

# EMERGENCY ACTION PLAN



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CANKDESKA CIKANA  
COMMUNITY COLLEGE

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*Spirit Lake Dakota Nation*



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*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.
- We value working together.

### ***Commitment to Quality***

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

## Institutional Outcomes

- Students will demonstrate innovative and critical thinking skills through effective communication.
- Students will demonstrate skills that promote ethical, responsible, dependable, and respectful behavior.
- Students will search, process, present, and distribute information using various modes of technology.
- Students will demonstrate an understanding of Dakota culture and tribal values.

## Dakota Values

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



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



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**TELEPHONE DIRECTORY**

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

**CCCC Staff**

SECURITY DEPARTMENT .....701-766-1345  
    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

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**ACTIVE SHOOTER SITUATION**

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**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.

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***For: Safety/Security Director & Staff***

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- Order LOCK DOWN – In person to each department or 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.

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**ACTIVE SHOOTER SITUATION**  
**Phase II – Incident Under control**

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

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

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- 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.

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**For: Facility Director**

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

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***BOMB THREAT***

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**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***

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**For: Instructors & Other Staff**

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- **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)**



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## ***BOMB THREAT - Continued***

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### ***For: Security/Facilities Director***

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- **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

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***BOMB THREAT – Aftermath: (Incident Under control)***

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***For: Security Director***

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- 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.

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***For: Facilities Director***

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

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***For: Instructors***

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

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***BUS / STUDENT VAN ACCIDENT***

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**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**

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***For: Facilities***

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- 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.

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**FIRE**

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**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

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***For: Security & Facilities Director:***

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

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***For: Facilities Director/Maintenance/Custodian:***

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- Check common areas for students and staff
- Evacuate

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***FIRE – Aftermath: Incident under Control***

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***For: Safety/Security Director:***

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- 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

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***For: Maintenance/Custodian:***

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- Remain at Command Post to assist Security/Safety Officers

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**HAZARDOUS MATERIALS**

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**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**

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**For: Instructors & Staff:**

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- ✚ 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.

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**For: Security Officer:**

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- ✚ **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

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**For: Maintenance/Custodian:**

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

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***HAZARDOUS MATERIALS – continued***

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***For: Facility Director:***

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- ✚ 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.

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***NEIGHBORHOOD THREAT***

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**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)

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***For: Security & Facilities Directors:***

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- ✚ 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

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***For: Maintenance/Custodial Staff:***

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



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**TORNADO**

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**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.***

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***For: Instructors & Other staff***

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- 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.

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**For: Security/Facilities Department:**

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***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.

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***TORNADO/SEVERE WEATHER RESPONSE - Continued***

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***For: Facilities Director (Maintenance/Custodial staff)***

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- 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)

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***VIOLENCE: NO WEAPONS***

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***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.

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**For: Security/Facilities Department:**

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Provide information to Emergency Personnel if necessary

- Suspects
- Victims
- Witnesses
- Incident

