to the first 12-hours:
  - Relocate ERG personnel to an Alternate Site
  - Establishing command and control immediately after an emergency
  - Begin to reestablish communications to BIE, BIA and Indian Affairs managed critical IT and telecommunication systems, including information systems and data management software & equipment (including classified and other sensitive data) needed to support Mission Essential Functions and Essential Support Activities
  - Begin to reestablish communications with external agencies & stakeholders
  - Begin to reestablish availability of electronic and hardcopy documents, references and Vital Records.
- Within 12-hours:
  - Establish and maintain communications to BIE, BIA & IA
  - Establish and maintain communications with external agencies & stakeholders
  - Access and use Vital Records
  - Conduct and maintain MEFs & ESAs.
  - Support the Human Resources needs of continuity personnel and employees who are not designated as ERG personnel and their families that may also be affected by the event.

- Within 24-hours:
  - Conduct a Damage Assessment of [Taos Day School]
  - Evaluate the feasibility of returning to [Taos Day School]
- Within 36-hours: Have a Reconstitution Plan to return to normal operations
- Within 30-days, or sooner if possible: Reestablish normal operations or finalize plan for longer-term arrangements, if warranted.

## **BIA's Mission Essential Functions (MEFs)**

In emergency recovery situations, facilities under Indian Affairs are not expected to perform their normal range of services as efficiently and effectively as before the emergency occurred. However, resources are committed to ensuring offices provide Essential Activities and Functions- activities to protect the interests of the Federal government, Indian Affairs stakeholders, and the public.

This section summarizes IA's Primary Mission Essential Functions (PMEFs) and Essential Support Activities (ESAs). The ERG must be prepared to meet requirements placed on them by the Central Office in Washington, D.C. or the Bureau of Indian Affairs (BIA). These additional responsibilities may be part of the Bureau's obligations under Executive Order (EO) 12656, Assignment of National Security and Emergency Preparedness Responsibilities.

EO 12656 establishes the National Security and Emergency Preparedness Goal to establish a capability at all Federal and State levels to meet essential defense and civilian needs during any national security emergency, including natural or man-made disasters, military attacks, or technological emergencies.

Under EO 12656, each Federal department was given responsibility to take specific actions aimed at achieving the stated goal. Those actions include integrating national emergency factors into daily business functions, appointing a senior policy official as emergency coordinator, developing measures for rapid transition to emergency operations, using existing resources, structure and systems for emergency measures, coordinating with State, local, and private groups, and developing and conducting training and education programs.

This section details the National Essential Functions (NEFs), the Primary Mission Essential Functions (PMEFs) and the Essential Support Activities (ESAs) applicable to BIA as identified by DOI. Appendix C summarizes all PMEFs, and ESAs identified by DOI for all agencies under DOI.

## **BIA's Mission Essential Functions (MEFs)**

**Primary Mission Essential Functions (PMEFs)** are DOI specific Mission Essential Functions (MEFs) that support the National Essential Functions (NEFs) and flow directly up from supporting activities or capabilities within DOI and IA COOP Plans.

- Provide mutual aid and assistance to local and/or adjacent jurisdictions as appropriate. (MEF #1-3/ NEF-6: All bureaus.)
- Protect facilities and infrastructure required to execute DOI PMEF. (MEF #2-9: OLES, All Bureaus).
- Support interagency activities under ESF#3, Public Works and Engineering. (MEF #3-3/ NEF-6, 8. Lead: BOR. Support: All bureaus.)
- Support interagency activities for ESF#5, Emergency Management. (MEF #3-5/ NEF-6, 8: Lead: OEM. Support: All Bureaus)
- Support interagency activities under ESF#10, Oil and Hazardous Materials Response. (MEF #3-7/ NEF-6, 8: Lead: OEPC. Support: All bureaus)
- Lead interagency activities for ESF#11, Natural and Cultural Resources and Historic Properties. (MEF #3-8/ NEF-6, 8: Lead: OEPC. Support: All bureaus)
- Protect and provide a safe environment in Indian schools, dormitories, and post-secondary institutions. (MEF #4-3/ NEF-2, 4, 8: ASIA, BIE.)

