

St. Stephens Indian School
School Readiness and Emergency Procedures

Updated July 2020

St. Stephens Indian School
School Readiness and Emergency Procedures

If you see a potentially dangerous situation, immediately notify the office.

K-8 Building - 307.856.4147, HS Building - 307.857.9400

If you see a potentially life-threatening situation, immediately call 911.

Chain of Command:

Incident Commander	Matt Mortimore (H.S.) Greg Juneau (Elem.)
Transportation Director	Martin Gonzalez
Plant Manager	Keenan Groesbeck
Public Information	Frank No Runner
Liaison	Keenan Groesbeck

Calming Statement:

“We are experiencing a possible emergency situation here at St. Stephens Indian School. The school has a crisis intervention team in place and people from the school and community are on their way to help. When we know more, we will let you know. It is very important to follow instructions, remain quiet, stay calm, and cooperate. Your help is essential to our safety.”

Chain of Command

Shelter in Place/Stay Put

You will be notified by intercom or personal contact, as necessary, that the Shelter in Place/Stay Put plan has been put into effect.

Shelter in Place/Stay Put is called when there is a threat or hazard outside of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. Shelter in Place/Stay Put uses the security of the physical facility to act as protection.

The Shelter in Place/Stay Put protocol demands bringing students into the main building and locking all outside access points.

Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as gym class, would return to the building and, if possible, continue class inside the building.

Shelter in Place/Stay Put

Fire Plan

You will be notified of a fire by alarm system.

Staff Responsibilities:

1. Evacuate students in an orderly manner. Please walk, do not run.
2. Staff and students must be 100 feet from the building.
3. Take roll.
4. Report any missing students to the Administration.
5. Monitor students and wait for further instruction.
6. If the building is not to be re-entered, instructions will be given to relocate to an off campus site (see next page).

Note: If a teacher is not with his/her class at the time of an evacuation, he/she is to go, as soon as possible, to the area where the class has assembled.

Student Responsibilities:

1. Follow all teacher/staff directions.
2. Stay with the class.

Fire Plan

Lock Down

This plan is to be used in emergency situations in which students and staff are in danger and need to take protective action.

You will be notified by intercom or personal contact, as necessary, that the lock down plan has been put into effect.

Teacher Responsibilities:

1. Check hallways for students. Take them into your room whether they are a part of your class or not.
2. Lock classroom doors.
3. No one enters or leaves the classroom except law enforcement or administrative personnel. No one responds to knocking at the door.
4. Turn off lights, televisions, and computers.
5. Account for all students. Use your emergency roster.
6. Keep students away from windows. Keep students quiet and close to the floor (or in the safest location in the room).
7. Remain calm, stay with students at all times (calming statement can be utilized).
8. If an intruder is trying to get into your classroom or has gotten in, do not be a passive victim. If there is an outside door, exit the classroom and run to the other school. Deny the intruder entry by barricading the door with desks, chairs, bookshelves, etc.; enlist the help of the students. If entry is gained, the teacher must react with judgement; do not allow your students to become stationary victims.
9. Use supplies in Go Kit, if necessary.

Student Responsibilities:

1. Follow all teacher/staff instructions.
2. Go immediately to the nearest open classroom where other students and teachers are present.

***** Lock down concludes only when your door is unlocked by facilities personnel. There will be no announcements. *****

Lock Down

Evacuation/Relocation Plan

The Evacuation Plan is to be used when there is an emergency in the building that requires staff and students to exit the facility. The Relocation Plan is to be used when students and staff need to be relocated to an alternate facility for safety reasons.

You will be notified of the Evacuation/Relocation Plan by intercom. If students and staff are already outside as a result of an Evacuation Plan, personal contact or intercom announcements will inform you that the Relocation Plan is in effect.

Staff Responsibilities:

1. Evacuate students in an orderly manner. Please walk, do not run.
2. Keep your class together and move quickly taking the crisis packet.
3. Take roll.
7. Report any missing students to the Administration.
8. Monitor students and wait for further instruction.
9. If the building is not to be re-entered, instructions will be given to relocate to an off campus site. We will relocate to:
 - 1) Elementary/Middle School to High School Gym, High School to Elementary/Middle School Gym
 - 2) Arapahoe School
 - 3) Fremont Country Fair Building

Student Responsibilities:

1. Follow all teacher and staff directions.
2. Stay with your class.

Note: If a teacher is not with his/her class at the time of an evacuation, he/she is to go, as soon as possible, to the area where the class has assembled.

