

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

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## I. Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines (\$35,000) and may be suspended from participating in the federal financial aid program (34 C.F.R. §§668.14, 668.41, 668.46, and 668.49).

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

### Compliance with the Clery Act

The Clery Act requires Diné College (DC) to provide timely warnings of crimes that represent a threat to the safety of students or employees to make their campus security policies available to the public. The act also requires DC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, DC must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Diné College Campus Security Department must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in residential facilities; in public areas on or near campus; and in certain

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non-campus buildings, such as remote classrooms. DC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report.

DC has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. Additional Campus Security information is available on the College's webpage at <http://www.dinecollege.edu/campus-safety/campus-safety.php>.

For more information, contact the Campus Security Department at 928-724-6628.

For Chinle, Window Rock, and Crownpoint Center, contact Center Directors.

## II. INTRODUCTION

### What is an Emergency?

- A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. Diné College facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.
- B. Diné College emergencies can be small and easily managed, or they can be large and difficult to manage. Every Diné College Campus and Center emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management

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of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

## Purpose:

- A. To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs (Required by ARS 15-341, A 34). Our school's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- B. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel complete mandatory training.
- C. Students, faculty, and staff must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to faculty and staff.
- D. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.
- E. A committee will be established consisting of local law enforcement, Fire, EMS, Emergency Management, Local Health Department and site personnel to develop the Emergency Operations Plan. The committee should consist of site staff from the following disciplines at a minimum:

Administrator	Food Service staff
Office staff	Security Personnel
Maintenance	Faculty
- F. Procedures will be developed to provide for disabled (and non-English speaking students and staff).
- G. This plan shall be reviewed annually by the above committee and updated to maintain current procedures.
- H. Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.
- I. Each building will be supplied with a Classroom Emergency Response Guide that provides instructions on how to respond to specific events as determined by site emergency planning committee.

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- J. An NOAA capable radio with battery power back-up will be placed in the office where it can be monitored for emergency messages during school hours.
- K. Provisions for off campus emergencies will be addresses in this plan (e.g. college vehicle accidents, off campus school activities).
- L. A copy of this plan will be filed with the Diné College Campus or Center.

### **During a Disaster: Step by Step is Right Here**

The greatest mistake Administrators, faculty, and staff make in crisis come from not knowing what steps to take and in what order in a given situation. Planning, training and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. It is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. Each site must conduct a hazard assessment to identify all hazards that pose a risk to the school.

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## Approval Statement

The Emergency Response Plan for Diné College, Tsaile Campus, has been reviewed and found to comply with the Arizona Emergency Response Plan, minimum and/or recommended requirements.

_____ President (required)	_____ Date	_____ Law Enforcement (recommended)	_____ Date
_____ NNEMS (recommended)		_____ Fire Department (recommended)	_____ Date
_____ Local Emergency Management (recommended)	_____ Date	_____ NTUA (recommended)	_____ Date
_____ Local Health Department (recommended)	_____ Date	_____ Arizona Department of Transportation (recommended)	_____ Date
_____ CSER Co-Chair	_____ Date	_____ Diné College Security	_____ Date
_____ CSER Co-Chair	_____ Date		

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## III. BASIC PLAN

### A. SITUATION AND ASSUMPTIONS

#### 1. Situation

- a. The site consists of 18 buildings. There is an average daily headcount of 700 students and 150 staff members.
- b. The Diné College Campus or Center Director/Sergeant has the primary responsibility for developing and implementing the site Emergency Operations Plan. The Campus or Center Director/Sergeant has the responsibility of executing the policies developed by Diné College.
- c. Site personnel and/or local fire and law enforcement agencies handle most emergencies on site.

#### 2. Assumptions

- a. During an emergency, centralized direction and control (i.e., activation of the Command Post) is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

### B. COMMUNICATIONS

#### 1. Emergency Communications

When an emergency condition exists, the Campus or Center Director/Sergeant will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used (a being the primary mode of communication followed by alternative modes). Notifications will be given in plain language. **Code words shall not be used.**

- a. Intercom
- b. Two-way radios
- c. Telephone
- d. Runners

#### 2. Media Relations

The site Campus or Center Director/Sergeant will be prepared to deal with the media. A separate staging location will be pre-identified for media briefings.



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### 3. Emergency Contact Numbers

Public Safety Agencies	Number
General Emergency	6-911*
Police/Fire	6-911*
Poison Control	1-800-362-0101
IHS Hospital Tsaile	(928) 724-3600
District Contacts	Number
College President – Martin Ahumada	(928)724-6622
Vice President of Finance – Cheryl Thompson	(928) 724-6679
Human Resources Director - Merle Dayzie	(928) 724-6950
Vice President of Government Affairs - Marie Nez	(928) 724-6985
Vice President of Student Affairs - Glennita Haskey	(928) 724-6860
Dean of OIPR – Velveena Davis	(928) 724-6846
Provost – Henry Fowler	(928) 724-6975
Dean of Faculty – Lisa Eutsey	(928) 724-6973

***\* Determine the appropriate sequence required to dial 911 from your sites phone system.***

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## C. ICS ASSIGNMENTS

POSITION	1 <sup>ST</sup> (Primary)	2 <sup>ND</sup> (Alt)	3 <sup>rd</sup> (Alt)
<b>Incident Commander</b>			
Safety			
Liaison			
Information Officer	College President	Vice President	HR Director
<b>Operations</b>			
Communications			
Recorder			
Security			
Search & Rescue			
Safety/Damage			
Medical/First Aid			
Student Supervision			
Student Request			
Student Release			
Runners			

**Notes:**

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## D. EVACUATION CHECKLIST

### 1. Evacuation

- Diné College Campus or Center Director/Sergeant initiates evacuation procedures.
- Diné College Campus or Center Director/Sergeant determines if students, faculty, and staff should be evacuated outside of building.
- Diné College Campus or Center Director/Sergeant notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Describe how disabled (and non-English speaking students and staff) will be provided for.
- Lock doors.

### 2. Faculty:

Direct students to follow normal evacuation drill procedures unless Diné College Campus or Center Director/Sergeant alters route.

- Take classroom roster and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Campus or Center Director/Sergeant immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by another faculty or staff. Take roll again when you arrive at the relocation center.

### 3. Relocation Centers

List primary and secondary student relocation centers:

Primary Relocation Center:

Diné College Library and Gymnasium

Secondary Relocation Center:

Tsaile Public School

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## E. LOCKDOWN/SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Diné College Campus or Center Director/Sergeant will issue lock-down order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- Direct all students, faculty, and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Campus or Center Director/Sergeant gives the all-clear signal.

## F. REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within college buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

- Identify safe areas in each college building.
- Diné College Campus or Center Director/Sergeant warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Faculty take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

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- Faculty should account for all students after arriving in the safe area.
- Office personnel must contact each faculty/classroom for a headcount.
- All persons must remain in safe areas until notified by Diné College Campus or Center Director/Sergeant or emergency responders.

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## G. SCHOOL MAPS

See Attached Maps of Tsaile, Diné College Maps

### List of Buildings on Tsaile Campus:

1. Ned Hatahli Building - need 6 exit plans
2. South Hogan
3. North Hogan
4. Student Success Center
5. Archival Building *Pending*
6. Gorman Classroom Building
7. Operations & Maintenance
8. Information Technology Building *Pending*
9. Family Housing *Pending*
10. Residence Life - 10 dorms
11. Land Grant Office *Pending*
12. Library
13. Navajo Nation Early Headstart
14. US Postal Office
15. Navajo Nation Child Care
16. Cafeteria
17. Student Union Building
18. Gymnasium

#### **NOTE:**

It is recommended that you develop a diagram of the entire Diné College Campus or Center site and surrounding area and identify the locations and staging areas from page 9 on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

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## H. RESOURCE INVENTORY

### INVENTORY OF EMERGENCY EQUIPMENT

#### INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE NEEDED IN THE EVENT OF AN EMERGENCY**

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## ANIMALS

- Ensure the safety of students and staff first.
- Call 9-911, if necessary.
- Notify CPR/first aid certified persons in college building of medical emergencies.
- Notify Diné College Campus or Center Director/Sergeant. Campus or Center Director/Sergeant assembles Crisis Team Members.
- Seal off area if animal(s) still present.
- Incident Commander notifies College President and students involved.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.



# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## ASSAULT/FIGHTS

- Ensure the safety of students, faculty, and staff first.
- Call 9-911, if necessary.
- Notify CPR/first aid certified persons in college building of medical emergencies.
- Notify Diné College Campus or Center Director/Sergeant. Campus or Center Director/Sergeant assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Diné College Campus or Center Director/Sergeant notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

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## BOMB THREAT

### Upon receiving a message that a bomb has been planted in college:

- Use bomb threat checklist.
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Diné College Campus or Center Director/Sergeant.
- Incident Commander orders evacuation of all persons inside college building(s).
- Diné College Campus or Center Director/Sergeant notifies police (call 911) and Diné College President. Diné College Campus or Center Director/Sergeant must report incident to police.

