

EMERGENCY ACTION PLAN



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Dakota Nation



CANKDESKA CIKANA
COMMUNITY COLLEGE
Spirit Lake Dakota Nation

Mission Statement

Cankdeska Cikana Community College provides opportunities that lead to student independence and self-sufficiency through academic achievement and continuation of the Spirit Lake Dakota language and culture.

Vision Statement

Cankdeska Cikana Community College builds a strong and viable Dakota community that enjoys physical, mental, emotional and spiritual health.

Key Values

Shared Responsibility

- We are respectful of each other.
- We believe in the value of educational and vocational training.
- We believe in the potential of our students.

Commitment to Quality

- We strive to be the very best tribal community college.
- We employ qualified faculty and staff in all positions.
- We maintain accreditation.
- We structure the institution to optimize the skills and contributions of all.

Dakota Values

- Woksape*** - Wisdom
- Wicowahba*** - Humility
- Wowaditake*** - Courage
- Wawokiya*** - Generosity
- Wowaditake*** - Fortitude
- Waohoda*** - Respect
- Ohañ Owotana*** - Honesty



CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

TABLE OF CONTENTS

TELEPHONE DIRECTORY.....	1
ACTIVE SHOOTER	
Required Action - LOCKDOWN	2
Aftermath: Incident under control (Security & Facilities).....	3
BOMB THREAT	
Required Action	4
Instructors & Other Staff Responsibilities	4
Security, Facilities, Maintenance & Custodial Staff.....	5
Aftermath: Incident Under Control (Security & Facilities)	6
BUS ACCIDENT	
Required Action	7
FIRE	
Required Action	8
Aftermath: Incident under control (Security & Facilities)	9
HAZARDOUS MATERIALS	
Required Action	10
Facility Maintenance & Custodians	11
NEIGHBORHOOD THREAT	
Required Action	12
TORNADO	
Required Action	13
Security, Facilities, Maintenance & Custodial Staff.....	13-14
VIOLENCE: NO WEAPONS	
Required Action	15

***Internal document for employee use. Common sense should be used!
Campus Facilities Management and Chief of Security are in
charge during any emergency situation!***

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

TELEPHONE DIRECTORY

Lake Region Crisis Line 701-662-5050
24 Hour Hot Line 800-472-2911

CCCC Staff

SECURITY DEPARTMENT701-766-1345
 Cell 701-230-8933
FACILITIES DIRECTORS OFFICE 701-766-2384
 Cell 701-351-5848
DEAN, ACADEMICS..... 701-766-1309
 Cell..... 701-650-1943
DEAN, ADMINISTRATION 701-766-1321
 Cell 701-230-9706

Community

ALTRU Clinic (Devils Lake) 701-662-2157
AMBULANCE 701-766-4223
Benson County Sherriff 701-473-5357
BIA 701-766-4231
Clinic (Fort Totten) 701-766-1600
Clinic (Devils Lake –Altru) 701-662-2157
FIRE 911
Fort Totten Emergency Management 701-766-1214
Fort Totten Mental Health 701-766-1613
Lake Region Human Services 701-662-2200
Mercy Hospital 701-662-2131

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

ACTIVE SHOOTER SITUATION

Examples: Shooter in school, hostage situation

REQUIRED ACTION:

LOCKDOWN: announced by security/facilities in person or by telephone

Immediately close & lock your door and move away from the door (door should be locked from the exterior already)

- ✚ **DO NOT** evacuate into hallways if fire alarms sounds; intruder may be present. Stay in room until escorted to safety, unless danger from smoke or fire is imminent.
- ✚ Try to get out of view of the door or window and stay put.
- ✚ If in the hallway, get to closest room or exit facility and get as far away as possible (do not attempt to re-enter the facility).
- ✚ If in the hallway when law enforcement enters stay on the ground and do not run at them as they do not know who may be involved.
- ✚ Once law enforcement passes you, they will instruct you on where to go.
- ✚ Do NOT open the door for anyone once in the room as you do not know who may be involved with the situation.
- ✚ Stay put until security or law enforcement opens the door.
- ✚ Upon end of situation, meet with your immediate supervisor to find out what further instructions to do.

