

EMERGENCY PLAN

CHILD SAFETY PREPAREDNESS

SY: 2023-2024

STAFF MANUAL

CANKPE OPI OWAYAWA

WOUNDED KNEE DISTRICT SCHOOL



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Mission Statement

The Mission of Wounded Knee District School is to educate the Future Leaders of the Oglala Sioux Tribe by:

- Incorporating the Lakota Language and Values into all programs and services.
- Providing for the needs of individual students and their families.
- Assisting students to acquire the academic and social skills for meaningful and productive life in modern society

PREFACE

The major purpose of this guide is to provide procedures for the staff to use in the event a disaster should occur within the school or area and are meant to provide necessary safety measures for all students and staff within our school system.

All staff is required to read and fully understand this manual because there should be no hesitation in their actions should an emergency event does occur.

All Parents will be notified of this plan and the course of action to be taken in the Child Safety Preparedness Plan in order that the Wounded Knee District School keeps everyone informed that we are ensuring that our children are kept safe.

Parent(s) or Guardian(s) are requested to make arrangements with their student concerning where to go if school is dismissed early and there is nobody home to provide proper supervision.

There will be four (4) fire drills conducted during each year and two (2) natural disaster drills documented each school year and evacuation routes for fire drills will be posted in each room at the school and (2) Intruder Drills.

Teachers will instruct students about the various types of disasters and the procedures to follow for a specific type.

This manual has been revised and approved by the Wounded Knee District School Board action on _____ 20_____.

Wounded Knee District School, Principal

Wounded Knee District, School Board Chair

Emergency Response Telephone Numbers

All Emergencies - 911

Oglala Sioux Tribe Dispatch Center.....	867-5111
Emergency Medical Services.....	867-5999
Fire.....	867-5786
Poison Control Center.....	1-800-222-1222

Offices

Oglala Sioux Tribe Ambulance Base.....	867-5999
Pine Ridge Fire Department.....	867-5768
Wounded Knee District School.....	867-4350
Pine Ridge Indian Health Service.....	867-5131
Poison Control Center.....	1-800-222-1222

Evacuation Roles in Emergency Situations

Personnel	Responsibility
Principal,	Establish Line of Authority, Monitor Front Doors.
All Teachers, Para Professionals.....	Evacuate with Students to Football Field K-2 Students use Northwest "EXIT" 3-4 Students use Northeast "EXIT" 6-8 use East "EXIT"
Receptionist.....	Communications as ordered by the Principal to all Staff for warnings and instruction
Food Service Department.....	Clear Gym & Kitchen Areas
Office Staff Member.....	Clear all Administration, Business Offices and Restrooms,
Facilities Department.....	Clear all Counseling and adjoining offices, Computer Room, IT, Lakota Room, Resource Room,
Staff Member	Clear all Upper Grade Learning Lab Rooms
Staff Member	Clear all Lower Grade Learning Lab Rooms
Daily Bus Drivers.....	Move all buses into Evacuation positions on west of School.
Facilities Department.....	Final Check for Evacuation in all classrooms.

SAFETY ZONE 1

LOCATION: Football Field Northeast side of School

GRADES/CLASSES: K

1st

2nd

3rd

4th

Property and Supply Staff, Project Aware Staff

All teachers will ensure that an attendance roll is taken, and all children are accounted for before your class retreats to your safety zone and also when the emergency is over, and your class is returned to their classroom. When the warning is issued, the teacher and students will exit in a single file out of your classroom(s). Once everyone is situated the contact person will let the Principal know and all will remain in their SAFETY ZONES until the threat of fire has passed. At that point, everyone will be directed to his or her respective classrooms or out of the building and on to the buses.

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SAFETY ZONE 2

LOCATION: Southeast side of Football Field

CONTACT: Facilities Department

GRADES/CLASSES: 5th

6th

7th

8th

GT Staff, Resource Room, Counselors

All teachers will ensure that an attendance roll is taken, and all children are accounted for before your class retreats to your safety zone and also when the emergency is over, and your class is returned to their classroom. When the warning is issued, the teacher and students will exit in a single file out of your classroom/s. Once everyone is situated the contact person will let the Principal know and all will remain in their SAFETY ZONES until the threat of fire has passed. At that point, everyone will be directed to his or her respective classrooms or out of the building and on to the buses.