Note: Students and staff who are away on a field trip will be notified via bus radio on where and how to proceed.

Evacuation/Relocation Plan

Student Release and Reunification Procedures

In the event that students are to be released to parents/guardians as a result of an emergency, the Student Release and Reunification Procedures are to be followed as closely as possible on and off campus. See documents attached to this flip-chart for detailed descriptions.

Students are to be released only to parents or guardians.

1. Parents/guardians will be directed to the pre-determined reception and check out area.
2. A member of the school staff or designated person will greet parents/guardians and provide instructions.
3. Adults will be asked to show identification.

Student Release and Reunification Procedures

**St. Stephens Indian School
Crisis Plan Telephone Numbers**

Elementary/Middle School Office:

(307) 856-4147

High School Office:

(307) 857-9400

Frank No Runner - Superintendent:

Cell Phone - (307) 851-2104

Greg Juneau - Elem./MS Principal:

Cell Phone - (307) 840-2684

Matthew Mortimore - HS Principal/Athletic Director:

Cell Phone - (307) 921-1472

Keenan Groesbeck - Plant Manager:

Cell Phone - (307) 840-1780

Martin Gonzalez - Transportation Director:

Cell Phone - (307) 840-3948

Lacy Cloud - K-12 Counselor:

Cell Phone - (307) 431-9945

Crisis Plan Telephone Numbers

Announcement Procedures

Shelter in Place/Stay Put

Announcement: "Staff and students, we are now in a 'shelter in place.' Please stay in your classrooms."

Lock Down

Announcement: "Staff and students, we are in a lockdown."

Fire Plan

*** There is no announcement for a fire. It will commence with the fire alarm. ***

Evacuation/Relocation Plan

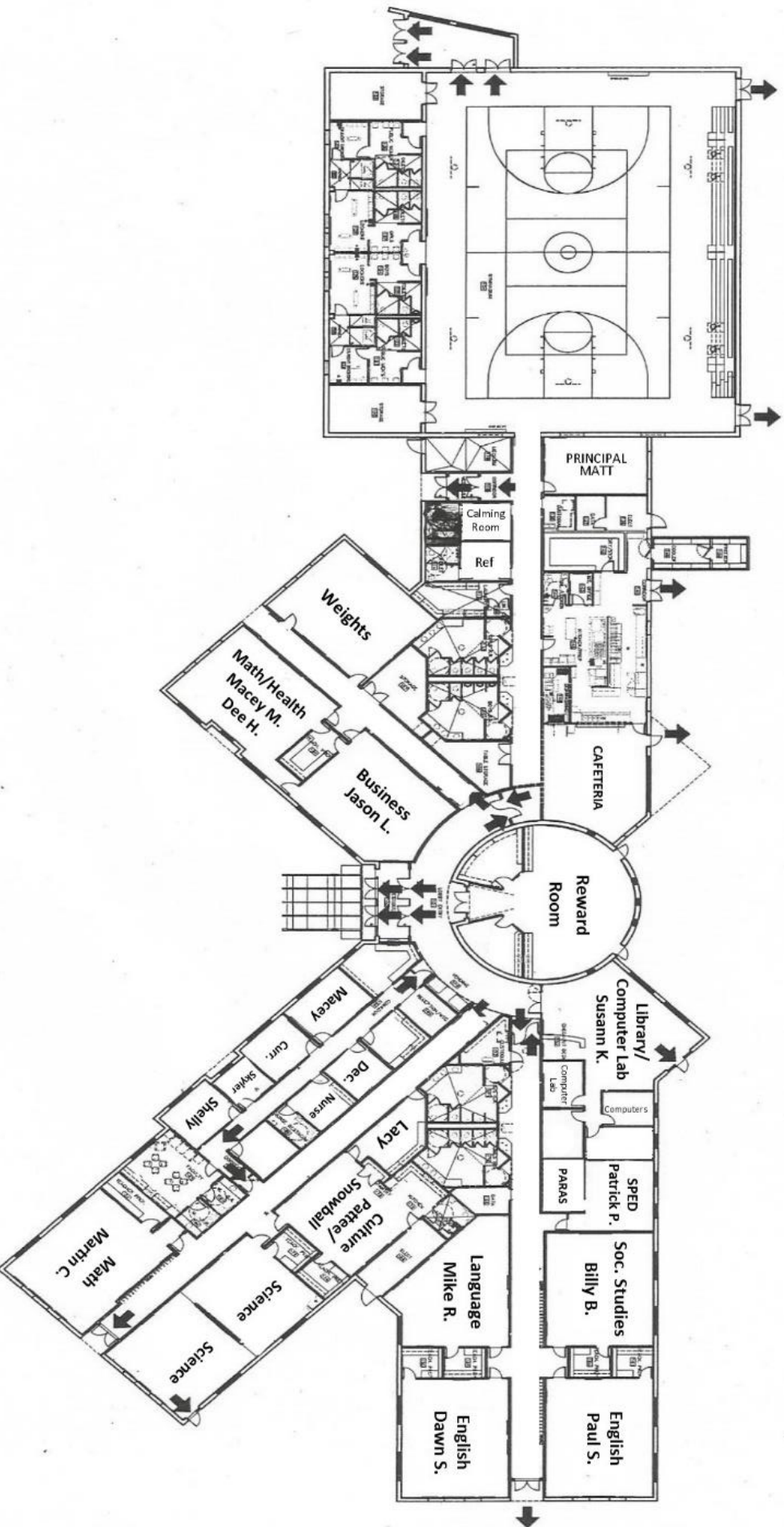
Evacuation Announcement: "Staff and students we are to evacuate the school."