## **BIA's Essential Support Activities (ESAs)**

- Provide finance and accounting activities, including payroll, purchasing, and reporting. (ESA #1: All bureaus, PFM, POB, NBC)
- Provide acquisition and logistics support for emergency activities. (ESA #2: All bureaus, PAM, NBC)
- Coordinate emergency travel support as needed to execute mission essential functions. (ESA #3: All bureaus, PFM, NBC)
- Continue vital human resources operations including emergency hiring and employee assistance. (ESA #4: All bureaus, PPM, NBC)
- Communicate with DOI employees, providing information on the status of departmental and bureau operations. (ESA #5: All Bureaus/Offices)
- Operate and maintain facilities required to execute MEFs. (ESA #7: All bureaus, NBC)
- Provide occupational safety and health guidance and support for emergency responders and other employees. (ESA #8: OHS, All bureaus)
- Account for status of the workforce and recall employees to duty, as required. (ESA #9: All Bureaus/Offices)
- Protect and provide access to vital records to support emergency operations and to fulfill legal, financial and trust management responsibilities of the Department. (ESA #10: OCIO Lead, All Bureaus/Offices).
- Provide communications and information technology service to support execution of the Department's Mission Essential Functions. (ESA #11: OCIO Lead, All Bureaus/Offices)
- Coordinate approval of emergency funding transfers, supplementals and reprogramming requests to ensure funding is in place to sustain emergency operations. (ESA #14: POB, All bureaus)
- Collect, assess, analyze, process, display, and disseminate incident and recovery related information to perform critical missions, support decision making, and maintain situational awareness. (ESA #15: All Bureaus/Offices)



## **Phase II**

### **Activation of the COOP**

The Incident Commander shall determine if and when to implement the [Taos Day School] COOP. Notification to all personnel and account for employees, contractors and students will be accomplished using the paging option on the Cisco phone system, a telephone tree, e-mail, [Taos Day School]'s campus-wide notification systems, social media, the media, or a combination of these methods.

The Emergency Plan provides a process or methodology for attaining operational capability at the Alternate Sites as soon as possible and with minimal disruption to operations, but in all cases within 12-hours of activation.

Mission Essential Functions must be continued without disruption and be conducted, under all conditions. The process should include the activation of plans, procedures, and schedules for the continuation of essential functions, as well as for the ERG personnel, vital records and databases, and equipment involved with these functions, with minimal disruption.

The activation and relocation phase includes the following activities:

1. The occurrence of an event or the threat of an event.
2. Review, analysis, and decision to activate COOP.
3. Alert and notification of continuity personnel.
4. Relocation, if necessary, to alternate or other continuity facilities.
5. An accountability analysis of continuity personnel.
6. Identification of available leadership.
7. Determination and reporting of operational capabilities to the FEMA Operations Center (FOC).

[Taos Day School] ERG shall notify the IA upon activation of continuity plans. The IA Point of Contact (POC) will then notify the FEMA Operations Center (FOC) at (540) 665-6100 or at 1-800-634-7084, and submit a Continuity Status Reporting Form to [fema-ncpcoop@dhs.gov](mailto:fema-ncpcoop@dhs.gov) or Fax to: (940) 323-2822, using the form and procedures provided by FEMA's National Continuity Programs Directorate, of any activation of continuity plans (regardless of the agency's location) and of the time of execution or activation of call down procedures. The IA POC should also courtesy copy the National Operations Center (NOC).

Activation and relocation plans or procedures include the following:

1. A decision matrix for continuity plan activation:
  - a. With warning during duty hours and non-duty hours.
  - b. Without warning during duty hours and non-duty hours.
2. Notification of:
  - a. Alternate facilities and on-site support teams.
  - b. [Taos Day School] will notify the BIE & BIA of COOP activation and relocation
  - c. IA will in turn notify the FEMA FOC of [Taos Day School]'s COOP activation and relocation. Other POCs, as appropriate.
  - d. Federal employees and contractors (ERG and non-essential personnel).