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SAFETY ZONE 3

LOCATION: Flagpole in Front of School

CONTACT: Facilities Department

GRADES/CLASSES: Office Staff, Kitchen Staff, Business Office Staff, P.E./Gym

All teachers will ensure that an attendance roll is taken, and all children are accounted for and shut off lights and close door before your class retreats to your safety zone and also when the emergency is over and your class is returned to their classroom. When the warning is issued, you will exit in a single file out of your classroom to the to your designated area.

Evacuation/Lockdown Procedures

In order to get the students out of and safely locked into our classrooms in timely manner. Wounded Knee District School will be using an evacuation and lockdown system to lessen the time and thought process to safely move away from the school to the designated loading area (the bus yard) or an alternative area determined by the Principal/ Facilities Department which could include (Post Office Parking Lot). The lockdown areas will remain in the classrooms in the event of a hostage situation or an unauthorized person does have access into the school. The reason behind this process is to lessen the confusion and worry that follows when such events arise.

Procedures for:

Hazardous Materials (HAZ-MAT) Situation

1. Call 911
2. Implement Action Shelter in Place or Action Leave Building once determination has been made by the Principal or designated personnel.
 - a. Leave Building if material is inside the building
 - b. Shelter in place if hazardous material is outside of the building.
3. Follow instructions/procedures set forth by local law enforcement agencies once hazard has been fully identified.
4. If evacuation is required, follow the school's evacuation plan.

Procedure for Fire

Fire Alarm Procedures

- A. The following procedures are to be followed for the evacuation from the classroom and school building.
1. At the sound of the fire drill alarm, the Principal/Designee shall proceed immediately to a well-defined area near the school office in order for the person discovering the fire to report the location of the danger.
 2. Students should stop work immediately. Time is not to be wasted putting on coats or retrieving items from their desk.
 3. The teacher will take charge and lead the group in single file out of the building following the posted fire evacuation routes.
 4. Students who are absent from their regular classroom must not attempt to return to their own group but should leave by the nearest available exit under the direction of the person in charge of that group.
 5. The Principal/Designee and designated personnel will make sure that rooms are empty, and doors are closed.
 6. The Principal/ Designee will give an all clear to return to class.
- B. In the event a fire is detected within the school building, the following will be implemented.
1. Sound the school fire alarm. This will automatically implement action two-leave building.
 2. Turn off all lights and electrical equipment by the Facilities Staff and closing all doors and windows.
 3. The staff in charge will take roll of their group as soon as everyone is safely away
 4. Teachers will maintain control of the students at least 100ft. from the nearest building.
 5. Authorized personnel (Emergency Response) and their assistants will render first aid as necessary.

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6. Notify the O.S.T. Dispatch Office (911) by the Principal and/or a designated staff member.
7. Make sure to keep all access roads open for use by emergency vehicles.
8. The Principal or Facilities Department will determine whether any further action(s) shall be implemented.
9. Fight incipient fires if possible without endangering life.

C. If a nearby fire presents an immediate threat to the students or the school building, the principal shall implement the following.

1. Determine whether the students and staff should leave the building or the immediate area.
2. Take appropriate action for the situation and do not endanger the life, health, or safety of the students and staff.

Procedure for: Severe Weather

The U.S Weather Bureau or the local dispatch in Manderson, SD, can usually forecast severe weather with a high degree of accuracy. If time and conditions permit, Action One-Go Home may be implemented prior to an emergency.

Local severe weather patterns should be sent down and communicated to all staff. These may include such things as what direction windstorms usually come from, what roads get blocked in a snowstorm, etc.

Keep radio tuned to the local station (KILI 90.1 FM) and or (KSDZ 95.5 FM) for the latest weather advice.

Notify utility companies of a break, or suspected break in power or gas lines. Buses will travel at right angles (900) away from the path of a tornado.

A. If a tornado or high winds develop during school hours with little or no warning, the following actions will be taken.