Relocation Announcement: "Staff and students we are to relocate to another facility. Go to the front of the school and load the buses."

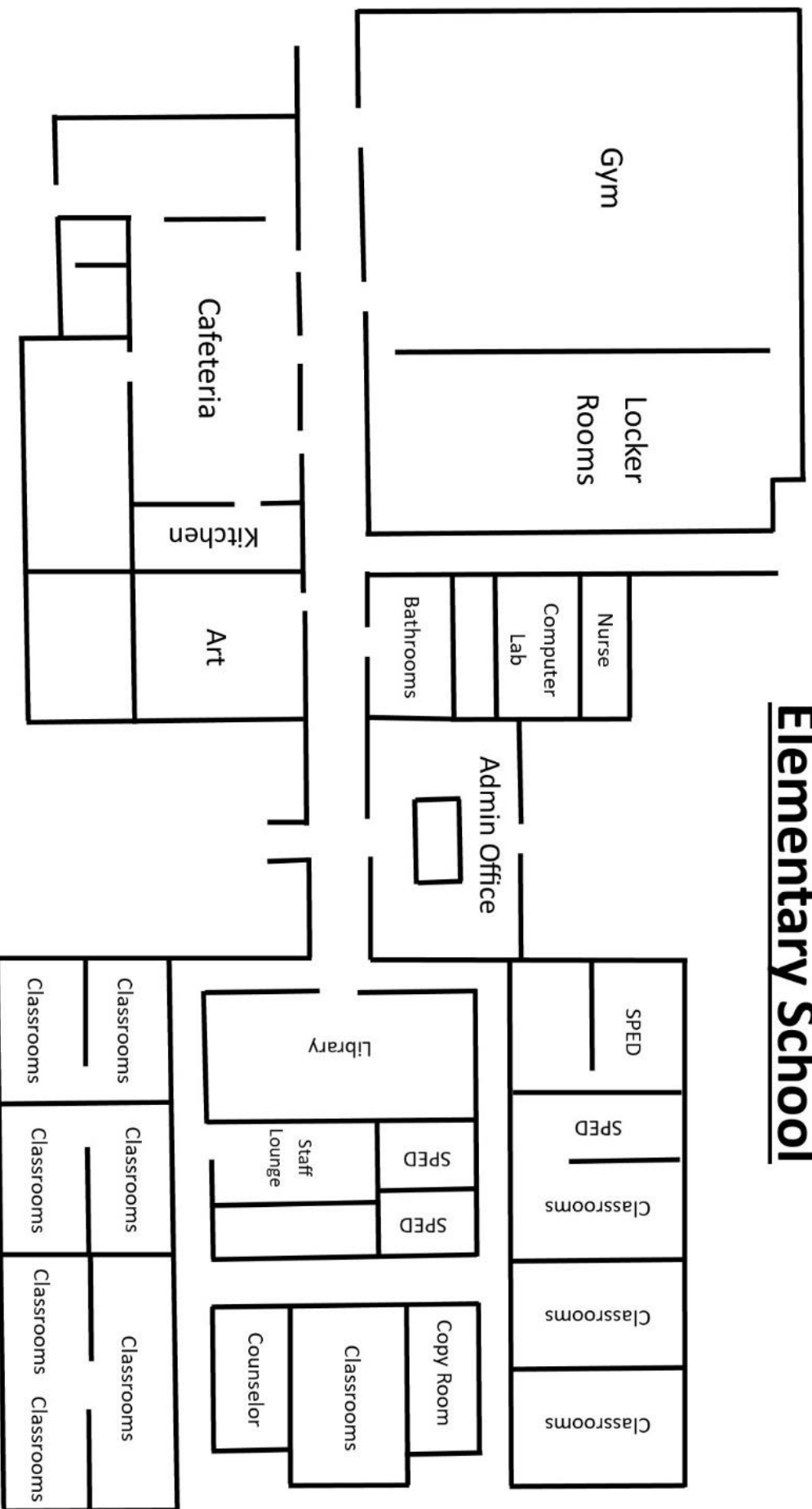
St. Stephens Indian School Maps

See the following pages for maps of facilities.

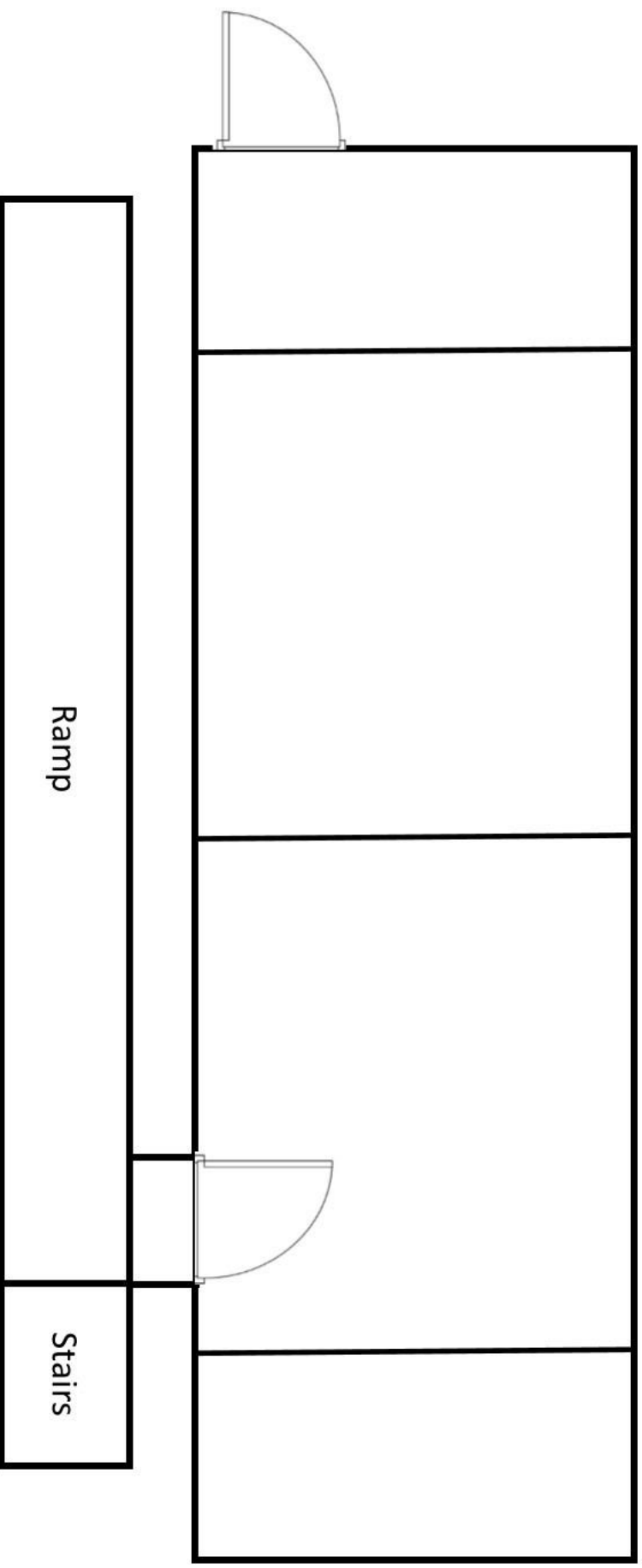
ST. STEPHENS HIGH SCHOOL



Elementary School



Student Support Trailer



St. Stephens HS Reunification Plan

Bus drop off is for when Arapahoe School needs to use our facility or if our school has to return from an emergency situation and have to reunify the students.



