



# **BLUEJACKET PUBLIC SCHOOL EMERGENCY MANAGEMENT PLAN CAMPUS-WIDE & EXTRACURRICULAR ACTIVITIES**

**Superintendent: Shellie Baker**

**“The time to fix the roof is when the sun is shining.”**

**-John Fitzgerald Kennedy**

## **SAFETY PROGRAM (REGULATION)**

In accordance with the policy of the board of education, the following regulation supports and implements the board's policy concerning workplace safety and shall apply to the safety program of this school district:

### Safety Coordinator

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for safety classes to be provided to all school district employees each quarter. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, if any, designated by the Oklahoma Commissioner of Labor will be administered within the district or by the Bluejacket Career Technology Center in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
5. Within 48 hours after the occurrence of an employment accident that is fatal to one or more employees or that results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

### Responsibilities of the Buildings and Grounds Department

1. Maintain an overall safety program in maintenance and operation of buildings and grounds.
2. Provide specialized assistance as requested by building principals.

### Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.

**SAFETY PROGRAM, REGULATION (Cont.)**

3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the buildings and grounds department.
4. Cooperate in the correction of defects reported by the district center buildings and grounds department or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

**Responsibilities of Teachers and Counselors**

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

**Responsibility of School Nurse**

1. Be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals.
2. Participate as a health resource person in faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness.
3. Assist the principal in determining the need for additional emergency supplies and equipment.

**Responsibilities of Other Employees**

1. Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, pupils, or other persons.
2. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

**SAFETY PROGRAM, REGULATION (Cont.)**Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.
2. False setting off the fire alarm, misuse of the fire alarm system, fire extinguishers or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered grounds for expulsion.

Bluejacket Secondary Campus Emergency Lock-Down Plan

It is the intent of this lock-down plan to provide for a safe and secure way for teachers, administrators, and staff members to protect students on the campus in the event of an emergency. Such an emergency might include an estranged individual with a weapon or other emergency on the campus. The preparation and implementation of this plan is not meant to frighten, but to provide for caution and the knowledge of what to do in the event of an emergency.

This plan should be reviewed with the students in each class in much the same manner as the other emergency plans (fire and disaster, e.g.). This plan shall be posted in each classroom in a place that is easily accessible. At least one drill of this plan shall be conducted each year.

1. In the event of an emergency, the school shall be locked-down with intercom system.
  - A. An all clear message will be announced when it is safe to leave the room.

**SAFETY PROGRAM, REGULATION (Cont.)**

2. Once the lock-down plan is engaged, the teacher in each classroom shall perform the following procedures.
  - A. Get all students out of the hall. Lock all doors (if possible) and windows immediately.
  - B. Turn the classroom lights out immediately.
  - C. Direct students to the safest place in the classroom. Depending on the classroom, consider the following as the safest possible havens for teachers and students.
    1. On the floor.
    2. As far away from the classroom/building door as is possible.
    3. As far away from inside and outside windows as is possible.
    4. As far away from light sources as is possible.
    5. Place students crouched on the floor, under desks, along walls, in closets, in store rooms, in offices, or other secure areas in the classroom.
  - D. Take roll as soon as possible. Write down the names of students missing from class, if any. Write down any extra names of students that are in the room.

**REFERENCE: 40 O.S. §403**

**NOTE: The law states that only employers having 25 or more employees shall be required to conduct safety classes and that exempted employees are not counted in the 25 or more employees.**

## **SAFETY PROGRAM**

It is the policy of the Bluejacket Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. Written plans and procedures will be prepared for the protection of students, faculty, administrators, and visitors from both natural and man-made disasters and emergencies. A copy of the district's disaster/emergency plan will be provided to appropriate local emergency management officials.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet as needed. The principal shall give consideration to recommendations of the committee.

**REFERENCE: 63 O.S. §681  
70 O.S. §1-107  
70 O.S. §24-100**

**SAFETY PROGRAM (Cont.)**

**CROSS-REFERENCE:** Policy BDFB, Healthy and Fit School Advisory Committee  
Policy BDFC, Safe School Committee  
Policy BDFD, Healthy and Fit School Advisory Committee/Safe School Committee  
Policy CKCA, Emergency School Closings  
Policy CKCD, Disaster Plan  
Policy FNCD, Harassment  
Policy FO-R4, Student Discipline, Threatening Behavior, Regulation

**NOTE:** Burning candles on school property may lead to a potentially dangerous situation. As a result, the State Fire Marshal and the State Department of Education are encouraging school districts to prohibit the burning of candles on school property.