For: Safety/Security Director & Staff

- Order LOCK DOWN – In person to each department of by telephone/telephone intercom
- LOCKDOWN all offices/rooms in the building.
- If possible keep location of suspect known (via security cameras, listening through door, visually seeing armed intruder).
- **Call 911** with the following information
 - Location of suspect(s)
 - Number of suspects.
 - Types of weapons.
 - Description of suspect(s).
 - Anything the suspect(s) says
 - Silence fire alarms
- Document the event.

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

ACTIVE SHOOTER SITUATION
Phase II – Incident Under control

For: Deans, Academic & Administration & Director of Student Success

- Release Reunification Site determined by Law Enforcement depending on safest location after incident
- Work with Facility Director
- Field phone calls
-

For: Security Director

- Assist Bureau of Indian Affairs Law Enforcement with evacuation:
 - Escorting students with teacher to evacuation point.
 - Escorting injured to triage.
 - Escorting students to interview area.

For: Facility Director

- Remain at Command Post
- Liaison to Emergency Operations Center.
- Assist evacuation and reunification site.
- Determine if transportation is needed.

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

BOMB THREAT

REQUIRED ACTION:

- ✚ ***Follow evacuation instructions as directed by Security or Facilities Departments at the time of threat.***
- ✚ ***Do NOT use cell phones or radio.***

For Persons receiving the threat or observing suspicious packages/items:

- ✚ ***Immediately report any threat to the Security Office (#1345) (phone call, letter, email, conversation or overheard conversation of a threat).***

Information to obtain during threat:

- ✚ ***Check caller ID, if available***
- ✚ ***Try to keep caller on the line***
- ✚ ***Use another line to call 911***
- ✚ ***Individual's name***
- ✚ ***EXACT words said, including time and place***

For: Instructors & Other Staff

- **Inspect classroom or work area for unusual objects**
- **Evacuate the room or building if directed.**
- **Lock the classroom door.**
- **Attach paper to door notifying of suspicious object in room (if applicable)**

BOMB THREAT - Continued

For: Security/Facilities Director

- **Do NOT use cell phones or radio near a suspicious object.**
- Call 911 – Report bomb threat
- Alert Support Team (Deans, Maintenance & Custodial Staff)
- Search Exits & exterior of building for suspicious people and objects **before** building is evacuated, **unless** explosion is imminent!
- Determine the extent, if any, of evacuation and carry out depending on circumstances
- If evacuation is needed, Evacuate to a Marshalling area to be determined by Security/Facilities Directors.
 - Away from bushes, cars, houses, etc.
 - Supervise evacuation if ordered.
 - Check common areas for students and staff unaccounted for.
- Notify each department in person or by telephone/telephone intercom system of marshalling area.
- **Do NOT use cell phone or radio to communicate, if near object**
- Search boiler room and all custodial areas
- Search roof of building
- Search common areas

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

BOMB THREAT – Aftermath: (Incident Under control)

For: Security Director

- Establish contact with command post
- Establish contact with Bureau of Indian Affairs Law Enforcement (BIA)
- Announce where students can be picked up
- Release information in conjunction with BIA
- Check with Instructors to account for all students
- Relay information to command post & evacuation/reunification site of
 - ✓ Missing Students
 - ✓ Found students
 - ✓ Injured/trapped students
 - ✓ Deceased students/staff
 - ✓ Areas searched
- Supervise student release:
 - ✓ Have parents/adult sign student sign-out form
 - ✓ Retrieve student from teacher
 - ✓ Escort student to reunification area
- Assist with supervision of students

If student is missing, injured transported to hospital or morgue:

- Escort parents/adult to information area.

For: Facilities Director

- Stay at Command Post
- Work with Emergency Team
- Keep staff informed of incident

For: Instructors

- Account for all students
- Monitor students' health
- Keep track of all students until returned to class or signed out

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

BUS / STUDENT VAN ACCIDENT

REQUIRED ACTION:

Driver:

- Call police department to report accident
- If there are injuries, request an ambulance
- Call Facility Manager with vehicle number and location of accident
- **(701-766-2384) or (#766-1345) or (701-766-1144)**
- If after hours call Facility Manager at home (SEE PHONE PAGE FOR NUMBERS)
- Keep all students on the bus unless there is a reason to evacuate the bus.
- Provide emergency first aid treatment & **DO NOT** move the injured unless **ABSOLUTELY NECESSARY**.
- Check the student roll to make sure there is an accurate list of students involved in the accident.
- Injured students will be identified and taken to the hospital; also the driver will find out what hospital the students have been taken to.

