Many Farms Community School, Inc.



CONTINUITY OF OPERATIONS PLAN

(COOP)

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Program Authority

Federally funded schools must abide by various federal directives, orders, and regulations that require emergency planning, a mandate amplified after the terrorist attacks of 9-11. These directives are detailed in the *Continuity of Operations Plan for Indian Affairs (COOP), Regional Office,* which serves as the overarching authority for this guide. A key mandate is the implementation of the National Incident Management System (NIMS) required by Homeland Security Presidential Directive 5, *Management of Domestic Incidents.* It provides a unified approach to managing emergency incidents. Other federal authorities include:

- Homeland Security Presidential Directive 8, *National Preparedness*
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*
- 41 CFR 101-20, *Management of Buildings and Grounds*
- 444 U.S. Department of Interior Manual 1, *Physical Protection and Building Security*
- 375 U.S. DOI Manual 19, *Information Technology Security*
- No Child Left Behind, Public Law 107-110
- Title IV – 21st Century Schools Safe and Drug-Free Schools Act
- P.L. 101-630: Indian Child Protection and Family Violence Prevention Act
- P.L. 101-647: Crime Control Act, Subchapter V-Child Care Worker Employment Background Checks
- 25 C.F.R. 63.10 et. Seq.: Implementation of P.L. 101-630-All applicants, employees (Including contractors) and volunteers that have regular contact or control over Indian children are subject to background investigations.

COOP Objectives

Objectives developed by the BIE and COOP plan are to:

- Protect the safety and well-being of building occupants.
- Ensure continued leadership
- Provide for an orderly means of addressing problems and restoring normal operations as quickly and safely as possible
- Provide at least a minimum level of services, especially those services required at times of local or regional emergencies.

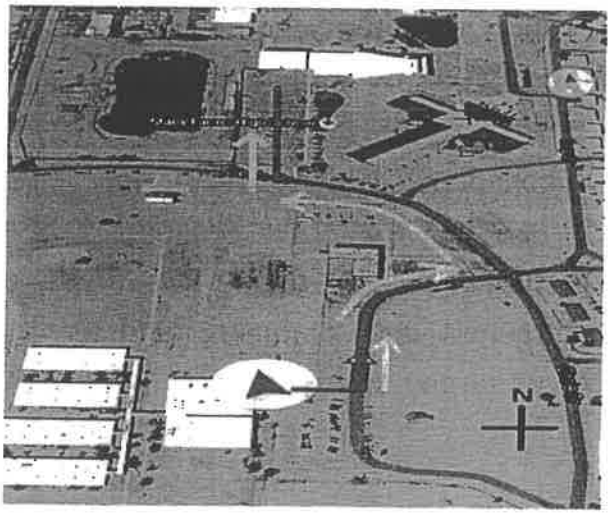
Identifying Essential Activities and Function

What are the functions that are essential to running the school (e.g. finances, human resources, management support, and information technology)?

What is the name and address of the alternative school site?

1) Many Farms High School, Many Farms, AZ
2) Many Farms Elementary School, Chinle Unified School District # 24, Chinle, AZ
3) Rough Rock Community School, Rough Rock, AZ

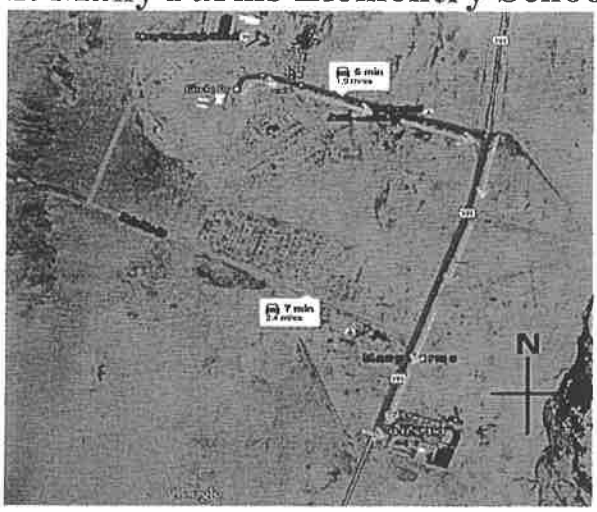
1. Many Farms High School, Many Farms, AZ



Directions from MFCS Inc. to Many Farms High School

1. **Head north towards Circle Dr.**
2. **Slight right towards Lake View Dr.**
3. **Continue onto lake view Dr.**
4. **Turn left onto Loop Dr.**
5. **Turn left and you arrived at Many farms High School**