Student Unload Area

Police/Principal Interview Area

- Matt
- BIA Officers

Counseling/Support Rooms

- Lacy
- Abby (Nurse)
- Patrick

Hall Supervisor:

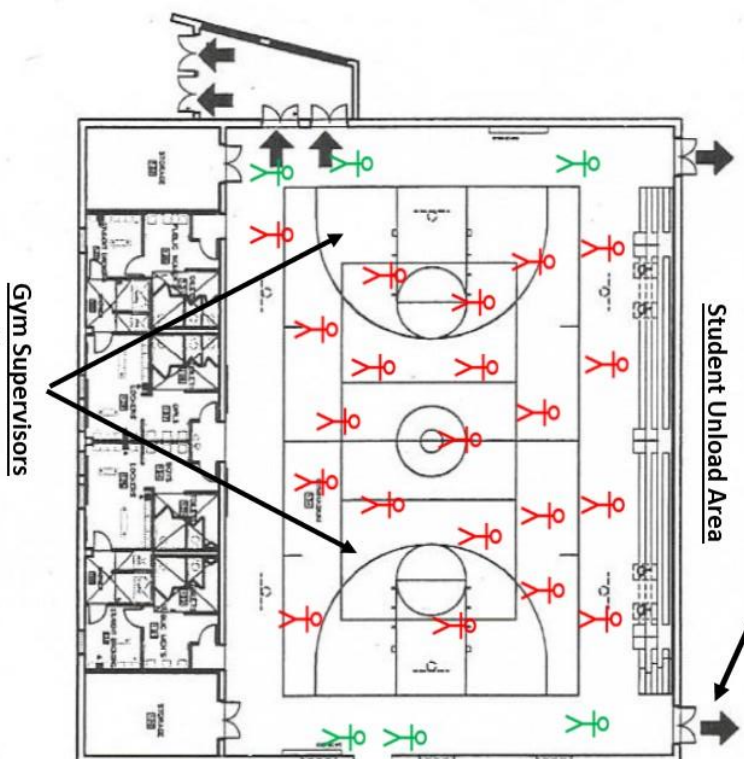
- Martin

Student Retrievers:

- Science Teacher
- Paul
- Jason

CAFETERIA

Reward Room
Lit Comp Sus

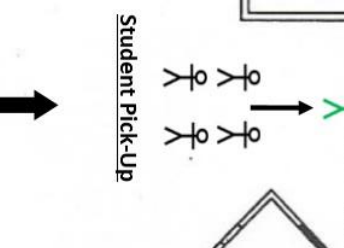


Gym Supervisors

- Dawn
- Melvin
- Mike
- Pattee
- Steve
- Susann

Student Pick-Up

Billy



Door Security:

Guardian Checkers:

- Skyler
- Shelli
- Macey

Parent Entry:

- Must have ID
- Fill out student retrieval form.
- Once approved walk to the student pick-up door.