### Evacuation procedures:

- Diné College Campus or Center Director/Sergeant warns students, faculty, and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students, faculty, and staff must be evacuated to a safe distance outside of college building(s). After consulting with Diné College President, Diné College Campus or Center Director/Sergeant may move students to alternate location if weather is inclement or building is damaged.
- Faculty take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Diné College Campus or Center Director/Sergeant students, faculty, and staff of termination of emergency. Resume normal operations.

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## COLLEGE VEHICLE INCIDENT

### College Vehicle Driver/Monitor

- Ensure the safety of students, faculty, and staff first. Call 9-911, if necessary.
- Notify the college transportation office (Support Services).
- Notify Diné College Campus or Center Director/Sergeant. Campus or Center Director/Sergeant assembles Crisis Team Members.

### Site Personnel

- Notify CPR/first aid certified persons in college building of medical emergencies.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration of students involved.
- Identify location(s) where injured are taken.

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## FIRE

**In the event a fire or smoke from a fire has been detected:**

- Activate fire alarm.
- Evacuate students, faculty, and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Faculty take class roster.
- Diné College Campus or Center Director/Sergeant notifies police (call 9-911) and Diné College President. Diné College Campus or Center Director/Sergeant must report incident to Fire/Police.
- Faculty take roll after being evacuated.
- After consulting with Diné College Administration, Diné College Campus or Center Director/Sergeant may move students to alternate location if weather is inclement or building is damaged.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Diné College Campus or Center Director/Sergeant notifies students and staff of termination of emergency. Resume normal operations.

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## GAS LEAK

### **If gas odor has been detected in the building:**

- Evacuate students, faculty, and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Faculty take class roster.
- Diné College Campus or Center Director/Sergeant notifies police and fire (call 9-911) and Diné College President.
- Faculty take roll after being evacuated.
- After consulting with Diné College Administration, Diné College Campus or Center Director/Sergeant may move students to alternate location if weather is inclement or building is damaged.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Diné College Campus or Center Director/Sergeant notifies students, faculty, and staff of termination of emergency. Resume normal operations.

### **If gas odor has been detected outside the building:**

- Diné College Campus or Center Director/Sergeant notifies police and fire department (call 9-911) and Diné College Administration. Diné College Campus or Center Director/Sergeant reports incident to Fire and Police.
- Diné College Campus or Center Director/Sergeant determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- After consulting with Diné College Administration, Diné College Campus or Center Director/Sergeant may move students to alternate location if weather is inclement or building is damaged.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Diné College Campus or Center Director/Sergeant notifies students, faculty, and staff of termination of emergency. Resume normal operations.

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## GENERAL EMERGENCY

- Notify 9-911 (if necessary) and the Diné College Campus or Center Director/Sergeant. Campus or Center Director/Sergeant notifies Diné College Administration.
- Notify CPR/first aid certified persons in college building of medical emergencies, if necessary.
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to Diné College Campus or Center Director/Sergeant.

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## HAZARDOUS MATERIALS EVENT

Incident occurred in school:

- Call 9-911.
- Notify Diné College Campus or Center Director/Sergeant.
- Diné College Campus or Center Director/Sergeant notifies Diné College President.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire Department in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify students if they will need to be evacuated.
- Resume normal operations after consulting with fire officials.

### **Incident occurred near school property:**

- Fire or police will notify Diné College Administration.
- Fire Department in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify students if they will need to be evacuated.
- Resume normal operations after consulting with fire officials.

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## INTRUDER/HOSTAGE

### Intruder- An unauthorized person who enters school property:

- Notify Diné College Campus or Center Director/Sergeant.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on college property.
- Notify security or police and Diné College Campus or Center Director/Sergeant if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in college, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration and may issue lock-down procedures.

### Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 9-911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Diné College Campus or Center Director/Sergeant.
- Diné College Campus or Center Director/Sergeant notifies Diné College President.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

### If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.



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## MEDIA

### All staff must refer media to site or Diné College spokesperson.

Diné College, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- Diné College Office of Government Affairs and Communication serves as the college spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson - Diné College Office of Government Affairs and Communication

Alternate District spokesperson - Diné College Campus or Center Director/Sergeant

### During an emergency, adhere to the following procedures:

- Diné College Campus or Center Director/Sergeant relays all factual information to Diné College Administration.
- Diné College President notifies other schools in vicinity and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly. **Do not say "No comment"**.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

### Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students, faculty, and staff first.
- Briefly describe college's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- Refrain from exaggerating or sensationalizing crisis.**

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## SERIOUS INJURY/DEATH

If incident occurred in college:

- Call 9-911.
- Notify CPR/first aid certified persons in school building of medical emergencies.
- If possible, isolate affected student, faculty, and/or staff member.
- Notify Diné College Campus or Center Director/Sergeant.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration.
- Activate college Crisis Team. Designate staff person to accompany injured/ill person to hospital.
- Diné College Campus or Center Director/Sergeant notifies Emergency Contact(s) of affected student.
- Direct witness(es) to college counselor. Contact students to let them know college counselors are available.
- Determine method of notifying students, faculty, and staff.
- Refer media to Diné College Campus or Center Director/Sergeant.

If incident occurred outside of school:

- Activate college Crisis Team.
- Notify staff before normal operating hours.
- Determine method of notifying students, faculty, and staff. Announce availability of counseling services for those who need assistance.
- Refer media to Diné College Campus or Center Director/Sergeant.

### Post-crisis intervention:

Meet with college counseling staff to determine level of intervention for staff, faculty, and students.

- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- Debrief all students and staff.
- Assess stress level of all students, faculty, and staff.
- Recommend counseling to overly stressed students, faculty, and staff.
- Follow-up with students, faculty, and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## SHELTERING PROCEDURES

**Sheltering provides refuge for students, faculty, staff, and public within college building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.**

- Identify safe areas in each college building.
- Diné College Campus or Center Director/Sergeant warns students, faculty, and staff to assemble in safe areas. Bring all persons inside building(s).
- Faculty take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Faculty should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Diné College Campus or Center Director/Sergeant or emergency responders.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## STAFF and FACULTY RESPONSIBILITIES

### Diné College Campus or Center Director/Sergeant:

- Verify information.
- Identify Command Post.
- Call 9-911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify Diné College Administration.
- Notify students and staff (depending on emergency; students may be notified by faculty).
- Evacuate students, faculty, and staff if necessary.
- Refer media to Diné College Office of Government Affairs and Communication.
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

### Faculty:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to Diné College Office of Government Affairs and Communication (or designee).
- Keep detailed notes of crisis event.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## STUDENT UNREST

- Notify police, if necessary.
- Ensure the safety of students, faculty, and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Diné College Campus or Center Director/Sergeant.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration.
- Warn faculty and staff. Diné College Campus or Center Director/Sergeant may issue lock-down.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with audio recorder or take detailed notes.

### **Faculty:**

- Keep students calm.
- Lock classroom doors.
- Do not allow students to leave the classroom until you receive an all-clear signal from Diné College Campus or Center Director/Sergeant.
- Make a list of students that are absent from classroom. Document all incidents.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## SUICIDE

### Suicide Attempt on Diné College Campus/Center:

- Verify information.
- Call 9-911.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration and Emergency Contact(s) if suicidal person is student. Diné College Campus or Center Director/Sergeant may schedule meeting with student, family members and college counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until appropriate counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- Activate college Crisis Team to implement post-crisis intervention. Determine level of intervention.

### Suicidal Death/Serious Injury:

- Verify information.
- Activate college Crisis Team.
- Diné College Campus or Center Director/Sergeant notifies Diné College Administration.
- Notify faculty and staff in advance of next school day following suicide or attempted suicide.
- Determine method of notifying students and family members. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. **Protect privacy of family.**
- Implement post-crisis intervention.

### Post-crisis Intervention:

- Meet with college counseling staff to determine level of intervention for staff, faculty, and students.
- Designate rooms as private counseling areas.
- Escort siblings, close friends, and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Diné College Office of Government Affairs and Communications. **Do not let media question students or staff.**
- Follow-up with students, faculty, and staff who received counseling. Resume normal routines as soon as possible.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students, faculty, and staff should such attacks occur.

### **Nuclear:**

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students, faculty, and staff to specifically identified lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students, faculty, and staff inside buildings. Allow family members to pick up students at their own discretion once cleared to do so by public safety, emergency management, or military authorities

### **Biological:**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the college should:

- Reverse-evacuate all people into school buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students, faculty, and staff inside buildings. Allow family members to pick up students at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

### **Chemical:**

- Reverse-evacuate all people into college buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

### **Conventional:**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- Move students, faculty, and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students, faculty, and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

### **If the school is the target:**

- Evacuate to pre designated off site location(s)

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## WEAPONS

- Call police (9-911) if a weapon is suspected to be on Diné College Campuses/Centers.
- Ask another Diné College Administrator to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police.
- Inform suspect of his/her rights and why you are conducting search.
- Keep detailed notes of all events and why search was conducted.
- Notify Emergency Contact(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.



# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## WEATHER

### ***Severe Weather* that will hinder student, faculty and staff safety:**

- Monitor Emergency Alert Stations Weather Stations (National Weather Service, Weather Channel).
- The Diné College Board of Regents President, the Diné College President, and the Diné College Administration will determine if the college a scheduled delay or cancellation of classes.
- Diné College Administration and management will regulate employee presence at work sights.