An Emergency Notification Tree in Annex R establishes a Call Down Roster, indicating how the ERG personnel, non-essential employees & contractors will be notified that an emergency situation exists and if the COOP was implemented.

3. Instructions on moving to an alternate facility, including directions to the Alternate Site and maps of routes from [Taos Day School] to the Alternate Site.
4. Take Go Kits to Alternate Site.
5. Moving vital records (those that have not been prepositioned) from [TAOS Day School] to the Alternate Site.
6. Procuring necessary equipment/ supplies that are not already in place.

## **Phase III**

### **Continuity Operations**

The following activities are to continue while providing Mission Essential Functions:

1. Immediately notify BIE, Federal Executive Board (FEB) and all [Taos Day School] employees & contractors of determination to implement COOP and of the relocation to the Alternate Site.

[Taos Day School] will update the BIE, BIA SWRO, IA and DOI OPS, FEMA FOC and all other appropriate Point of Contacts of the status of [Taos Day School]'s Alternate Site location, operational and communications status, and anticipated duration of relocation, if known. The FEMA FOC will notify [Taos Day School] of any additional continuity reporting requirements.

2. Relocate to Alternate Site, if needed.
  - a. Reception in-processing and accounting for ERG personnel.
  - b. Transition of responsibilities to the deployed ERG personnel.
  - c. Provide guidance for non-deployed personnel.
  - d. Identification of replacement personnel and augmentees, as necessary.
3. Establish communications with IA, customers, and stakeholders.
4. Implement Business Management processes and procedures. Acquire additional resources necessary to continue Mission Essential Functions and Essential Support Activities to sustain operations, if necessary.
5. Perform Mission Essential Functions and Essential Support Activities.
  - a. Provide human resources needs to ERG & non-ERG personnel and their families that may be affected by the event.
  - b. Provide counseling services, if necessary.
6. Maintain regular communication with [Taos Day School] community, i.e., non-ERG personnel, contractors and stakeholders at large, of status and plans to resume normal operations.
7. Preparing for the reconstitution of [Taos Day School]. Redeployment plans for phasing down alternate facility operations and returning operations, personnel, records, and equipment to the primary or another facility, when appropriate.
8. Return to [Taos Day School] Building(s) when appropriate and resume normal operations.

## Alternate Sites

If the [Taos Day School] is unable to perform its mission or perform Essential Functions at [Taos Day School] Campus, [Taos Day School]'s ERG personnel must relocate to an Alternate Location to perform Essential Functions until the SWRO Campus is able to sustain operations.

If the damage & loss of life is so great that [Taos Day School] is unable to fulfill its responsibilities under the Emergency Response & Recovery Plan, another IA facility must be capable of fulfilling [Taos Day School]'s Essential Functions.

Locations of Alternate Site and their corresponding Point of Contact information are listed in Appendix F of this Emergency Plan. The Alternate Sites must not be located where they are expected to be affected by the same emergency situation that affects BIA.

## Notice for relocation to Alternate Site

**The Incident Commander**, will give notification and direction to the ERG to evacuate the [Taos Day School] to the Alternate Facility.

1. Provides leadership, direction, and communication with ERG personnel;
2. Following the evacuation plan, communicates the activities for evacuation;
3. Ensures all authorities are notified;
4. Secures the relocation site and Go-Kit;
5. Provides overall management of offices at the Alternate Facility;
6. Commence essential functions at the Alternate Facility;

**Emergency Relocation Group (ERG):**

1. Will assist evacuation and maintain safety procedures.
2. Secure Interoperable Communications- each team member will have a radio (keep turned-on at all times while on-duty) and/or cell phone;
3. Assist in maintaining accountability & clearing the attendance;
4. Assist in getting the students on buses to relocate to given site;
5. Check all buildings to make sure they are clear.
6. Relocate to Alternate Site.
7. Set-up operations to conduct Mission Essential Functions with-in 12-hours.
8. Conduct Mission Essential Functions and process for reconstitution.
9. Maintain communication with [Taos Day School] stakeholders on progress and anticipated return to [Taos Day School].
10. Return to campus when [Taos Day School] Campus is safe and facilities are ready.