2. Many Farms Elementry School, CUSD# 24, Many Farms, AZ

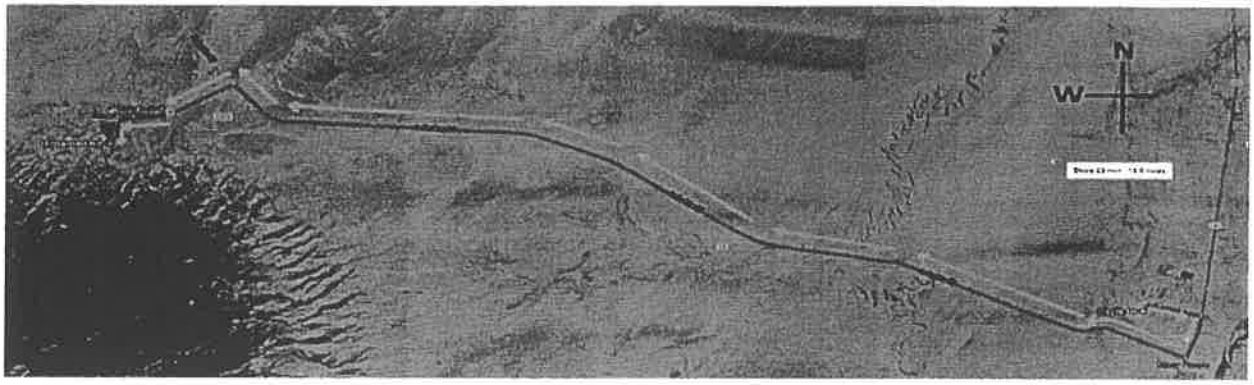


Directions from MFCS Inc. to Many Farms Public School

1. **Head north towards Circle Dr.**
2. **Slight right towards Lake View Dr.**
3. **Continue onto Lake View Dr.**
4. **Turn right onto US – 191 south**
5. **Turn left onto the Many Farms Public School**

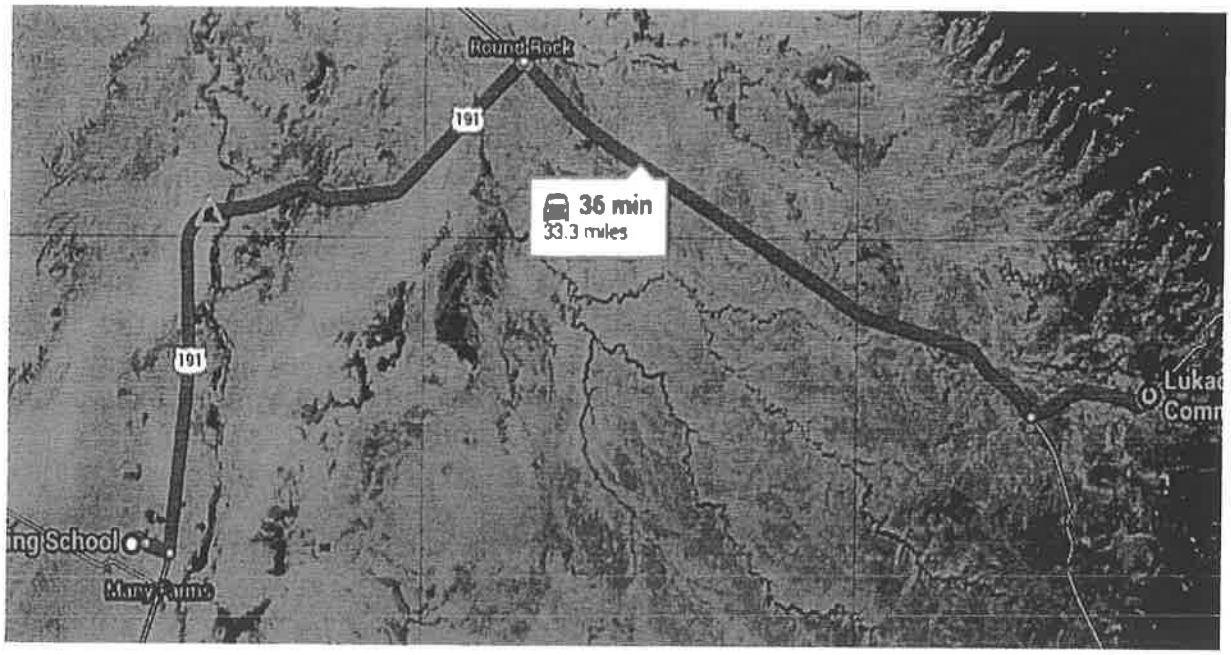
Off-site Alternative relocation site:

1. Rough Rock Community School, Inc., Rough Rock, AZ
2. Lukachukai Community School , Inc., Lukachukai, AZ



Directions from MFCS, Inc. to Rough Rock Community School, Rough Rock, AZ

1. Head north towards Circle DR.
2. Slight right towards Lake View Dr. and Continue onto Lake view Dr.
3. Turn Right on Hwy 191 continue on 191
4. Turn right onto Indian Route 59 for 15.8 miles
5. Turn Left onto Indian Route 8066
6. You have arrived at Rough Rock Community School



Directions from MFCS Inc. to Lukachukai Community School, Lukachukai, AZ

1. Head north towards Circle DR.
2. Slight right towards Lake View Dr. and Continue onto Lake view Dr.
3. Turn Left on Hwy 191 continue on 191
4. Turn left onto Indian Route 12 for 13.8 miles
5. Turn Left onto Indian Route 13 for 2.8 miles
6. You have arrived at Lukachukai Community School Inc., Lukachukai, AZ

1) Can the school operate without:

Electricity:	No
Water:	No
Heat in winter:	No
Ability to process payroll:	Yes
Access to budgets and purchase orders through a computer system:	Yes

2) For all of the "no's" in question three, explain what your school would do in the event that a disaster harmed any of the systems above.

A. ***If a power outage exists*** the Facility Manager (FM) will immediately inspect the situation.

1) **The FM will contact** Navajo Tribal Utility Authority (NTUA) at **(800) 528-5011**.

2) The FM will report to the Principal depending on the severity of the power outage.

3) The School Principal will notify Governing Board President.
4) The school principal will contact all Department Supervisors for notification and approval to transport all students and staff to either Many Farms High School or Rough Rock Community School.

    a. If the power outage is short-term, the Principal will resume school operations the following business day.

    b. Under a long-term power outage, the MOA will be initiated to work with an Off-site school to resume school operations, including kitchen and residential programs.

B. ***If heating systems are down*** the Facility Manager (FM) will immediately inspect the situation.

5) **The FM will contact** Navajo Tribal Utility Authority (NTUA) at **(800) 528-5011**.

6) The FM will report to the Principal depending on the severity of the situation.

7) The School Principal will notify Governing Board President.

8) The school principal will contact all Department Supervisors for notification and approval to transport all students and staff to either Many Farms High School or Rough Rock Community School.

    a. If the power outage is short-term, the Principal will resume school operations the following business day.

    b. Under a long-term power outage, the MOA will be initiated to work with an Off-site school to resume school operations, including kitchen and residential programs.

C. ***If we could not process payroll normally***, then Many Farms Community School, Inc. would process payroll through the mobile finance server. If necessary, the school can also process checks manually.

D. ***If we could not access budgets or create purchase orders***, then Many Farms Community School, Inc. would process purchase orders manually through the mobile finance server.

Identify Information Technology Systems

How will IT services be provided after an emergency situation occurs?

A. Describe how your school backs up electronic files.

Many Farms Community School, Inc. backs up electronic files utilizing LAN mapped drives and external storage devices, such as USB jump drives and hard drives. Most staff that need to backup electronic files such as the Executive Director, Principal, Managers, and Teachers are trained to do daily back-ups, manually, of their important electronic files onto external devices, cloud storage, and network drives. With The School servers, manual backups are done weekly using external hard drives, and internal hard drives. Hard copy files (NASIS, COOP/EOP, staff) will be located in the registrar office.

B. **Does your school use a lock box?** No

C. **Does your school have an online backup service?** No

D. **Does your computer equipment have backup battery power?** Yes

Universal Power Supply (UPS) Battery Packs are utilized.

E. **If your school does not currently back up electronic files, describe your next steps for developing a procedure to do so.**

Refer to A

Identifying School-Wide Confidential Records

School-Wide confidential records are those that contribute to the continued functioning or reconstitution of an organization during and after an emergency.

A. The table below lists the school-wide confidential records, where they are stored, who is responsible for them, and where copies are maintained off-site. Complete it with your school's information.

School-wide Confidential Records	Where They Are Stored On-Site?	Person Responsible For Them	Location of Off-Site Storage
Emergency Operation Preparedness Plan	Front Office has a copy and an electronic copy on file	Principal	Chinle Resource Center
Orders of Succession	Mr. David Nez, Principal		
Delegation of Authority	Follow "Standing" Delegation of Authority		
Staffing Assignments	Mr. David Nez, Principal		
Program Records Required to Continue Critical Operations	Front Main Office	Administrative Staff	Agency
Policy or Procedural Records to conduct operations under emergency conditions and for resuming normal operations after an emergency	Human Resource Office	Administrative Staff	Agency
Student Records	Academic Bldg. #1000	Administrative Staff	None
Personnel Records	Academic Bldg. #1000	Administrative Staff	None
Equal Employment Records Case Records	Human Resource Office	Principal/Human Resource Personnel	Agency
Property Records (blueprints, records of renovations, major equipment purchases, insurance)	Facility Bldg. #1022	Administrative Staff	Agency

Creating A Succession Plan

Who will assume leadership position of the Executive Director if his/her management team are unavailable during a crisis?