1. Implement Action Three- Take cover over the intercom system.

Every class, wherever they might be will have an assigned SAFETY ZONE to go to in this plan. Because of the amount foot traffic that will travel through the hallways we are asking everyone to be as courteous as possible during this critical time and not push and shove to get to your SAFETY ZONES.

The SAFETY ZONES 1, 2 and 3 will be assigned as follows:

All classes in Physical Education (Gym), GT Room, Sped Room will need to proceed to their respective designated assigned room they are currently in (see map by door), the P.E. teacher will escort that certain class to Safety Zone 03 (Flagpole in front of School) This is very important because the P.E., G/T room and Sped room will not always have the same class all the time. So, they must know where their respective classes are to go to.

B. If severe blizzard conditions develop during the school day with little or no warning, the following actions will be taken;

1. Before the Students' are taken home all precautions such as (Roads cleared, 4x4 usage, etc.) will be made to ensure their safety has been taken. Parents will be notified through local radio, Facebook and the telephone.
2. The Principal or designated personnel will take all precautionary measures necessary and appropriate to execute this process in a safe and timely manner.

These four (4) ACTIONS shall be the result of any (1) or more of the possible disasters:

Action One-Go Home

1. Is considered by administration only if there is time to return the students safely to their homes.
2. Notify parent(s) or guardian(s) by telephone, radio, Facebook or television about early dismissal.
3. Notify Bus Drivers.
4. Dismiss classes as soon as possible.

Action Two-Leave Building

1. Students and staff leave building in an orderly manner to a designated area of safety following the posted Fire evacuation routes.
2. Buses will be provided as soon as possible.
3. Students and staff will follow regular fire alarm procedures.

Action Three- Take Cover

1. Students and staff will move to the designated areas of safety in the building as soon as possible
2. Students and staff will follow the regular tornado drill procedures.

Action Four-Drop

1. The command is given "DROP".
2. Everyone will immediately take the Civil Defense Position:
 - a. drop to knees
 - b. clasp both hands behind the neck

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- c. bury face in arms
- d. make body small as possible
- e. close eyes
- f. cover ears with forearms
- g. Remain in this position until an "ALL SAFE" signal is given by the Principal and or the Designated Personnel to the Teachers, Students and Staff.

Procedure for: Bomb Threat

In the event of a bomb threat within the school building, the following shall be accomplished: Designated person must maintain active contact with local law enforcement
DO NOT HANG UP PHONE.

1. Utilize BLACK TAG Procedure, this will be done by Law Enforcement or the Facilities Personnel by tagging any unfamiliar or questionable items, EXIT the Building.
2. The person receiving the call shall ask the caller. When is the bomb going to explode?
Where is the bomb located?
What time it is set to go off?
What does it look like?
Who is this?
What is your name?
3. The Principal or Facilities Department will notify the police department and give them all the information he/she has.
4. The Principal or Facilities Department will notify the transportation department.
5. The Principal will determine if students and staff need to be further evacuated from the school campus using the school's evacuation plan.

Lock all outside entry doors to reduce the possibility of entry into the building or move safely from the school to the designated loading area (the Baseball field).

EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible

Procedure for Hostage Situation

1. Call 911
2. Don't do anything to escalate the situation before law enforcement arrives
3. Designate personnel to monitor halls and other areas of the building and to direct students to a safe area.
4. Principal and or the Facilities Department will activate Action Three Take Cover
5. All rooms should be secured (locked) and students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to a different location.
6. Make a list of those held hostage.
7. Keep the media informed of the situation so that parents will have accurate information.

If you and your students are taken hostage:

1. Stay calm
2. DO NOT be a hero
3. Follow instructions of captor
4. Cooperate, be friendly if possible, do not argue with or antagonize captor or other hostages.
5. Inform captor of medical or other needs.
6. Be prepared to wait; elapsed time is a good sign
7. Do not try to escape; do not try to resolve the situation by force.
8. Be observant and try to remember everything you see and or hear.
9. If a rescue takes place, lie on the floor and await instructions from rescues.