## **EMERGENCY PLANS**

The Bluejacket Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. A Crisis Plan will be developed by local officials and the Safe School Committee that will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited to, the following:

1. Severe weather
2. Fire
3. Flood
4. Terrorism
5. Missing student(s)
6. Suicide
7. Threatening persons
8. Weapons/explosives found on school site
9. Any other situation the Safe Schools Committee deems appropriate

The crisis/emergency plan will be kept on file at each school site and a copy will be provided to local emergency management officials. Additionally, the superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All teachers and staff members shall make themselves familiar with these procedures.

The board of education shall receive yearly reports from the superintendent as to the status of all emergency plans, which reports shall identify any safety needs for the school district.

**REFERENCE: 63 O.S. §681  
70 O.S. §24-100**

**CROSS-REFERENCE: Policy CK, Safety Program  
Policy CKC, Disaster Drills  
Policy CKC-R1, Fire Drills, Rules and Procedures  
Policy CKC-R2, Tornado Drills, Rules and Procedures  
Policy CKCB, Bomb Threats**



**EXTRACURRICULAR ACTIVITIES****EMERGENCY MEDICAL SERVICES**

The BLUEJACKET Board of Education, Mercy Regional, and Bluejacket Volunteer Fire Department have developed and prepared a plan for the provision of emergency medical services at athletic events or activities held at Bluejacket School district facilities. The plan shall be reviewed and updated annually as appropriate. The plan is on file with the school district and with the emergency medical provider.

1. Maps and directions with appropriate contact information for emergency management services;
2. An assigned medical administrator who is a current school employee such as a coach, administrator or athletic director;
3. Defined responsibilities and designated personnel on-site which includes medical and school officials; and
4. A listing of medical equipment available and the location of the nearest automated external defibrillator if one is available.

The Emergency Action Plan will be posted in each facility and distributed to all school officials involved in athletic practices, events or activities held at school district facilities. Prior to each athletic event or activity where there are athletes participating from visiting schools, the Emergency Action Plan is required to be digitally transmitted to the visiting school administrator or coach or it may be posted on the school district's website.

The plan is to be reviewed, updated, and rehearsed annually with school officials and local emergency medical service providers and should be on file with the school district and with emergency management officials. The Emergency Management Plan will need to be updated to reflect any potential significant changes that would affect implementation of the plan.

**LEGAL REFERENCE: 70 O.S. § 27-104**

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**Bluejacket Public School Emergency Medical Plan:**

Bluejacket Public School will provide *St. Francis, Vinita Branch, Integris Hospital, Miami Branch* and *Bluejacket Volunteer Fire Department* with copies of all athletic events that will be hosted by Bluejacket Public

School for the 2024-2025 school year.

Scheduling will be worked out with the emergency medical service providers by administration of both the school and the provider(s). In the event that neither emergency medical service provider can attend the local sporting event, 911 will be called immediately and help requested.

**8/01/2024 Emergency Contacts:**

Shellie Baker, Bluejacket Supt. & Medical Administrator, School: 918-784-2365 or Cell: 918-533-0097  
Tracy Mendez, Bluejacket Admin. & Medical Administrator, School: 918-784-2133 or Cell: 918-244-3030  
Amy Rogers, Bluejacket Admin. & Medical Administrator, School: 918-784-2365 or Cell: 918-961-2220  
Jack Woodall, Bluejacket Volunteer Asst. Fire Chief & First Responder, 918-244-1113  
Bryan Cook, St. Francis Asst. Chief for Craig County & Point of Contact, 918-276-0001  
Corey Reeves, Integris EMS Manager, [Corey.Reeves@integrishealth.org](mailto:Corey.Reeves@integrishealth.org), 918-542-6611  
Jeff Wood, Craig County Emergency Management, 918-244-6102  
Sheriff Winfrey, Craig County, 918-256-6566

276 NE Third Street, Bluejacket, OK 74333

AED Located on the east corner wall of the Big Gym lobby

-O-

First Aid Kit located in both coaches' offices in the Big Gym lobby

-X-



## EMERGENCY ACTION PLAN

THIS PLAN IS POSTED ON THE SCHOOL WEBSITE AND AT EACH FACILITY.