Reunification Door Security

Dee
Susann

Gym Supervisors

Classroom Teachers
SpEd Aids

Gym

Boys
Locker
Room

Girls
Locker
Room

Nurse

Guardian Checkers
Jasmine
Alicia
Rosalie

**Reunification
Area**

Student Retrievers

Marla
Sandra
Kira
Carol

Counseling/Support Rooms

Lacy
Wind River Cares

Police Interview Area

BIA Officers

Cafeteria

Art

Front Door

Parent Entry Area

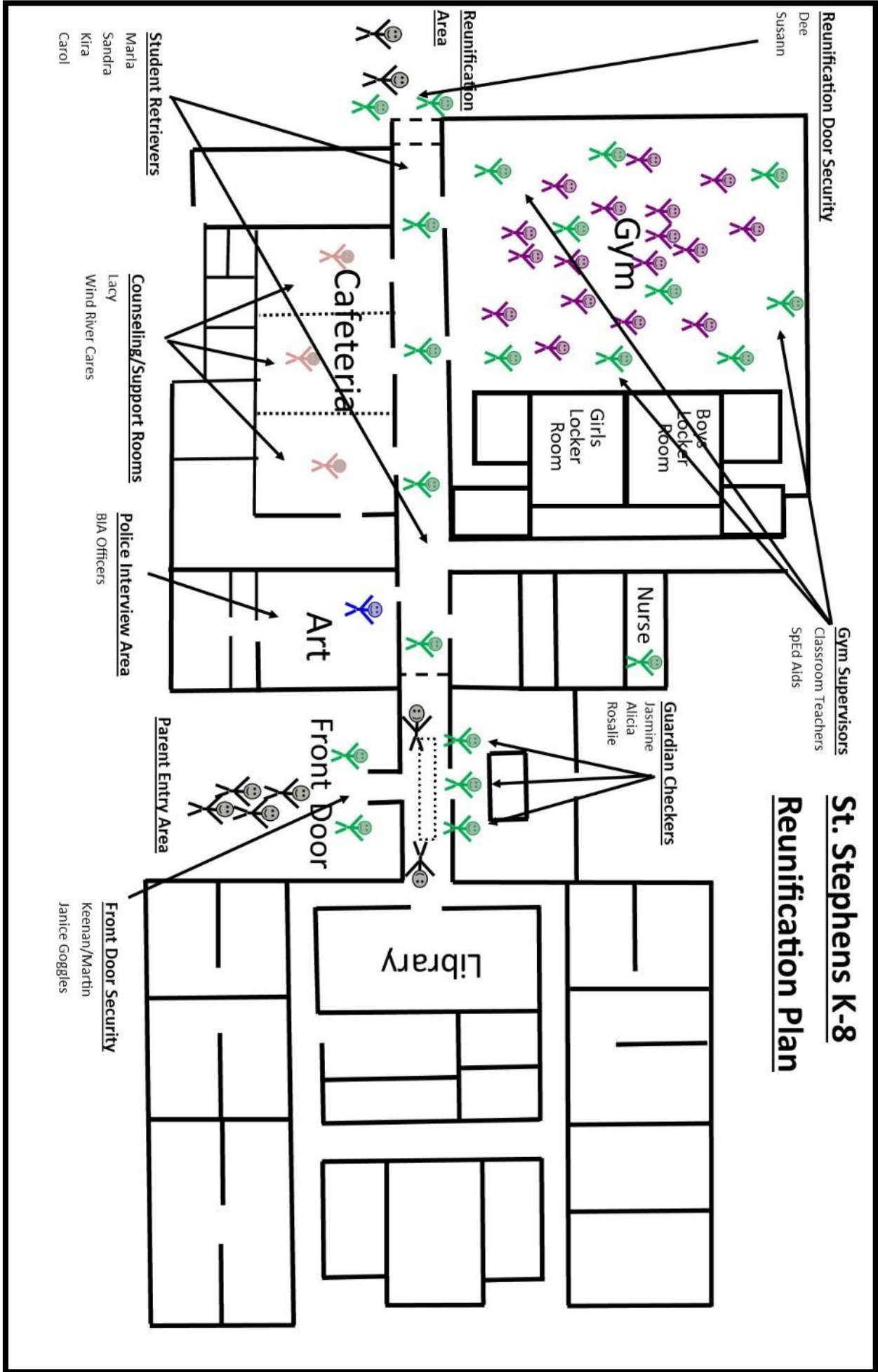
Library

Front Door Security

Keenan/Martin
Janice Goggles

St. Stephens K-8

Reunification Plan



Counseling/Support Rooms

- Lacy
- Abby (Nurse)



Bus drop off area.

Police/Principal Interview Area

- Matt/Greg
- BIA Officers

Gym Supervisors

- Other Staff not already assigned to an area

Student Retrievers

- Patrick P.
- Jason Lucas
- Dawn Hedges

Door Security:

- Skyler
- Billy
- Tyrel

Guardian Checkers:

- Shelli
- Macey
- Jasmine
- Alicia
- Rosalie

Parent Check/Entry:

- Must have ID
- Fill out student retrieval form.
- Once approved walk to the student pick-up door.

**Arapahoe (Old Gym)
Reunification Plan**