Procedure for: Lock Down/ Active Shooter/ Weapons

1. Staff should notify office of intruder.
2. Immediate determination if any weapons are present and intent
3. Notify police (911) of the situation.
4. Staff and students shall be relocated from areas of the school in question as deemed necessary.
5. The Principal and or the Facilities Department will implement further action as appropriate & contact law enforcement

SHOOTER:

Profile of an active shooter

- An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm.
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close Range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

How to respond when an active shooter is in your vicinity:

- Quickly determine the most reasonable way to protect your own life. Remember that parents and vendors are likely to follow the lead of employees and managers during an active shooter situation.

Prevent individuals from entering an area where the active shooter may be:

- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

1. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone, keep the kids quiet
- Turn off any source of noise (radios, TVs)
- Hide behind large items (cabinets, desks)
- Remain Quiet

2. TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life and lives of your students are in imminent danger, attempt to disrupt and /or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Will proceed directly to the area in which the last shots were heard.

- Officers may wear regular patrol uniforms or external bulletproof vests.
- Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm, and follow officer's instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/ or yelling
- Do not stop to ask officers for help or direction when evacuating, just
- Proceed in the direction from which officers are entering the premises

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may

also call upon able-bodied individuals to assist in removing the wounded from the premises.

3. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

Once you have reached a safe location or an assembly point, you will likely be held in that area by the law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Bus Accident

- A. The bus driver is the primary responsible adult while students are on the bus.
- B. The bus driver is the primary responsible adult while students are on the bus.
- C. All supervisors of trips (coaches, teachers, bus drivers and sponsors) will have a clipboard with student names and pertinent information. Buses are equipped with first aid kits.
- D. The bus driver and the designated personnel will check for injuries and if possible, will evacuate uninjured and slightly injured.
- E. Do not attempt to move seriously injured passengers unless bus is on fire, and then evacuate all passengers. Designate areas for passengers to assemble (example meet by the telephone pole or fence pole).
- F. The bus driver and designated personnel are responsible for keeping students as calm as possible.
The bus driver will notify the head bus driver with the following information:
1. Injuries
 2. Location of accident
 3. If there is a fire
- G. If the bus driver is incapacitated, the students will follow the bus evacuation plan.
- H. The head bus driver will call 911 and notify the principal.
- I. Secondary transportation will be taken to the scene of the accident and students will be taken home. In case of a serious accident, students will be transported to the Hospital/Emergency room as soon as possible.

Events requiring School Bus Evacuation:

- Bus Fire
- Potential of fire
- When bus breaks down in a dangerous location (i.e. Railroad crossing)

Essentials of a Successful Evacuation:

- Familiarity with emergency doors, emergency exits, and entrance door.
- Driver must remain calm and maintain order
- Students must remain calm and attentive to the driver's directions.

- Proper bus evacuation procedures must be followed.

Evacuation Plan:

- Front door evacuation
- Back door evacuation
- Split door evacuation
- Evacuation of student with Special Needs

Front Door Evacuation:

- Driver designated helper must take position outside the door
- Driver designated leader must guide students 100 feet (3 bus lengths) away from the bus
- Driver will direct students from the front of the bus (from right to left) to follow the leader
- Driver will repeat this procedure as he/she moves rearward on the bus.
- Driver will then walk towards the front of bus and ensure that no students have been left behind.
- Driver and helper will join students away from the bus

Rear Door Evacuation:

- Driver will instruct students to use the sit and slide technique.
- Driver will go to the last two seats at the rear of the bus.
- Driver designated helper will take position outside the door.
- Driver designed leader must guide the students 100 feet (3 bus lengths) away from the bus.
- Driver will instruct students from rear seats of bus (from left to right) to follow leader.
- Driver will repeat procedure walking toward the front of the bus.
- Driver will walk to rear of bus and ensure no students have been left behind.
- Driver and helper will join students away from the bus.

Specific School Closings Due to Emergency, Facility and or Equipment Failure

1. The Principal or Facilities Department will notify appropriate agencies 911 which may include the Police and or Fire Department etc.
2. The Principal and or the Facilities Department will determine if building should be evacuated.
3. Action LEAVE BUILDING is initiated if deemed appropriate.
4. The Principal will determine if students and staff need to be further evacuated from the school campus.