### ***Severe Weather Watch* has been issued in an area near college:**

- Monitor Emergency Alert Stations Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

### ***Severe Weather Warning* has been issued in an area near school or severe weather has been spotted near school:**

- Shut off gas.
- Move students and staff to safe areas.
- Remind teachers to take class rosters.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## BOMB THREAT CHECKLIST

### Description Detail Report

#### Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Length of call: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

#### Notes:

### Callers Voice - Circle as applicable:

- |            |                   |
|------------|-------------------|
| • Calm     | • Nasal           |
| • Angry    | • Stutter         |
| • Excited  | • Lisp            |
| • Slow     | • Raspy           |
| • Rapid    | • Deep            |
| • Soft     | • Ragged          |
| • Loud     | • Clearing Throat |
| • Laughter | • Deep Breathing  |
| • Crying   | • Cracked Voice   |
| • Normal   | • Disguised       |
| • Distinct | • Accent          |
| • Slurred  | • Familiar        |

If voice is familiar, whom did it sound like?  
\_\_\_\_\_

### Background Sounds:

- |                 |                     |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices            |
| • Clear         | • PA System         |
| • Static        | • Local Call        |
| • Music         | • Long Distance     |
| • House Noises  | • Phone Booth       |
| • Motor         | • Office Machinery  |
| • Other _____   |                     |

### Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Notice of First Aid Care or Medical Care

DATE: \_\_\_\_\_

Diné College Campus/Center: \_\_\_\_\_

Dear Diné College Student:

I, \_\_\_\_\_, was injured on Diné College premises and give my consent to receive first aid or medical care. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on site)

\_\_\_\_\_

Transporting Agency: (if not presently on site)

\_\_\_\_\_

Time: \_\_\_\_\_

Remarks:

Please sign and return one copy to the college. Retain a copy for your records.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DINÉ COLLEGE REPRESENTATIVE SIGNATURE

Note: 1 copy goes for student  
1 copy stays with Diné College or medical treatment team records

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Public Information Release

Check ( ) as appropriate: Diné College Campus wide \_\_\_\_\_ Campus/Center \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

\_\_\_\_\_ has just experienced a(n) \_\_\_\_\_

The (students/faculty/employees) [(are being) or (have been)] accounted for.

No further information is available at this time.

Emergency medical services [(are here) or (are on the way) or (are not available to us)].

Police [(are here) or (are on the way) or (are not available to us)].

Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

\_\_\_\_\_ [(are here) or (are on the way) or (are not available to us)].

Communication center(s) for students and families (is/are) being set up at \_\_\_\_\_  
to answer questions about individual students.

Communication center(s) for families (is/are) being set up at \_\_\_\_\_  
to answer questions about individual employees.

Injuries have been reported at \_\_\_\_\_ and are being treated at the site by  
(staff/professional medical responders). (#) \_\_\_\_\_ reported injured.

Students have been taken to a safe area, \_\_\_\_\_, and are with [(classroom  
teachers/staff) or ( \_\_\_\_\_ )].

(#) Students have been taken to the local emergency room for treatment of serious injury.  
Parents of injured students should go to the emergency room at \_\_\_\_\_

(#) Confirmed deaths have been reported at \_\_\_\_\_  
Names cannot be released until families have been notified.

Structural damage has been reported at the following sites: \_\_\_\_\_ .

Release restrictions \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, what?

Released to the public as Public Information Release # \_\_\_\_\_

Date/Time: \_\_\_\_\_

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Diné College Student Letter

[Date]

Dear Diné College Student:

Should an emergency or disaster situation ever arise in our area while classes are in session, we want you to be aware that Diné College has made preparations to respond effectively to such situations. In fact, Diné College was built to meet stringent construction standards and we may be safer than your own home in the event of a disaster.

Should we have a major disaster during class sessions, you will be cared for at the college. Diné College Campuses and Centers have a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the college. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their Diné College Campus or Center until the emergency has cleared. Only then, can students leave campus or be picked up by an identified, responsible adult:
  - He/she is 18 years of age or older.
  - He/she is both aware and able to assume this responsibility.
3. Please be respectful of the need to follow the directions of any college personnel in times of an emergency.

Students will be released only after Emergency Response situations have been cleared. During an extreme emergency, students will be released from designated Diné College Campuses and Centers. Students and family members should become familiar with the Diné College Emergency Response Plan and be patient and understanding with the student release process.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Search and Rescue Teams

SEARCH AND RESCUE (S & R) TEAM LEADER \_\_\_\_\_

**Note:** Number of teams will vary depending on size of campus or center.

		NAMES	Radio	Keys	Hard Hat	Goggles	Bucket	Vest	Clipboard	Backpack
S & R TEAM #1 NOTES:	1									
	2									
S & R TEAM #2 NOTES:	1									
	2									
S & R TEAM #3 NOTES:	1									
	2									
S & R TEAM #4 NOTES:	1									
	2									
S & R TEAM #5 NOTES:	1									
	2									

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving Command Post (CP); include radio check. Advise teams of known injuries.
- Remain at Command Post table.
- Be attentive to all S&R related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in Room 20 would be recorded as "S/2 = RM 20" in box under team #3.
- Utilize manpower pool to aid S&R (i.e., request for backboard and carryout or request for rescue equipment).

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Staff Skills Survey & Inventory

Name, Diné College Campus/Center \_\_\_\_\_ / \_\_\_\_\_ Room \_\_\_\_\_  
Name Campus/Center

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

**PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING. CIRCLE YES OR NO, WHERE APPROPRIATE.**

- First Aid (current card yes/no)     CPR (current yes/no)     Triage     Firefighting
- Construction (electrical, plumbing, carpentry, etc.)     Running/Jogging
- Emergency Planning     Emergency Management     Search & Rescue
- Law Enforcement    Bi/Multi-lingual (what language (s)) \_\_\_\_\_
- Mechanical Ability     Structural Engineering     Bus/Truck Driver  
(Class 1 or 2 license yes/no)
- Shelter Management     Survival Training & Techniques     Food Preparation
- Hand Radio Operator     CB Radio     Journalism
- Camping     Waste Disposal     Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? \_\_\_\_\_ in your car? \_\_\_\_\_ in your room? \_\_\_\_\_

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?  
(i.e., athletic bibs, traffic cones, carpet squares) \_\_\_\_\_ Yes \_\_\_\_\_ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY? \_\_\_\_\_ YES \_\_\_\_\_ NO  
PLEASE LIST EQUIPMENT AND MATERIALS.

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

\_\_\_\_\_  
\_\_\_\_\_

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Student Accounting Form

Building and Room No: \_\_\_\_\_ Date: \_\_\_\_\_

Enrolled in class: \_\_\_\_\_ Reported by: \_\_\_\_\_

Not in school today: \_\_\_\_\_ Received by: \_\_\_\_\_

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Students in classes/labs needing more first aid than you can handle:

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)



# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Diné College Student Release Form (To be taken by Diné College Representative)

**Please Print**

Student's Name \_\_\_\_\_

Faculty \_\_\_\_\_ Campus/ Center \_\_\_\_\_

Requested By \_\_\_\_\_

\*\*\*\*\*

**To be filled in by Diné College staff**

Proof of I.D. \_\_\_\_\_ Name on Emergency Card \_\_\_\_\_  
(yes) (no)

\*\*\*\*\*

**Student's Status  
To be filled in by Diné College Representative**

Sent by Diné College \_\_\_\_\_ Absent \_\_\_\_\_ First Aid \_\_\_\_\_ Missing \_\_\_\_\_

\*\*\*\*\*

**To be filled in by Diné College Representative**

Proof of I.D. \_\_\_\_\_ Name on Emergency Card \_\_\_\_\_  
(yes) (no)

\*\*\*\*\*

**To be filled in by Requester  
Police, EMS, or family Member**

Requester Signature \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\*\*\*\*\*

**Notes:**

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Incident Response Job Descriptions

### Incident Response Job Descriptions

The job aids in this appendix are listed below.

#### **Incident Command System Organization Chart.....**

#### **Command Section:**

**Diné College Campus or Center Director/Sergeant.....**

Safety Officer .....

Public Information Officer .....

Liaison Officer .....

#### **Operations Section:**

**Operations Section Chief.....**

Search & Rescue Team Leader .....

Search & Rescue Teams .....

Medical Team Leader.....

Medical Team.....

Medical Branch Morgue .....

Student Care .....

Student Release.....