- **At no time are the driver or students involved to make statements to news media**

For: Facilities

- Dispatch a bus to replace the one involved in the accident
- Notify the Academic Dean (701-766-1309) and Director of Student Success (701-766-1374).
- Along with Law Enforcement personnel, Facility Director will help keep the area clear of spectators and parents.

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

FIRE

REQUIRED ACTION – if alarm is heard

- ✚ Exit facility at the nearest exit.

REQUIRED ACTION - if a fire is seen

- ✚ If smoke or fire is seen, activate nearest fire alarm.
- ✚ Call 911
- ✚ Report location of fire or smoke to Security/Facilities Office (#766-1345) or (#766-2384)
- ✚ Evacuate; do not exit towards smoke

For: Security & Facilities Director:

- **Call 911**
- Notify Academic Dean (#1309)
- Evacuate
- Document the event
- Watch for fire department and report information to them.
- Transportation needs

For: Facilities Director/Maintenance/Custodian:

- Check common areas for students and staff
- Evacuate

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY ***ACTION*** PLAN

FIRE – Aftermath: Incident under Control

For: Safety/Security Director:

- Order return to building if directed by Fire Department
OR
- Direct Evacuation from Marshalling area to Reunification Site
- Account for all students
- Check with instructors to account for all students
- Supervise students until release
- Prepare facts for Emergency Team
- Remain at command post to help emergency responders
- Relay Information to Command Post of:
 - Missing students
 - Found students
 - Injured students
- Supervise student release:
 - Have parents sign Student Sign Out Form & collect them
 - Retrieve student from teacher
 - Escort student to Reunification area
- If student is missing or transported to hospital:
 - Escort parents/adult to information area
- In conjunction with Fire Department
 - Issue news release
 - Announce where parents/adults should respond
 - Field phone calls from students/families

For: Maintenance/Custodian:

- Remain at Command Post to assist Security/Safety Officers

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY ***ACTION*** PLAN

HAZARDOUS MATERIALS

REQUIRED ACTION:

- ✚ ***Follow evacuation instructions at the time of threat - as directed by security or facilities in person or by telephone or telephone intercom system.***
- ✚ ***Report any and all spills of hazardous materials to the Security Office (#1345) (701-766-1302) or Maintenance (#2384, 1345, 1144)***
- ✚ ***If you smell natural gas, DO NOT use cell phone DO NOT do anything that may create a spark or static electricity***

For: Instructors & Staff:

- ✚ If directed to SHELTER
 - Close all windows and doors
 - Do NOT go into hallway for water.
 - If directed TO MOVE TO ANOTHER AREA Close classroom door.
 - Upon reaching Marshalling area, take roll.

For: Security Officer:

- ✚ ***Call 911- report hazardous material spill***
- ✚ Coordinate actions with Facilities Director & Maintenance Staff
- ✚ Through a news release:
 - Inform of sheltering in place OR
 - Inform of student pick up area
 - Arrange transportation if needed

For: Maintenance/Custodian:

- ✚ Shut off air handling system
- ✚ Close doors
- ✚ Respond to command post
- ✚ Assist Facility Director
- ✚

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

HAZARDOUS MATERIALS – continued

For: Facility Director:

- ✚ Notify Academic Dean (**#1309**) and Administrative Deans (**#1321**) See cell #'s on page 1
- ✚ Establish Command Post in safe area in building
- ✚ Establish support team staging area
- ✚ Interview individual who reported the spill
 - Location
 - Volume of spill
 - Chemical spilled (markings & Labels)
- ✚ Meet with Fire Department upon direction of incident
- ✚ If **EVACUATION** is necessary:
 - Check wind direction; evacuate perpendicular to the wind not into the chemical – avoid plumes, clouds, and obvious chemical substances.