## Business Management

Business Management refers to activities that meet office-wide support needs in conducting Mission Essential Functions and Essential Support Activities. Important business management capabilities include: rerouting mail and delivery services to alternate locations, forwarding incoming telephone calls or reestablishing new telephone service, initiating emergency purchases and accounting for all expenditures related to the emergency response & recovery.

The Finance and Procurement Positions in ERG are assigned responsibilities for conducting business management services during emergency situations. Incumbents in those positions are responsible for ensuring that forms, references, and other materials are available at the alternate sites. Business management practices are summarized below. Office specific contact information is maintained in BIE's Intranet (SharePoint).

### Email

To access email from a mobile device, go to: <https://apps.doi.gov> to access & download the DOI Instant Virtual Extranet application (AKA "app").

Then go to: [mail.doi.gov](mailto:mail.doi.gov) ia\yourfirstname.yourlastname

Enter your log-in ID: "*yourfirstname.yourlastname@indianaffairs.gov*"

Enter your password: "yourcurrentpassword"

### Mail and Deliveries

Ensure that mail will be routed to the relocation site. Also notify other delivery services such as UPS, FedEx, and other carriers that service the [Taos Day School].

### Telephone Service

If the damaged facility is anticipated to being unavailable for more than 5 days, IA's I.T. Department will request the appropriate telephone service provider to redirect incoming calls to commonly used numbers to the alternate location.

### Supplies and Equipment

Basic office supplies and equipment be pre-positioned to be available at the alternate site. Emergency purchase of supplies & equipment may be purchased.

## **Records and Forms Management**

All the data files on the LAN servers and all the files on each user's network drive are to be routinely backed-up. Employees working on important, time-sensitive, or similar documents must backup their files from desktop computers to LAN servers. References and other guidance are readily available on the Intranet, services that are expected to be accessible at the alternate site.

## **Property Records and Inventories**

The ERG personnel will maintain property records at the alternate site to support restoration and replacement requirements. Alternate sites are equipped with commonly used office equipment and furniture, but additional equipment and/or furniture may be purchased if necessary.

## **Payroll**

The ERG personnel will ensure all time and attendance issues for all employees are managed, including relocation or specialized staffing requirements. If an event affects automated systems associated with the Federal Personnel Payroll System (FPPS), the ERG personnel will ensure payroll obligations are met with support from the Interior Business Center (IBC) in Denver, CO.

## **Human Resources/Family Issues**

BIE's Human Resources Office COOP planning responsibilities encompasses the following six activities:

1. Develop and implement a process to identify, document, communicate with and train continuity personnel.
2. Provide guidance to COOP personnel on individual/ family preparedness measures they should take to ensure response to a COOP event.
3. Implement a process to communicate human capital guidance for emergencies (pay, leave, staffing and other human resources flexibilities) to supervisors and managers and make staff aware of that guidance in an effort to help agencies continue essential functions during an emergency.

Emergency situations should be anticipated to have a significant impact on employees and their families. Recent events have reminded us that emergency incidents may result in the tragic loss of life and serious injuries. Survivors, both staff and family

members, must deal with the aftermath of these situations, often addressing official responsibilities with family ones.

Recognizing these requirements and the stresses that may be created, the Plan provides specific support for both staff and family members. BIE's Intranet & Environmental Management System (EMS) contains the names of IA & BIE employees responsible for meeting human resources and family issues.

[Taos Day School] shall maintain a list of emergency telephone numbers and the names and addresses of local personnel who may be involved in assisting or resolving a critical incident or death.

In the event of an employee/ student death, [Taos Day School] shall provide a grief-counseling plan for employees and students. The plan shall include resources such as counselors, grief counselors, psychologists and any other mental health professional available to [Taos Day School].