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Command Section: Diné College Campus or Center Director/Sergeant

<b>Responsibilities:</b>	<p><b>The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.</b></p> <p>Ensure the safety of students, faculty, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.</p>
<b>Start-up Actions</b>	<ul style="list-style-type: none"><li>▪ Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).</li><li>▪ Assess the type and scope of emergency.</li><li>▪ Determine the threat to human life and structures.</li><li>▪ Implement the emergency plan and hazard-specific procedures.</li><li>▪ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.</li><li>▪ Activate functions and assign positions as needed.</li><li>▪ Fill in the Incident Assignments form.</li><li>▪ Appoint a backup or alternate Campus/Center Point of Contact based on official Delegation of Authority.</li></ul>
<b>Ongoing Operational Duties</b>	<ul style="list-style-type: none"><li>▪ Continue to monitor and assess the total school situation:<ul style="list-style-type: none"><li>▫ View the site map periodically for search and rescue progress and damage assessment information.</li><li>▫ Check with Diné College Administration and local Emergency Response contacts for periodic updates.</li><li>▫ Reassign personnel as needed.</li></ul></li><li>▪ Report (through Communications) to the school district on the status of students, staff, and facility, as needed (Site Status Report).</li><li>▪ Develop and communicate revised incident action plans as needed.</li><li>▪ Begin student release when appropriate.</li></ul> <p>+ NOTE: No student should be released until emergency has been cleared and student accounting is complete. Never send students home before the end of the regular school day unless directed by the superintendent, except at the request of parent/guardian.</p> <ul style="list-style-type: none"><li>▪ Authorize the release of information.</li><li>▪ Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.</li><li>▪ Plan regular breaks for all staff and volunteers. Take care of your caregivers!</li><li>▪ Release faculty as appropriate and per Diné College guidelines. (By law, during a disaster, faculty and staff become disaster workers.)</li><li>▪ Remain on and in charge of your campus/center until redirected or released by the appropriate Diné College Administration.</li></ul>

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Command Section: Diné College Campus or Center Director/Sergeant (Continued)

### Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required.
- At the direction of the Diné College President or Administration, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the college before taking any further action.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Announce the termination of the emergency and proceed with recovery operations if necessary.

### Command Post Equipment/ Supplies

- Campus map
- Master keys
- Staff, faculty, and student rosters
- Disaster response forms
- Emergency plan
- Duplicate rosters (two sets)
- Tables and chairs (if Command Post is outdoors)
- Vests (if available)
- Job description clipboards
- Command Post tray (pens, etc.)
- College radios
- Campus two-way radios
- AM/FM radio (battery)
- Bullhorn

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Command Section: Safety Officer

<b>Responsibilities:</b>	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Check in with the Diné College Campus or Center Director/Sergeant for a situation briefing.</li><li>▪ Obtain necessary equipment and supplies from safety logistics.</li><li>▪ Put on a position identifier, such as a vest, if available.</li><li>▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:<ul style="list-style-type: none"><li>▫ Messages received.</li><li>▫ Action taken.</li><li>▫ Decision justification and documentation.</li><li>▫ Requests filled.</li></ul></li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Monitor drills, exercises, and emergency response activities for safety.</li><li>▪ Identify and mitigate safety hazards and situations.</li><li>▪ Stop or modify all unsafe operations.</li><li>▪ Ensure that responders use appropriate safety equipment.</li><li>▪ Think ahead and anticipate situations and problems before they occur.</li><li>▪ Anticipate situation changes, such as cascading events, in all planning.</li><li>▪ Keep the Diné College Campus or Center Director/Sergeant advised of your status and activity and on any problem areas that now need or will require solutions.</li></ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"><li>▪ When authorized by the Diné College Campus or Center Director/Sergeant, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.</li></ul>
<b>Equipment/ Supplies</b>	<p>Return equipment and reusable supplies to Logistics.</p> <ul style="list-style-type: none"><li>▪ Vest or position identifier, if available</li><li>▪ Hard hat, if available</li><li>▪ Clipboard, paper, pens</li><li>▪ Two-way radio, if available</li></ul>

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Command Section: Public Information Officer (PIO)

<b>Personnel:</b>	Available staff with assistance from available volunteers
<b>Policy:</b>	<p>The public has the right and need to know important information related to an emergency/disaster at the school site <b><i>as soon as it is available.</i></b></p> <p>The PIO acts as the official spokesperson for the Diné College Campus/Center and the Office of Government Affairs and Communication site in an emergency situation or not available. If a Diné College PIO is available, he/she will be the official spokesperson. A campus/center site-based PIO should be used only if the media is on campus and the Office of Government Affairs and Communications is not available.</p> <p>News media can play a key role in assisting the college in getting emergency/disaster-related information to the public.</p>
<b>Start-Up Actions:</b>	<p>Information released must be consistent, accurate, and timely.</p> <ul style="list-style-type: none"><li>▪ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Diné College Campus or Center Director/Sergeant.</li><li>▪ Identify yourself as the PIO (by vest, visor, sign, etc.)</li><li>▪ Consult with the Office of Government Affairs and Communications and the college PIO to coordinate information release.</li><li>▪ Assess the situation and obtain a statement from the Diné College Campus or Center Director/Sergeant. Audio record it if possible.</li><li>▪ Advise arriving media that the site is preparing a press release and the approximate time of its issue.</li><li>▪ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.</li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Keep up to date on the situation.</li><li>▪ Statements must be approved by the Diné College Campus or Center Director/Sergeant and should reflect:<ul style="list-style-type: none"><li>▫ Reassurance (EGBOK— “Everything’s going to be OK.”)</li><li>▫ Incident or disaster cause and time of origin.</li><li>▫ Size and scope of the incident.</li><li>▫ Current situation—condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.</li><li>▫ Resources in use.</li><li>▫ Best routes to the campus/center, if known and if appropriate.</li></ul></li></ul> <p>Any information the school wishes to be released to the public.</p>

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Section: Command Public Information Officer (PIO) (Continued)

- **Read** statements if possible.
  - When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
  - Remind college staff and volunteers to refer *all* questions from the media or waiting families to the PIO.
  - Update information periodically with the Diné College Campus or Center Director/Sergeant.
  - Ensure that announcements and other information are translated into other languages as needed.
  - Monitor news broadcasts about the incident. Correct any misinformation heard.
- Closing Down:**
- At Diné College Campus or Center Director/Sergeant’s direction, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
  - Return equipment and reusable supplies to Logistics.
  - Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies**
- Public information kit consists of:
    - ID vest
    - Battery-operated AM/FM radio
    - Paper/pencils/marking pens
    - Scotch tape/masking tape
    - Scissors
    - School site map(s) and area maps
      - 8-1/2 x 11 handouts
      - Laminated poster board size for display
  - Forms:
    - Disaster Public Information Release Work Sheet
    - Sample Public Information Release
    - School Profile or School Accountability Report Card (SARC)

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Command Section: Liaison Officer

<b>Responsibilities:</b>	The Liaison Officer serves as the point of contact for local agency representatives from assisting organizations and agencies outside the college and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Check in with the Diné College Campus or Center Director/Sergeant for a situation briefing.</li><li>▪ Determine your personal operating location and set it up as necessary.</li><li>▪ Obtain the necessary equipment and supplies from Logistics.</li><li>▪ Put on a position identifier, such as a vest, if available.</li><li>▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.</li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Brief agency representatives on the current situation, priorities, and incident action plan.</li><li>▪ Ensure coordination of efforts by keeping the Diné College Campus or Center Director/Sergeant informed of agencies' action plans.</li></ul> <p>Provide periodic update briefings to agency representatives as necessary.</p>
<b>Closing Down:</b>	<ul style="list-style-type: none"><li>▪ At the Diné College Campus or Center Director/Sergeant's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.</li><li>▪ Return equipment and reusable supplies to Logistics.</li><li>▪ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.</li></ul>
<b>Equipment/Supplies</b>	<ul style="list-style-type: none"><li>▪ Vest or position identifier, if available</li><li>▪ Two-way radio, if available</li><li>▪ Clipboard, paper, pens</li></ul>



# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Operations Section Chief

### Responsibilities:

The Operations Chief manages the direct response to the disaster, which can include:

- Site Facility Check/Security
- Search and Rescue
- Medical
- Student Care
- Student Release

### Start-Up Actions:

- Check in with the Diné College Campus or Center Director/Sergeant for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

### Operational Duties:

- Assume the duties of all operations positions until staff are available and assigned.
- As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.
- If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- Coordinate search and rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.
- As information is received from operations staff, pass it on to situation analysis and/or the Incident Commander.
- Inform the Planning Section Chief of operations tasks and priorities.
- Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign staff within the section as needed.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Operations Section Chief (Continued)

### Closing Down:

- At the Diné College Campus or Center Director/Sergeant's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Diné College Campus or Center Director/Sergeant, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

### Equipment/ Supplies

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, paper, pens
- Maps:
  - Search and rescue maps
  - Large campus map

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Search and Rescue Team Leader

### Safety Rules:

**Use the buddy system: Assign a minimum of 2 persons to each team.**

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.**

### Start-Up Actions:

- Obtain all necessary equipment from container. (See list below.)
- Obtain a briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.

Assign teams based on available manpower, minimum 2 persons per team.

### Operational Duties:

- Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.
  - Record names and assignments before deploying teams.
  - Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
  - Remain at the Command Post in radio contact with S&R Teams.
  - Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room is reported clear, mark a "C" on the map.
  - If injured students are located, consult the Operations Section Chief for response. Utilize Transport teams, or send a First Aid Team.
  - Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.
  - Keep radio communication brief and simple. No codes.
- + **Remember:** if you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

### Closing Down:

- Record the return of each S&R team. Direct them to return equipment and report to Logistics for additional assignment.
- Provide maps and logs to the Documentation Unit.