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

NEIGHBORHOOD THREAT

REQUIRED ACTION:

- ✚ ***Follow evacuation/lockdown instructions as directed by security and facilities departments at the time of threat.***

- ✚ Report observations to Security Director (**#1345**) (**766-1345**)
- ✚ Follow appropriate recommendations:
 - ***LOCKDOWN: Close & Lock doors, stay away from doors & windows***
 - ***EVACUATION: As directed by security and facilities***
- ✚ Notify Academic Dean (**#1309**) and Administrative Dean (**#1321**)

For: Security & Facilities Directors:

- ✚ Call Academic Dean (**#1309**), Administrative Dean (**#1321**), Maintenance and Custodial Staff
- ✚ Monitor and staff ALL entrances and exits
- ✚ Relay instructions from Facility Manager to staff.
- ✚ Assist Instructors with LOCKDOWN and/or EVACUATION
- ✚ Continue communication with Facility Manager
- ✚ Establish communication with Bureau of Indian Affairs Law Enforcement
- ✚ Field phone calls
- ✚ Alert Transportation Director of Possible changes in normal operation.
- ✚ Document the event
- ✚ Determine if EVACUATION is required

For: Maintenance/Custodial Staff:

- ✚ Ensure generator is in operating order
- ✚ Assist with LOCKDDOWN

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

TORNADO

REQUIRED ACTION:

Designated shelter area: "OLD" STUDENT UNION BY FRONT ENTRANCE OF THE COLLEGE

- ✚ If Directed by Security and/or Facilities, report to designated shelter.***
- ✚ Get beneath heavy furniture or line up along the wall of an interior hallway on the lowest floor available.***
- ✚ Stay away from windows/glass.***
- ✚ Kneel on the floor with elbows touching the floor and hands clasped behind the neck to protect the head***
- ✚ Avoid auditoriums, gyms, or other rooms with wide free-span roofs.***
- ✚ For other Severe Weather such as blizzards, flash flooding, winds – follow directions by Security and Facilities at the time of threat.***

For: Instructors & Other staff

- Take students to sheltering.
- Close classroom door.
- Take roll when sheltering area is reached.
- Tell students to duck and cover.
- Attempt to keep calm.
- Each teacher will check for student injuries
- Students will help check on other students in the class
- Each Instructor will report to the Director of Safety or Support Team member regarding the welfare of the students in the class.

For: Security/Facilities Department:

Keep the school's NOAA All Hazards Weather Radio on at all times.

- If it sounds, tune to the Emergency Alert System for information. The approximate location and direction of the tornado is usually given.
- Make announcement to students and staff to move to "old" student union at front entrance of college.
- If the building is hit, call 911
- Supervise sheltering in hallways and other designated areas.
- Check large room span areas such as gyms for students and staff.
- Communicate with office of areas checked.

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

TORNADO/SEVERE WEATHER RESPONSE - Continued

For: Facilities Director (Maintenance/Custodial staff)

- Close end-of-hallway doors to prevent “tunnel effect.”
- Turn off gas in boiler room.
- If a tornado strikes, check all utilities after it hits. The tornado may have broken gas, electrical, or water lines.
- If necessary, turn off electrical current, gas, and water coming into the building.
- Check the entire building for damage before allowing students and staff back in.
- Report findings to the Director of Safety (#1345)

CANKDESKA CIKANA COMMUNITY COLLEGE
EMERGENCY **ACTION** PLAN

VIOLENCE: NO WEAPONS

Examples: Student altercations, riot, gang fights, intruder, disruptive person

REQUIRED ACTION:

- ✚ Call Security (**#1345**), Bureau of Indian Affairs Law Enforcement (**701-766-4231**) or **911** depending on incident.
- ✚ Security campus radios for use are located:
 - Library
 - Registrar's office / Front window
 - Gym staff offices
 - Academic Administrative Assistant – Administrative Wing
 - Daycare
 - Administrative Dean – Technology/Title III Wing

NOTE: School staff members will deal with these issues on a case-by-case basis and will call for assistance as needed.

For: Security/Facilities Department:

Provide information to Emergency Personnel if necessary

- Suspects
- Victims
- Witnesses
- Incident