The grief counseling procedures shall include the following steps:

1. Determine the level of intervention for the employees by meeting with counseling staff.
2. Shield employees & contractors from media questioning.
3. Designate rooms for private counseling.
4. Follow-up with employees and contractors who receive private counseling.
5. Document all counseling and intervention activities.



## **Phase IV**

### **Reconstitution Operations**

Reconstitution is normally conducted using a priority-based phased approach, in which most critical functions are transferred last. Those functions that were discontinued because of the emergency should be reconstituted first. All personnel should be informed that the necessity for continuity operations no longer exists. Instructions for resumption of normal operations are provided, including supervising an orderly return to the normal operating facility, moving to another temporary facility, or to a new permanent facility.

[Taos Day School] will report their location status to IA, BIE, & SWRO. IA will report movement status to the FEMA FOC. The FOC will relay this information to the NOC and the FEMA National Continuity Programs Directorate. The process of reconstitution will generally start immediately after an event concludes, and can run concurrently with the recovery process.

ERG personnel must identify and outline a plan to return to normal operations once the BIE Director, or successor, determines that reconstitution operations for resuming normal business operations can be initiated.

Some of the activities involved with reconstitution include:

1. Assessing the status of affected facilities.
2. Determining how much time is needed to repair the affected facility and/or to acquire a new facility.
3. Supervise facility repairs, including re-establishing communications, I.T. infrastructure and essential records.
4. Notifying the ERG personnel of the status of repairs, including estimates of when the repairs will be completed.
5. Backfill staff, if necessary.
6. Implementing a priority-based phased approach to reconstitution.

ERG personnel must:

1. Provide an executable plan for transitioning back to efficient normal operational status from continuity operations status, once a threat or disruption has passed.
2. Coordinate and pre-plan options for agency reconstitution regardless of the level of disruption that originally prompted the agency to implement its continuity plans. These options must include moving operations from the continuity or devolution location to either the original operating facility or, if necessary, to a new operating facility.
3. Outline the necessary procedures, whether under a standard continuity operations scenario or under a devolution scenario, for conducting a smooth transition from the relocation site to a new facility.

Implementation actions associated with reconstitution include:

1. Informing the [Taos Day School] employees, contractors & stakeholders that the actual emergency, or the threat of an emergency, no longer exists, and instructing personnel on how to resume normal operations.
2. Supervising either an orderly return to the normal operating facility or a move to another temporary facility or to a new permanent operating facility.
3. Verifying that all systems, communications, and other required capabilities are available and operational and that the agency is fully capable of accomplishing all essential functions and operations at the new or restored facility.
4. Notify the IA leadership upon continuity reconstitution. The IA Point of Contact (POC) will notify the FOC at (540) 665-6100 or at 800-634-7084.

The IA POC shall submit a Continuity Status Reporting Form only if it contains more information beyond what has been reported to the FOC, to [fema-ncpcoop@dhs.gov](mailto:fema-ncpcoop@dhs.gov) or Fax to (940) 323-2822, using the form and procedures provided by FEMA's National Continuity Programs Directorate.

5. [Taos Day School] shall conduct an after-action review of the effectiveness of the COOP and procedures, identifying areas for improvement, documenting these in the agency's corrective action program (CAP), and then developing a remedial action plan as soon as possible after the reconstitution.

6. Identifying which (if any) records were affected by the incident, and working with the records office to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records.

Table 4-1 of the Emergency Plan describes the [Taos Day School] Principal's reconstitution strategy and timeline. In general, it consists of coordinating the clean-up and recovery of the primary facility, when appropriate, and relocation activities from the alternate location to the primary facility. If damage is extensive, the ERG personnel must acquire space to temporarily or permanently replace their original facility.