### Equipment/ Supplies

- Vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One team member should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Search and Rescue Teams

### Safety:

**Use the buddy system: Ensure that each team has been assigned a minimum of 2 persons.**

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.

**Follow all operational and safety procedures.**

### Start-Up Actions:

- Obtain all necessary equipment from the container. (See list below.) **You must wear sturdy shoes and long sleeves.** Put batteries in the flashlight.

Check in at the Command Post for assignment.

### Operational Duties:

- Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible.
- Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. **If you are in doubt about your safety, DO NOT ENTER!**
- If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, complete the slash to form an "X" on the door. Report by radio to the Command Post that room has been cleared (e.g. "Room A-123 is clear.").
- + **Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.
- When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.
- Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.
- Keep radio communication brief and simple. Do not use codes.

### Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

### Equipment/Supplies

- Vest, hard hat, work and latex gloves, and whistle with master keys on a neck lanyard. One member of the team should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Team Leader

### Responsibilities:

The Medical Team Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or the Diné College Campus or Center Director/Sergeant when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

### Start-Up Actions:

- Establish scope of disaster with the Diné College Campus or Center Director/Sergeant and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry (“triage”) into the treatment area.
- Establish “immediate” and “delayed” treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

### Operational Duties:

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status.
- Set up a morgue, if necessary, in a cool, isolated, secure area: follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.

Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Team Leader (Continued)

### Closing Down:

- At the Diné College Campus or Center Director/Sergeant's direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.

### Equipment/ Supplies

- First aid supplies. (See the list on the following page.)
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Staff and student medication from the Health Office
- Forms:
  - Notice of First Aid Care
  - Medical Treatment Victim Log
- Masking tape
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

### Recommended First Aid Supplies:

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus  
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50/campus
- Aqua-Blox (water) cases (for flushing wounds, etc.):  $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs/campus
- Hydrogen peroxide: 10 pints/campus
- Bleach: 1 small bottle

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Team Leader (Continued)

- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus  
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pair

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Team

<b>Personnel:</b>	First-aid trained staff and volunteers
<b>Responsibilities:</b>	Use approved safety equipment and techniques.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Obtain and wear personal safety equipment including latex gloves.</li><li>▪ Check with the Medical Team Leader for assignment.</li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Administer appropriate first aid.</li><li>▪ <b>Keep accurate records of care given.</b></li><li>▪ Continue to assess victims at regular intervals.</li><li>▪ Report deaths immediately to the Medical Team Leader.</li><li>▪ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—<b>do not send any records with the victim.</b></li></ul> <p><b>Triage Entry Area:</b> The triage area should be staffed with a minimum of two trained team members, if possible.</p> <ul style="list-style-type: none"><li>▪ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.</li><li>▪ Second team member logs victims' names on form and sends the forms to the Command Post as completed.</li></ul> <p><b>Treatment Areas (“Immediate and Delayed”)</b> Treatment areas should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none"><li>▪ One member completes secondary head-to-toe assessment.</li><li>▪ Second member records information on the triage tag and on-site treatment records.</li><li>▪ Follow categories: Immediate, Delayed, Dead</li></ul> <p>When using the two-way radio, do not use the names of the injured or dead.</p>



# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Team (Continued)

### Closing Down:

- Return equipment and unused supplies to Logistics.
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it in to the Documentation Unit.

### Equipment/ Supplies

- First-aid supplies (See the list on the following page.)
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Staff and student medication from health office
- Forms:
  - Notice of First Aid Care
  - Medical Treatment Victim Log
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Branch Morgue

### Personnel:

To be assigned by the Operations Section Chief if needed.

### Start-Up Actions:

- Check with the Operations Section Chief for direction.
- If directed, set up a morgue area. Verify:
  - Tile, concrete, or other cool floor surface
  - Accessible to Coroner's vehicle
  - Remote from the assembly area
  - Security: Keep unauthorized persons out of the morgue.
  - Maintain a respectful attitude.

### Operational Duties:

After pronouncement or determination of death:

- **Confirm that the person is actually dead.**
- **Do not** move the body until directed by the Command Post.
- **Do not** remove any personal effects from the body. Personal effects must remain with the body **at all times**.
- As soon as possible, **notify the Operations Section Chief**, who will notify the Incident Commander, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. Law enforcement personnel will notify the Coroner.
- Keep accurate records and make them available to law enforcement and/or the Coroner when requested.
- Write the following information on two tags:
  - Date and time found.
  - Exact location where found.
  - Name of decedent if known.
  - If identified—how, when, by whom.
  - Name of person filling out tag.
- Attach one tag to body.
- If the Coroner's Office will not be able to pick up the body soon, place the body in a plastic bag and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move the body to the morgue.
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Medical Branch Morgue (Continued)

### Closing Down:

- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to Logistics.
- Clean up the area. Dispose of hazardous waste safely.
- Complete all paperwork and turn in to the Documentation Unit.

### Equipment/ Supplies

- Tags
- Pens/pencils
- Plastic trash bags
- Duct tape
- Vicks Vapo-Rub
- Plastic tarps
- Stapler
- 2" cloth tape

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Student Care

<b>Personnel:</b>	Faculty, adjunct faculty, and staff as assigned.
<b>Responsibilities:</b>	Ensure the care and safety of all students on campus except those who are in the medical treatment area.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Wear an identification vest, if available.</li><li>▪ Take a job description clipboard and radio.</li><li>▪ Check in with the Operations Section Chief for a situation briefing.</li><li>▪ Make personnel assignments as needed.</li><li>▪ If evacuating:<ul style="list-style-type: none"><li>▫ Verify that the assembly area and routes to it are safe.</li><li>▫ Count or observe the classrooms as they exit, to make sure that all classes evacuate.</li><li>▫ Initiate the set-up of portable toilet facilities and hand-washing stations.</li></ul></li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Monitor the safety and well-being of the students and staff in the assembly area.</li><li>▪ Administer minor first aid as needed.</li><li>▪ Support the Student Release process by releasing students with the appropriate paperwork.</li><li>▪ When necessary, provide water and food to students and staff.</li><li>▪ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.</li><li>▪ Make arrangements to provide shelter for students and staff.</li><li>▪ Arrange activities and keep students reassured.</li><li>▪ Update records of the number of students and staff in the assembly area (or in the buildings).</li><li>▪ Direct all requests for information to the PIO.</li></ul>

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Student Care (Continued)

### Closing Down:

- Return equipment and reusable supplies to Logistics.
- When authorized by the Diné College Campus or Center Director/Sergeant, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

### Equipment/ Supplies

- Vest
- Clipboard with job description
- Ground cover, tarps
- First aid kit
- Student activities: books, games, coloring books, etc.
- Forms:
  - Student Accounting
  - Notice of First Aid Care
- Campus two-way radio
- Water, food, sanitation supplies

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Student Release

<b>Personnel:</b>	Diné College Executive and Administrative Assistants, available staff and disaster volunteers. Use a buddy system. The Student Release process is supported by student runners.
<b>Responsibilities:</b>	Assure the reunification of students or authorized family members through separate Request and Release Gates.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Obtain and wear a vest or position identifier, if available.</li><li>▪ Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.</li><li>▪ Obtain necessary equipment and forms from Logistics.</li><li>▪ Secure the area against unauthorized access. Mark the gates with signs.</li><li>▪ Set up the Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.</li><li>▪ Have Student Release Forms available for parents outside of the fence at the Request Gate. Assign volunteers to assist.</li><li>▪ Set up the Release Gate some distance from the Request Gate.</li></ul>
<b>Operational Duties:</b>	<p>Follow the procedures outlined below to ensure the safe reunification of students with their parents or guardians:</p> <ul style="list-style-type: none"><li>▪ <b>Refer all requests for information to the POI. Do not spread rumors!</b></li><li>▪ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. If they are not registered (i.e., do not have badges), direct them to a branch library to register.</li></ul>
<b>Procedures:</b>	<ul style="list-style-type: none"><li>▪ The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.</li><li>▪ The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.</li><li>▪ The staff member instructs the requester to proceed to the Release Gate.</li><li>▪ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.</li><li>▪ The runner takes the form(s) to the designated classroom.</li></ul> <p>+ <b>Note:</b> If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.</p>

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Operations Section: Student Release (Continued)

### If the student is with the class:

- Runner shows the Student Release Form to the teacher.
- The teacher marks the box, “*Sent with Runner.*”
- If appropriate, the teacher sends the parent copy of the First Aid Form with the runner.
- The runner walks the student(s) to the Release Gate.
- The runner hands the paperwork to release personnel.
- Release staff match the student to the requester, verify proof of identification, ask the requester to fill out and sign the lower portion of Student Release Form, and release the student. Parents are given the Notice of First Aid Care Given, if applicable.