When the Principal, is not available during a crisis, the person delegated will be the first alternate. The alternate continues to act in the emergency role until the Principal returns or until normal operations resume, whichever comes first. Each succeeding alternate assumes responsibility if neither the Principal nor preceding alternates is available, the Principal may delegate an available personnel who is on site.

A. Write the names and titles of the Principal and the alternatives below:

Principal	Mr. David C. Nez
First Alternative	Mrs. Katie Yazzie
Second Alternative	Mrs. Lisa Byjoe
Third Alternative	Mr. Jackson Hanley
Fourth Alternative	Mr. Jerold Benally/ Stephanie Tsosie

Providing Counseling Services During and After an Emergency

How will the emotional needs of students, staff and their family members be addressed after and during an emergency?

MFCS Certified	**Staff Name**
School Nurse	Max Benally Work: (928) 781.6221 ext. 263 Cell: (928) 349.1696
School Counselor	Cecil Begay Work: (928) 781.6221 ext.231

Providing Business Management during an Emergency

How will your School provide business management services during an emergency?

Implement for Emergency Operations Preparedness Plan

Emergency Response team need to develop personal contingency plans to ensure they have addressed personal and family situations that may impede their ability to respond to emergencies if they are not addressed in advance. The plans should include 1) personal contacts, 2) transportation arrangements, 3) equipment or supplies to be transported, 4) other personal commitments that may conflict with their duties as a team member during the emergency.

Business Management Services	Responsible Person	Title	Procedures
Rerouting mail delivery services	Lisa Byjoe	Business Manager	Post sign to reroute deliveries
Forwarding incoming telephone calls or establishing new telephone service	Lisa Byjoe	Business Manager	Forward to Many Farms High School and/or Chinle Resource Center
Initiating emergency purchases	Business Staff	Business Manager	Continue with paper purchase
Accounting for all expenditures related to the emergency response	Business Staff	Business Manager	User paper ledgers an eventually use Alternative School's office for set up.
Purchase of basic office supplies and equipment	Lisa Byjoe	Business Manager	Continue with paper ledger and purchases

Personal Contingency Plans for the members of the Emergency Response Team will be submitted by each department to the **Principal** and stored at **Building 1000 main office and Building 1022 FM office.**

Accounting for all Students and Staff

Describe how the accountability will be implemented at the alternate school site (i.e., take student/staff roll call): Supervisors/teachers will take sign-in sheet and take account for all student/staff.

All Teachers will conduct a mandatory roll call of their students (if a student is missing the supervisor will be notified immediately); NASIS/Registrar and Administration Assistant will gather tallies of all students and report to immediate supervisor.

All departmental supervisors will conduct a mandatory roll call of their staff and will report to the Principal.

Communication Plan

How will the school staff, parents and community be notified of an event affecting normal school operations?

All Communication with the news media regarding school matters will be done by the Principal. Per MFCS, Inc. Personnel Policies (Article XI Community/Public Relations, Section 11.04, Communicating and Informing the Public and Section 11.05, Media Relations) employee shall presume to speak on behalf of The School or School Board.

ACTION(S)	RESPONSIBLE PERSON (Name and Title)	METHOD OF COMMUNICATION (how?)
Contact the governing school board/personnel about the emergency	Principal,	Cellular Land line Email
Contact emergency support personnel (fire department, police), as necessary.	Facility Manager Security	Landline Cellular Phone E-Mail
Contact absent students and staff.	Delegated by Administration staff (SRO)	Land Line Cellular Phone E-Mail
Inform parents and community.	Principal	Post a sign at the school entrances notifying that it is closed and where it has relocated. *(signs, telephone, cell phones, text message-NASIS/mass communication)*
Contact outside media with Governing School Board President.	Principal	Land Line Cellular Phone E-Mail

Returning to Daily Operations

Describe how the school, naming specific people, will determine when it is safe to return to the school site and reinstate regular school processes.

A. **Minor Contingencies**: This action will require Principal to determine an all clear for returning staff and students to the school for daily operations. With approval from governing school board President.

B. **Major Contingencies:** This will require BIA Safety Manager; Facility Manager; Principal to determine an all clear for returning staff and students to the school for daily operations. With approval from governing school board President.

Training Employees on COOP

When will employees be trained on the COOP?

A. **When will employees be trained on the COOP?**
Annual Mandatory Training is required for all staff. All staff are required to sign an Employee Acknowledgement Form with the Human Resource Department.

B. **Who will conduct the training?**
The ERT will conduct an annual mandatory training for all employees of MFCS, Inc.