Serious Injury and/or Illness

Covid 19 Pandemic

- If a student or staff test positive, and/or have been knowingly exposed to an individual with COVID-19, we will do the following:
 - Evacuate building immediately
 - Report to OST CHR to begin the process of contact tracing
 - Activate disinfecting protocol according to OST Ordinances and CDC Guidelines
 - If needed Shelter in place/ or Lock Down according to OST Ordinance and CDC Guidelines of the Wounded Knee District School campus

Infectious Disease, H1N1 or Seasonal Flu

- A. When a student or staff member has been injured or is ill, the immediate concern is to aid the victim.
- Contact the principal or designated personnel.
 - Administer appropriate First Aid Procedures until help arrives
 - The principal or designated personnel shall determine the seriousness of the injury and contact the parent(s)/guardian(s).
 - The principal, designated personnel and/or parent will decide the necessary actions to aid the victim.
 - An accident report form should be completed for each student and employee incident involving the injury.
 - For serious injuries call 911
- B. As the flu season approaches, the Wounded Knee District School Administration anticipates that some of our students and staff will contract seasonal flu and/or H1N1 flu. H1N1 is the flu virus discovered last spring.

Currently, the H1N1 flu virus appears to be no more severe- and no less severe than the seasonal flu. State health officials are recommending that we treat H1N1 much as we treat seasonal flu. Students at high-risk (those with chronic illnesses such as asthma, diabetes, and cancer) should consult a physician for specific guidance.

Common sense, hygiene practices can go a long way to prevent the spread of flu illnesses by:

- Keep students who exhibit flu-like symptoms (fever of 100 degrees or more with cough or sore throat) home for at least 24 hours after they have been free of fever or without the use of fever reducing medication.
- Teach students to cover their nose and mouth with tissue when coughing or sneezing, or cough/sneeze in their sleeve.
- Teach students to wash their hands frequently soap and water, or to use hand sanitizer if soap and water is not available and to lessen the chances to spread the germs.

The Wounded Knee District School Administration does not plan to notify families every time a student or staff member is sick with **H1N1**. Since that is not our practice with seasonal flu, it will not be our practice with **H1N1**. Vaccination clinics will be schedule at school when needed.

- Families will need to supply current reliable contact numbers to the school.
- Wounded Knee District School will want the parents to pick up their child promptly from school if they have a temperature over 100 degrees and have flu-like symptoms.
- Students will be required to wear a surgical mask while waiting for their parents.

Based on the time and severity of a potential flu outbreak, these guidelines could change. If things do change, we will do our best to notify the school and community as quickly as possible. Check with your physician and school about the availability of both the seasonal and HINI vaccination schedules.

To get updated information regarding the H INI flu, we recommend the following Websites:

South Dakota Department of Health: www.doh.sd.gov/HIN1.aspx

The Center for Disease Control and Prevention: www.cdc.gov/hInfl/flu/

Asthma

1. Wheezing
2. Chest Tightness
3. Coughing
4. Difficult Breathing and shortness of breath

Signs of a more serious episode of Asthma, which may require prompt medical attention: 1. Breathlessness may cause the child to talk in one-to-two-word phrases or not at all.

2. The student neck muscles may tighten with each inhalation.
3. The student may have increased rate of respiration at rest.
4. The student's lips and nail beds may have a grayish or bluish color.
5. The student may exhibit chest retractions (chest skin sucked in).

In case of breathing difficulty:

- Help the student to assume a comfortable position with shoulders relaxed. Leaning forward with elbows on knees may be helpful. * Encourage the student to do pursed lip breathing.
- Talk to the student reassuringly and calmly.
- Encourage the student to drink fluids.
- Encourage the student to take appropriate medication if the student(s) doctor has prescribed medicine to be used at the time of breathing difficulty.
- If medications do not appear to be working effectively- notify parent(s) or guardian(s).

Only in rare cases do students with asthma need emergency care.

CHOKING

Universal Signal for Choking “Clutching Throat” with one or both hands.

1. Ask-"Are you choking?"
 - If victim can speak, cough, breath-DO NOT INTERFERE.
 - If victim is coughing forcefully-ENCOURAGE to continue coughing.
2. If Choking—place thumb side of fist against middle of abdomen just above navel grasp fist with other hand.
3. GIVE QUICK, UPWARD THRUSTS until foreign object is expelled.