### If the student is not with the class:

- The teacher makes the appropriate notation on the Student Release Form:
  - “*Absent*” if the student was never in school that day.
  - “*First Aid*” if the student is in the Medical Treatment area.
  - “*Missing*” if the student was in school but now cannot be located.
- The runner takes Student Release Form to the Command Post.
- The Command Post verifies the student’s location if known and directs the runner accordingly.
- If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning “Missing” forms to the Command Post for verification.
- The parent should be notified of the missing student’s status and escorted to a crisis counselor.
- If the student is in First Aid, the parent should be escorted to the Medical Treatment Area.
- If the student was marked absent, the parent will be notified by a staff member.

### Closing Down:

- At the direction of the Operations Section Chief, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn it in to the Documentation Unit.

### Equipment/ Supplies

- Job description clipboards
- Pens, stapler
- Box(es) of Emergency Cards
- Signs to mark Request Gate and Release Gate
- Signs for alphabetical grouping to organize the parents (A-F, etc.)
- Empty file boxes to use as out boxes
- Student Release Form (copies for every student)







# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## Annual Site Plan Review

Each school site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each academic school year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Schools should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Annually review plan for compliance with the Arizona/New Mexico minimum requirements, in order to maintain compliance with all requirements.
<input type="checkbox"/>	Review ICS assignments and responsibilities, update as needed.
<input type="checkbox"/>	Ensure NIMS compliance for all personnel assigned responsibilities in the ICS structure.
<input type="checkbox"/>	Review on and off site assignments and staging areas. Make contact with any identified off site locations to ensure permission to use those locations is still in affect.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards/threats? Have new hazards/threats developed that you must plan for?

**Notes:**

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<b>Date of Review:</b>	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## IV. Occupational Safety and Health (OSHA) Compliance

The Occupational Safety and Health Act, found in the United States Code at title 29, chapter 15, is the primary federal law governing occupational health and safety in the private sector and federal government in the United States. Enacted by Congress in 1970, its main goal is to ensure that employers provide employees with an environment free from recognized hazards, such as exposure to toxic chemicals, excessive noise levels, mechanical dangers, heat or cold stress, or unsanitary conditions.

The Act created the Occupational Safety & Health Administration (OSHA) under the Department of Labor to establish and enforce workplace health and safety standards. The standards promulgated by OSHA that are applicable to general industry are found in title 29 of the Code of Federal Regulations (CFR), Part 1910. Pursuant to Diné College's Emergency Response Plan, all employees are directed to read, understand and comply with OSHA's CFR 1910 standards as the basis for their safety practices.

Diné College strives to provide a safe and healthful working/learning environment for its students, faculty, staff, and visitors. Diné College strives to play a leadership role in its environmental stewardship, health protection, safety standards and in its compliance with applicable laws and regulations. The achievement of these goals is an objective for units at all levels of this Institution. Employees and students are expected to be supportive of these goals in their College activities. Good health and safety practices are a responsibility of all Diné College employees. The participation and cooperation of each person is essential to a smooth and effective program.

### 2. DINÉ COLLEGE HEALTH AND SAFETY POLICY

1. As a responsible steward of our people and facilities and the environment, it is the duty of Diné College to provide a workplace for its faculty and staff and a learning environment for its students that are free from recognized hazards to their safety and health. In addition to protecting the people who work and learn on our campuses, Diné College has an obligation to ensure that its operations do not harm the environment.

2. In recognition of these responsibilities, Diné College hereby adopts a safety, health and environmental policy that commits it to do the following:

A. Comply with all applicable safety, health and environmental laws and regulations and establish programs and procedures to assure compliance.

B. Provide Diné College personnel with appropriate safety and emergency equipment and ensure that they are properly trained in the procedures that will protect themselves and the environment.

C. Take appropriate action to correct hazards or conditions that pose a risk to safety, health or the environment.

D. Consider safety and environmental factors in all operating decisions.

3. The safety and health of Diné College community must be a part of everyone's daily concern, and safety and environmental protection must be an integral part of every job.

## DINÉ COLLEGE EMERGENCY RESPONSE PLAN

4. All faculty and supervisory personnel are accountable for the actions of the individuals they supervise in that regard.
5. All Diné College employees and students are responsible for complying with all safety rules, for their individual safety performance, for the safety of those around them and for working in such a manner as to prevent harm to themselves, to others and to the environment.

In recognition of its responsibilities, Diné College has adopted a Safety, Health and Environmental Policy that commits it to do the following:

- A. Comply with all applicable safety, health and environmental laws and regulations and establish programs and procedures to assure compliance.
- B. Provide Diné College personnel with appropriate safety and emergency equipment and ensure that they are properly trained in the procedures that will protect themselves and the environment.
- C. Take appropriate action to correct hazards or conditions that pose a risk to safety, health or the environment.
- D. Consider safety and environmental factors in all operating decisions.

The policy makes all Diné College employees and students responsible for compliance with federal, state, Navajo Nation, and local laws.

To ensure that its employees are provided an environment free from recognized hazards and to fulfill the requirements of its Safety, Health and Environmental Policy, Diné College has developed this Safety Manual which addresses the OSHA requirements applicable to the College and establishes programs to comply with them. The specific safety programs and procedures are detailed in separate documents referenced in this manual. Organization in this manner allows the programs to be directed to the specifically affected personnel and departments at Diné College, while also affording ease of administration or requirements to accommodate changes in the regulations would not necessitate an accompanying amendment of the manual.

### 3. RESPONSIBILITIES

Pursuant to the Occupational Safety and Health Act, Diné College, as employer, is responsible for:

- (1) providing its employees with employment and a place of employment which is safe and
- (2) complying with applicable OSHA regulations.

Likewise, each employee is responsible for complying with those regulations through their adherence to the safety programs and procedures established by Diné College.

The Safety & Risk Manager, reporting to the Director Security, who reports to the Vice President Administration & Business Services, who reports to the Diné College President, who reports to the Diné College Board of Regents, is responsible for development of programs that will comply with OSHA requirements and lead to a healthy and safe environment for all members of the Diné College community, which includes faculty, staff, students, vendors and visitors.

Program-specific responsibilities are detailed in each respective program document.

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

## A. Employee Responsibilities

Your responsibilities as a Diné College employee include:

1. Following all health and safety rules and procedures;
2. Reporting hazardous conditions to your supervisor;
3. Wearing or using prescribed protective equipment;
4. Reporting any job-related injury or illness to your supervisor and seeking treatment promptly;
- A. Refraining from the operation of any equipment or vehicles without proper instructions, licenses and authorization.

## B. Supervisor Responsibilities

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards. Specific safety responsibilities of supervisors include:

1. Informing new employees of their health and safety responsibilities, procedures, rules and regulations;
2. Assuring that required equipment and personal protective devices are provided, maintained, and used;
3. Taking prompt action when unsafe acts or conditions are reported or noted;
4. Providing for health and safety training and education on a continuing basis;
5. Investigating and reporting all on-the-job accidents promptly and requesting medical treatment if necessary;
6. Investigating and reporting all job-related health or safety problems promptly;
7. Coordinating or conducting internal inspections to assure safe and healthful working conditions;
8. Requesting the assistance of the next higher level of supervision regarding budget requests for any health and safety improvements needed; and
9. Ensuring their employees are made aware of their rights under the Diné College's Occupational Safety and Health. The Diné College Employee, Safety and Health Protection on the Job poster is the authorized means of providing this information and will be posted at conspicuous locations.

## C. Unit Head Responsibilities

Deans, Division Chairs, Campus/Center and Department Directors and other heads of academic and administrative units have primary responsibility for:

1. The health and safety of their staff and students;
2. Compliance with all applicable laws and regulations; and
3. Obtaining and providing funds needed for health and safety improvements and for making those improvements;
4. Requirements and responsibilities established by agencies external to the College.

## 4. WORKPLACE HAZARD ANALYSIS

Identifying and understanding workplace hazards helps to determine the potential for risks to the safety and health of our employees, students, vendors and visitors resulting from activities at any of the Diné College's campuses. OSHA requires such an assessment of the workplace to

# DINÉ COLLEGE EMERGENCY RESPONSE PLAN

determine if hazards are present, or are likely to be present. (See 29 CFR 1910.132(d)(1).) Analysis of these hazards allows identification of measures that can eliminate or mitigate their risks. The identification of hazards and their associated controls requires the involvement of safety and health professionals, supervisors and affected employees and can occur through various means.