Activity: Football, Basketball, Softball, Baseball Home Games

School Year: 2024-2025

1. See List Below: shall be designated as the medical administrator on duty. This individual is a current school employee and shall have a charged cell phone present and available for use at all times. The cell phone number of the medical administrator on duty is See List Below:.
  - a. The medical administrator on duty shall be assisted by See List Below:
  - b. A map of the facility and directions to the facility are attached to this document.
  - c. The superintendent, or designee, shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility - stored in central office.
2. First Aid shall be provided immediately by those school personnel in the vicinity of the injury. The medical administrator on duty shall be notified as soon as possible as to the location of the injured party. First Aid shall be continuously provided until Emergency Medical Services Personnel arrive and assist the injured party.
  - a. Medical equipment is readily available in the two coaches' offices of the old gym.
  - b. The nearest automated external defibrillator is located on the east wall of the old gymnasium.
3. Emergency Medical Services shall be contacted by calling 911.
  - a. Will inform dispatcher of:
    - i. The nature of the injury and the age of the injured party.
    - ii. The location of the injured party and directions to the site.
    - iii. Shall not hang up until advised to do so by the dispatcher.
4. Emergency Medical Services Ambulance Entrance:  
Football Games → Ambulance parking may be at either end, North or South of the football field. Both entrances have a convenient exit.  
Basketball Games → Old Gym parking will be on the east side of the gymnasium. New Gym parking will be on the north end of the building.  
Softball/Baseball Games → Available parking throughout the city park for either field/event.
5. The medical administrator on duty, or their designee, shall meet the EMS and will be responsible for contacting school employees to ensure that access will be available for the ambulance. The medical administrator or their designee shall lead the ambulance to the injured party's location.

**(EMERGENCY ACTION PLAN Cont.)**

6. The medical administrator on duty shall be responsible for designating an individual to ride with a minor student should the parent or legal guardian not be present at the time the injury occurs. This individual shall cooperate with all requirements and directives given by Emergency Management Services personnel and shall not interfere with treatment provided to the injured party.
  7. The medical administrator on duty shall be responsible for notifying the injured party's emergency contact.
  8. After the injured party's emergency contact has been notified, the medical administrator shall notify the school district administration and/or superintendent of the incident.
  9. The medical administrator on duty shall prepare a written summary of the events and circumstances. A review of the incident shall occur which identifies areas wherein improvement or modification to this Emergency Medical Plan may need to occur.
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**8/01/2024 Emergency Contacts:**

Shellie Baker, Bluejacket Supt. & Medical Administrator, School: 918-784-2365 or Cell: 918-533-0097  
Tracy Mendez, Bluejacket Admin. & Medical Administrator, School: 918-784-2133 or Cell: 918-244-3030  
Amy Rogers, Bluejacket Admin. & Medical Administrator, School: 918-784-2365 or Cell: 918-961-2220  
Brian Patterson, Coach & Medical Administrator, Cell: 417-298-9573  
Marc Shaffer, Athletic Director, Basketball Coach & Medical Administrator, Cell: 918-849-1581  
Bobby Walters, Head Coach & Medical Administrator, Cell: 918-533-0307  
Chancie Nigh, Softball & Baseball Coach, Cell: 417-291-2183  
Jack Woodall, Bluejacket Volunteer Asst. Fire Chief & First Responder, 918-244-1113  
Jeremy Poole, Bluejacket Volunteer Fire Chief & First Responder, 417-456-0031  
Bryan Cook, St. Francis, Vinita, Chief for Craig County & Point of Contact, 918-276-0001  
Jeff Wood, Craig County Emergency Management Contact, 918-244-6102  
Corey Reeves, Integris EMS Manager, Corey.Reeves@integrishealth.org, 918-542-6611  
Sheriff Heath Winfrey, Craig County Sheriff's Department, 918-256-6466



9-14-23

To Whom It May Concern,

I have reviewed the Emergency Operations Plan for the Bluejacket Public School system. We are willing to assist the school in the event of an emergency unless it is a county wide disaster and then we would have to evaluate the needs of the county as a whole and respond accordingly.

If you have any questions, please feel free to contact our office at 918-323-0055.

Thank you,

Jeff Wood  
Director  
Craig County Emergency Management  
[jeffwood@craigcoem.net](mailto:jeffwood@craigcoem.net)  
918-323-0055  
918-244-6102

**Jack Woodall  
Assistant Fire Chief  
Bluejacket Volunteer Fire Department**

**August 1, 2024**

**Bluejacket Public School,**

**I have looked over the emergency management program for Bluejacket Public School. The volunteer fire department is willing to assist the school in any way in the event of an emergency or any kind of disaster.**

Sincerely,  
Jack Woodall