CPR (adult/student)

1. Determine unresponsiveness
 - Shake and shout
 - Call for help
 - Call 911
2. Position and open airway-Head tilt/ Chin Lift
3. Check for breathing- LOOK, LISTEN, FEEL
4. No breathing-give 2 breaths
5. Check for pulse
6. No pulse-begin chest compressions
 - Adult—15 chest compressions to 2 breaths
 - Child—5 chest compressions to 1 breath

CONTINUE CPR

Until spontaneous circulation and ventilation have been restored.

Until care is transferred to emergency medical responders. Until rescuer is unable to continue because of exhaustion.

Drugs/Drug Paraphernalia

Symptoms:

- Pupils Dilated
- Glassy red eyes
- Mood swings
- Hyperactivity
- Smelling of Alcohol/Marijuana
- Belligerent
- Erratic Behavior
- Lethargic
- Irritable
- Nervousness
- Falls asleep in class
- Poor Coordination
- Silly
- Restless
- Slurred Speech

In cases where a student's actions are abnormal enough to suggest the use of drugs or alcohol, but not direct evidence is present, all instructors are to:

1. Notify the Principal or designated personnel to come to your room.
2. Do not confront the student or make any accusations.
3. Do not move or take into possession any materials until authorities arrive.
4. Follow up with a brief written statement to be given to the Principal.

Diabetes/Insulin Reaction

1. Hungry
2. Pale, Sweating, Shaking
3. Eyes appear glassy, dilated or "big" pupils
4. Pale or Flushed Face
5. Personality Changes/Crying or Stubbornness
6. Headaches
7. Inattentive, Drowsy, Sleepiness at Unusual Time, Leading to unresponsiveness.
8. Weak, Irritable, Confused
9. Speech and Coordination Changes

If not treated -loss of Consciousness and/or Seizure- Call 911

TREATMENT: Treat low blood sugar immediately.

Give any one of the following:

- Two sugar packets
- Candy-such as lifesaver
- Juice
- Instant Acting Glucose
- Any Sugar-Containing Food or Drink

Follow within ten minutes with a more substantial food:

- Cheese and crackers
- Sandwich

Head and Spine Injuries

1. Changes in consciousness
2. Severe pain or pressure in the head, neck, or back
3. Tingling or Loss of sensation in the hands, fingers, feet and toes
4. Partial or complete loss of movement of any body part
5. Unusual bumps or depressions on the head or over the spine
6. Blood or other fluids in the ears or nose
7. Heavy external bleeding of the head, neck, or back
8. Seizures
9. Impaired breathing or vision as a result of injury
10. Nausea or vomiting
11. Persistent headache
12. Loss of balance
13. Bruising of the head especially around the eyes and behind the ears

General Care for Head and Spine Injuries

Call 911 Immediately-if you think the victim may have a head/spine injury:

1. Minimize movement of the head and spine. Keep victim lying down.
2. Maintain an open airway.
3. Check consciousness and breathing.
4. Control any external bleeding.
5. Keep the victim from getting chilled or overheated.
6. Note time of any head injury and time at which the victim loses and regains consciousness.
7. Do not give the victim (him/her) anything to eat or drink.

Suicide Attempt

1. Secure safety of subject and others
2. Contact ambulance and/or police
3. Administer emergency first aid
4. Contact parent or guardian
5. Determine method (drug overdose, weapon, etc.)
6. Thoroughly document all contacts
7. Referral to IHS requiring a behavioral health visit to determine severity and risk of suicidal behavior
8. Develop follow-up plan prior to student returning to school

Evacuation Drill

A. Wounded Knee District School shall conduct evacuation drills. During such all personnel and students will leave the building and follow the evacuation plan. All personal will be instructed to duties under these evacuation drills.

B. Each official in charge will maintain a record of the dates and time of the fire drills conducted.

C. The State Fire Marshall will have full authority to conduct fire drills at any school or institution, both public and private in order to test the effectiveness of the warning system and the effectiveness of the warning system the evacuation plan.

Fire Drills:

Date	Time

Natural Disaster Drills:

Date	Time

Intruder Drills:

Date	Time

Bus Drills:

Date	Time