## A. Job Hazard Analysis

One way of determining hazards to personnel is conduct of a job hazard analysis, which examines the steps involved in each task an employee is required to perform to identify any risks that may be present. Consideration is given to the following hazard categories and their sources:

1. Impact (e.g., from sources of motion such as movement of tools, machine elements or particles or movement of personnel that could result in collision with stationary objects. Also from falling objects)
2. Penetration (e.g., from sharp objects or materials that might pierce, cut or abrade a body part)
3. Compression (e.g., from roll-over of vehicles or rolling or pinching objects that could crush a body part)
4. Radiological exposure – ionizing radiation (e.g., alpha rays, beta rays, gamma rays, X-rays, neutrons, high-speed electrons, high-speed protons, and other atomic particles)
5. Chemical exposure (e.g., from laboratory operations or waste handling)
6. Extreme temperature (e.g., high temperatures from ovens or heaters that could result in burns, eye injury or ignition of clothing or cold temperatures from cryogenic materials that could cause freezing of the skin or eye injury)
7. Harmful dust exposure (e.g., from grinding or machining operations)
8. Light (optical) radiation (e.g., from lasers, welding, brazing, furnaces, heat treating, high intensity lights, etc.)
9. Electrical (e.g., shock hazards from improperly grounded electrical equipment, bare or unprotected electrical wiring, etc.)
10. Ionizing/non-ionizing radiation exposure (e.g., from non-destructive test equipment, X-ray equipment)
11. Biological exposure in Laboratories (e.g., to bloodborne pathogens or other potentially infectious materials from “needlesticks” or response to an accident involving bodily injury)
12. Combustion (e.g., from ignition of automotive fuel, oils and other flammable or combustible materials)
13. Harmful noise exposure (e.g., from operation of gasoline- or diesel-powered equipment)
14. Repetitive motion/ergonomic stress (e.g., from improper lifting techniques or poorly designed office equipment)

Once hazards have been identified, an estimate of the potential for injuries is made. Each of the identified hazards is reviewed, including the possibility of exposure to several hazards simultaneously, and a determination is made as to the type, level of risk and seriousness of potential injury from each of the hazards found in an area. This information forms the basis for determining the appropriate measures for hazard prevention and control.

## B. Accident/Incident Reports and Investigation

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All College employees and students have been instructed to immediately report any accident or incident to the Diné College Security Department. In an emergency situation, employees are directed to call 911 first and then notify Security. The responding Security Officer prepares an Accident/Incident Report describing the occurrence and the contributing factors, including statements from witnesses, photographs, etc.

Emergency numbers:

Chinle Police Division of Public Safety: (928) 674-2111

Chinle Emergency Medical Services (EMT): (928) 674- 7098, 7099

Chinle Comprehensive Medical Facility: (928) 674-7001

Diné College Security: (928) 724-6802, Mobile: (928)349-3950, Emergencies: 6911

These reports can provide information that allows the identification of hazards, as well as serve as the basis for an investigation into cause(s) that determines corrective and preventive measures. Follow-up analysis or additional investigation may be performed by the Safety & Risk Manager, who may also involve the affected employee's supervisor, to ensure that the root cause of the accident has been identified and that appropriate corrective/preventive action has been taken.

Copies of Accident/Incident Reports are forwarded to the affected employee's supervisor for information and possible follow-up to implement corrective/preventive action, training, etc. Copies of Accident/Incident Reports involving potential liability to Diné College for loss, damage or injury may be forwarded to the Diné College Risk Management (HR?) in the event of a future claim.

## C. Employee Reports

Employees and students are encouraged to note and report unsafe or potentially hazardous conditions to their supervisor or faculty member, Security, Facilities, campus Safety and Security Committee or the Safety & Risk Management Department (HR). These reports become the basis for corrective measures to eliminate or mitigate the hazardous condition.

## D. Ergonomic Assessments

Musculoskeletal injury can occur from improper equipment, equipment set-up or equipment use. Employees may request an ergonomic assessment through their supervisor, which will identify potential risks, as well as the need for any replacement equipment, and advise employees of proper techniques for using their equipment in a manner that will minimize the risk of injury. Employees may access various ergonomic links on the Safety & Risk Management web page to learn how to set up their office workstations or to obtain an ergonomic assessment.

## E. Annual Inspections/Self-Inspection Program

The Diné College's Security conducts annual fire safety inspections at each campus in accordance with Tribal and Collegiate Requirements for Educational Facilities and the Tribal Risk Management Administrative Code. In addition, Diné College requires an annual fire safety inspection to be performed by the local fire official and annual casualty safety and sanitation inspections to be performed by persons proficient with applicable rules and standards.

The Diné College's Security performs the annual casualty safety and sanitation inspections at the time of his annual fire safety inspection. Fire safety deficiencies and other safety hazards

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identified during the course of these inspections, as well as a corrective action plan, must be detailed in a report to the Diné College's Board of Regents. The corrective action plan would involve the Safety & Risk Manager and/or other appropriate personnel as necessary.

Periodic safety inspections of all collegiate facilities by Diné College safety and health professionals are conducted, which may identify existing or potential hazards in the workplace. The Safety & Risk Manager would work with appropriate departments and personnel to correct any deficiencies or safety hazards identified.

Diné College has also established an employee safety self-inspection program to be undertaken in the employee's work area on a monthly basis. If not correctable by the employee (e.g., through submittal of a Facility Work Order), issues or concerns identified by the inspection would be directed to their supervisor for resolution. The supervisor would bring the matter to the attention of the Safety & Risk Manager and/or other appropriate personnel as necessary.

## F. Capital Planning and Planned Changes to Equipment and Facilities

The Diné College's capital planning process, as administered by Facilities Maintenance and Operations, ensures that all facility additions or modifications that are classified as a capital or fixed asset including purchases of capital equipment, are reviewed by the Safety & Risk Management Department in order to:

1. Determine potential environmental impacts and safety or health hazards;
2. Identify permit requirements and obtain necessary regulatory approvals;
3. Recommend appropriate design modifications or engineering and/or administrative controls necessary to eliminate or mitigate the impacts or hazards identified;
4. Determine operating procedures necessary to comply with environmental, safety or health requirements and to protect employees;
5. Determine appropriate personal protective equipment and employee environmental, safety and health training requirements.

Issues identified by the review are brought to the attention of Facilities Maintenance and Operations for resolution.

## 5. OSHA REGULATORY REQUIREMENTS

Based on an analysis of workplace hazards, which includes the elements described above, a number of OSHA regulations that are applicable to Diné College's activities have been identified. These regulations require employers to undertake various actions to protect employees and promote their safety, including the following which have been undertaken by Diné College to provide appropriate employee training.

Initial safety training is given to employees during their New Employee Orientation in the following subjects:

1. Reporting work-related injuries and illnesses (ref. 29 CFR 1904.35(a) and (b)(1))
2. Emergency Action Plan (ref. 29 CFR 1910.38(f))
3. Access to medical and exposure records (ref. 29 CFR 1910.1020(g))
4. Hazard communication (ref. 29 CFR 1919.1200 (h)(1) through (h)(3))
5. Reporting of accidents and unsafe acts and conditions



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Annual safety training is provided in the following subjects:

1. Respiratory protection and respirator fit-testing, including medical certification (ref. 29 CFR 1910.134(k))
2. Periodic inspection of Energy Control Program procedures (lockout/tagout) and attendant training as necessary (ref. 29 CFR 1910.147(c)(6)(i) and (c)(7))
3. Powered industrial truck (forklift), as necessary to satisfy the OSHA requirement to evaluate each operator's performance at least once every three years (ref. 29 CFR 1910.178(l))

## **A. Safety and Health Training and Awareness**

Providing training to Diné College community on safety requirements and procedures and promoting awareness of safety hazards and measures to avoid them are essential to ensuring the prevention and control of hazards. Diné College provides this training and awareness through a number of activities.

## **B. Recurring Training**

Employee training in order to promote hazard awareness and safe work practices is an OSHA requirement under various programs. Students may receive similar training as part of their academic coursework. Some of the OSHA-required training must be provided annually, while other training is one-time and recurs only under the conditions indicated in the specific regulation. The Safety & Risk Manager is responsible for developing and coordinating presentation of pertinent training courses for Diné College employees. An "Annual Safety Training Plan" for Diné College has been prepared and may be viewed via the "Safety/Environmental Plans and Programs" aligned with the Clery Act and other safety compliance protocols.

## **C. New Employee Orientation**

New Diné College employees receive an orientation on its administrative policies and procedures and benefits, including the functions of various departments, on the first work day of the month following their hire date, or as soon as possible thereafter. The orientation also includes a session on employee safety.

## **D. College Publications**

Information regarding safe practices or to promote safety awareness is communicated to the College community through various publications, including the HR focus newsletter and Diné College Warrior website.

## **E. Electronic Alert System**

Diné College employees and students can receive emergency notifications and updates via the College's Blackboard Connect emergency alert system. Immediate safety alerts, emergency closings, cancellations, re-openings and updates will be sent directly to each individual through any of the devices registered. The service will send text or instant messages to registered mobile phones, wireless PDAs, e-mail addresses, Facebook and/or Twitter. The Electronic Alert system is an "opt-out" system (students and employees are signed up automatically), which is managed by the Diné College Security Department.

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## F. Campus Safety and Security Committees

Each satellite Center will form a Safety and Security Committee to communicate safety and security information and coordinate responses to safety and security issues and concerns. Each committee will routinely to review trends, issues and concerns pertinent to its campus, establish priorities for educating the campus community regarding them, and develop plans and assign responsibilities for addressing them, including working with the Facilities Department and Operations to correct physical hazards. A link to the name of each committee's chair for each committee will be shown on Safety & Risk Management web page. If any member of the College community has a safety or security issue or concern, it may be addressed either to one of the Safety and Security Committee members for their campus or to either the Safety & Risk Manager or the Director of Security.

## G. Emergency Preparedness and Response

Various internal and external events with hazardous consequences may occur, which result in an emergency situation for Diné College. Examples include structural fire, wildfire, adverse winter situations, tornado, hazardous material spill, active shooter, etc. Being prepared for emergencies and undertaking an effective response will limit the impact of the emergency on the College community, provide for the safety of personnel and property and promote Diné College's continued operation.