**Table 4-1: Reconstitution Operations**

<b>Activity</b>	<b>Responsible Party</b>	<b>Time to be completed</b>
Develop plan for resumption of activities at [Taos Day School]	[Taos Day School] ERG personnel	Within 5 days of incident occurrence or when incident is stabilized as determined by the [Taos Day School] Principal
Enact plan to transfer function and activities back to [Taos Day School]	[Taos Day School] ERG personnel	When [Taos Day School] Principal determines the [Taos Day School] is open or alternate site for [Taos Day School] operations is available

## **Public Affairs and Media Relations**

An incident that requires the implementation of the Emergency Plan may increase media attention of the facility. During non-business hours, the media may be a primary means or sole means of communications to Federal employees, contractors, and their families regarding the incident, and relay changes in working hours or special instructions.

Communication with the media should commence as soon as possible depending upon the incident. The [Taos Day School] Principal and the BIE Director will be notified & involved at the onset of the situation. The press should be notified and provided information regarding the crisis and may be shared with them, and press conferences should be set-up as early as possible. Public Affairs guidance is contained in Appendix F.

It is possible that several press releases would be necessary. These could include initial and follow-up press releases announcing the closure of [Taos Day School] due to the crisis. These announcements will also contain instructions for personnel. The Public Information Officer (PIO) shall provide public affairs activities. All requests for information, statements, and interviews shall go through the PIO.

Staff and faculty shall refrain from contacting or commenting to the media without prior authorization. The media shall not be permitted onto the [Taos Day School] grounds without prior authorization from the PIO. The PIO shall determine the location for the Joint Information Center (JIC).

## Devolution

Devolution is the transfer of Control and direction of PMEFs and ESAs in the event of a catastrophic emergency. Appendix E shall identify how the PMEFs and ESAs listed in Section IV will be transferred in the event that the ERG personnel are incapable of performing the MEFs and ESAs. The devolution site and personnel must be capable of supporting all of the MEFs and ESAs listed in the Plan.

Devolution planning supports overall continuity planning and addresses catastrophes and other all-hazards emergencies that render an agency's leadership and key staff unavailable to or incapable of performing its essential functions from either the agency's primary or alternate facilities. Devolution planning also addresses notice and no notice events. A continuity plan's devolution option should be developed so that it addresses how an agency will identify and transfer its essential functions and/or leadership authorities away from the primary facility or facilities, and to a location that offers a safe and secure environment in which essential functions can continue to be performed. The devolution option may be used when the agency's alternate facility is not available, or the option can be activated as a continuity measure.

At a minimum the Devolution Plan will:

1. Include the following elements of a viable continuity capability: program plans and procedures, budgeting and acquisitions, essential functions, orders of succession and delegations of authority specific to the devolution site, interoperable communications, vital records management, staff, Test, Training, and Exercise (TTE), and reconstitution.  
  
*Note: Test, Training, and Exercise (TTE) is addressed in the "Training Program" section in Chapter 1 and in "Table 2-1: Test, Training and Exercise Requirements", also located in Chapter 1*
2. Identify essential functions, define tasks that support those essential functions, and determine the necessary resources to facilitate those functions' immediate and seamless transfer to the devolution site.
3. Include a roster that identifies fully equipped and trained personnel who will be stationed at the designated devolution site and who will have the authority to perform essential functions and activities when the devolution option of the continuity plan is activated.
4. Identify what would likely activate or "trigger" the devolution option.

5. Specify how and when direction and control of agency operations will be transferred to and from the devolution site.
6. List the necessary resources (i.e., equipment and materials) to facilitate the performance of essential functions at the devolution site.
7. Establish and maintain reliable processes and procedures for acquiring the resources necessary to continue essential functions and to sustain those operations for extended periods.
8. Establish and maintain a capability to restore or reconstitute agency authorities to their pre-event status upon termination of devolution.

Devolution plans, responsibilities, and capabilities will include all elements of COOP planning including tests, annual training of devolution staff, and at a minimum, biennial exercises to ensure devolution capabilities are prepared and capable of performing an agency's essential functions.

All devolution preparedness activities will be documented in writing with dates of (TTEs) and names of staff participating in the TTEs.

A corrective action program (CAP) will be established and documented to support an agency's devolution program.