OSHA requires that employers have a written emergency action plan, kept in the workplace and available for employees to review (29 CFR 1910.38(b)). The Diné College's Emergency Response Plan has been prepared jointly by the Security and Safety & Risk Management Departments to fulfill this requirement. It establishes an emergency response organization and specifies the planning and procedures necessary for proper response to various emergency scenarios.

4. Asbestos awareness for employees (e.g., custodians) who perform housekeeping operations in an area having asbestos-containing materials (ACM) or presumed ACM. This also includes maintenance personnel. (ref. 29 CFR 1919.1001(j)(7)(iv))
5. Bloodborne pathogens (ref. 29 CFR 1910.1030(g)(2))

As-needed safety training and certification is provided in such subjects as:

1. HAZWOPER training (ref. OSHA 29 CFR 1910.120) consisting of 8 hour, 24 hour and/or 40 hour.
2. Fire Prevention Plan (ref. 29 CFR 1910.39)
3. Personal protective equipment (ref. 29 CFR 1910.132(f))
4. Electrical safety (ref. 29 CFR 1910.332)
5. Occupational exposure to hazardous chemicals in laboratories (ref. 29 CFR 1910.1450(f)(1) through (f)(4))
6. Others as determined by new activities and their associated hazard analyses, including slip/trip/fall prevention, ladder safety, lifting/back safety, hand/power tool safety, groundskeeper safety, etc.

Established written programs and plans and made available to employees.

1. Chemical Hygiene Plan per 29 CFR 1910.1450(e)(1)

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2. Emergency Action Plan (Emergency Operations Plan) per 29 CFR 1910.38(b). The Emergency Operations Plan also includes the Chemical Hygiene Plan and the Hurricane Preparedness Plan.
3. Energy Control Program (Lockout/Tagout) per 29 CFR 1910.147(c)(1)
4. Exposure Control Plan (for Bloodborne Pathogens) per 29 CFR 1910.1030(c)(1)(i)
5. Fire Prevention Plan per 29 CFR 1910.39(b)
6. Hazard Communication Program per 29 CFR 1910.1200(e)(1). This program also addresses the requirement to have Material Safety Data Sheets for hazardous chemicals in the workplace available to employees during their work shift.
7. Respiratory Protection Program per 29 CFR 1910.134(c)(1)

### 6. HAZARD PREVENTION AND CONTROL

Workplace hazards are identified through the Workplace Hazard Analysis described in section 3 above. Hazard prevention and control are achieved by one or more of the measures described below.

#### A. Engineering Controls

Engineering controls involve some structural change to the work environment or work process to place a barrier to, or interrupt the transmission path between, the worker and the hazard. This may include isolation or enclosure of hazards or use of machine guards and manual handling devices to prevent exposure to chemical, physical and ergonomic hazards. Listed below are a few examples of engineering controls implemented within Diné College.

<b>Diné College Engineering Controls Hazard</b>	<b>Engineering Control</b>
<i>Chemical Exposure, Combustion</i>	<ol style="list-style-type: none"> <li>1. Laboratory fume hoods</li> <li>2. Storage of chemical containers in secondary containment or in flammable cabinets</li> </ol>
<i>Penetration</i>	<ol style="list-style-type: none"> <li>1. Machine guards for drill presses</li> </ol>
<i>Ergonomic Stress</i>	<ol style="list-style-type: none"> <li>2. Ergonomically correct workstations and furniture</li> </ol>

#### B. Administrative Controls

Administrative (procedural) controls reduce or eliminate exposure of individuals to a hazard by adherence to a specific process or set of instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task safely. Listed below are a few examples of administrative controls utilized by Diné College.

<b>Diné College Administrative Controls Hazard</b>	<b>Administrative Control</b>
<i>Impact</i>	Certification of forklift operators
<i>Compression</i>	“No wearing of personal jewelry” policy
<i>Ergonomic Stress</i>	“Ergonomic Assessment Process”

#### C. Safe Work Practices

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Work practice controls ensuring the safety of Diné College employees are documented in the programs listed in section 4 above.

## D. Personal Protective Equipment

Personal protective equipment (PPE) is worn by employees as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly (i.e., it must ensure a level of protection greater than the minimum required to protect an individual from the hazard), as well as its being fitted, worn and maintained correctly and worn at all times of exposure to the specific hazard. All PPE is College-provided and selected to meet the requirements of recognized regulatory standards. The selection of proper PPE is determined from the job hazard analysis and, in the case of handling chemicals, from the chemical-specific Material Safety Data Sheet. The table below summarizes some of the PPE utilized by our employees.

<b>Personal Protective Equipment Use: Diné College Employees Task</b>	<b>Hazard</b>	<b>PPE Required</b>
Handling/pouring chemicals or waste chemicals	<i>Chemical exposure</i>	Goggles, face shield, gloves, laboratory coat
Grinding/sanding/machining operations	<i>Impact, penetration, compression</i>	Safety glasses with side shields, gloves
Operation of gasoline-powered grounds-keeping equipment	<i>Harmful noise/dust (fume) exposure</i>	Hearing protection, N95 disposable respirator (dust mask)

## E. Preventive Maintenance

When equipment fails to operate properly or breaks down, the result can lead to accidents, injury and/or unsafe conditions (e.g., poor indoor air quality) for members of the College community. The Facilities Maintenance and Operations at Diné College has an extensive, detailed preventive maintenance (PM) program covering every major piece of equipment to ensure that it continues to operate properly. Examples of the type of equipment covered include the following:

1. Heating, ventilating and air conditioning (HVAC) systems
2. Generators
3. Hoist and lifting devices
4. Materials handling equipment (e.g., forklifts)
5. Motors and motor bearings
6. Blowers
7. Laboratory fume hoods
8. Alarm systems
9. Fire suppression systems
10. Utility carts
11. Automobiles and trucks

Each major piece of equipment at the site has a detailed, written procedure for performing PM, which is conducted in accordance with an established regular schedule. By conducting regular

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PM and corrective maintenance as necessary, the Facilities Maintenance and Operations ensures that the potential for equipment failure is minimized, thereby preventing equipment breakdowns that may cause hazards.

## F. Health and Safety Programs

Diné College Campuses/Centers has developed a number of model and site specific policies/plans to help provide for the health and safety of Diné College employees and students. Many of these policies/plans are mandatory to ensure compliance with the College Tribal and Federal regulations. The following policies/plans and safety manuals are available:

1. Bloodborne Pathogens
2. Emergency Response Plan
3. Asbestos
4. Refrigerant Management
5. Permit Policy
6. Hazardous Waste Management Plan
7. Chemical Hygiene Plan
8. Lockout/Tagout
9. Confined Space
10. Fire Protection and Life Safety
11. Fire Protection Impairment Program

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## LOCKDOWN SITUATION

- ❑ Notify Diné College Campus or Center Director, Campus Security and local police.
- ❑ Ensure the safety of students, faculty, and staff first.
- ❑ Contain situation, location, and/or person(s). Seal off area of disturbance.
- ❑ Diné College Campus or Center Director/Sergeant notifies Diné College Administration.
- ❑ Warn faculty and staff. Diné College Campus or Center Director/Sergeant will issue lock-down and notify site employees.
- ❑ Move students involved in disturbance to an isolated area.
- ❑ Document incidents with audio recorder or take detailed notes.

### **Faculty and Staff:**

- ❑ Keep students calm.
- ❑ Lock classroom and building doors.
- ❑ Do not allow students to leave the classroom or building until you receive an all-clear signal from Diné College Campus or Center Director/Sergeant.
- ❑ Make a list of students that are absent from classroom. Document all incidents.

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## DELAYS/CANCELLATIONS ASSOCIATED WITH WEATHER, POWER OUTAGE, OR OTHER CURCUMSTANCES

### WEATHER

***Severe Weather*** that will hinder student, faculty and staff safety:

- ❑ Monitor Emergency Alert Stations Weather Stations (National Weather Service, Weather Channel).
- ❑ The Diné College President will determine if the college will schedule a delay.
- ❑ The Diné College Campus and Center Directors will also determine if their Campus/Center will schedule a delay or cancellation of classes. The Diné College Campus and Center Directors will immediately notify Diné College President and Administration a delay or cancellations have occurred.
- ❑ Diné College Administration and management will regulate employee presence at work sites.

### POWER OUTAGE

***Power outage*** that will hinder student, faculty and staff safety:

- ❑ Monitor Emergency Alert Situations with local Navajo Tribal Utilities Authority (NTUA) or power company. Inquire about power situation and the duration of power outage.
- ❑ The Diné College Board of Regents President, the Diné College President, and the Diné College Administration will determine if the college will schedule a delay or cancellation of classes.
- ❑ The Diné College Campus and Center Directors will also determine if their Campus/Center will schedule a delay or cancellation of classes. The Diné College Campus and Center Directors will immediately notify Diné College President and Administration a delay or cancellations have occurred.
- ❑ Diné College Administration and management will regulate employee presence at work sites.