



# Continuity of Operations Plan

For

## Chemawa Indian School

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau: Bureau of Indian Affairs

Name and Location of Organization or Facility by Interim Plan:  
Chemawa Indian School

Point of Contact for this Worksheet:

Name: Louis King

Phone: 503-399-5721 x231

Email: [lking@chemawa.bia.edu](mailto:lking@chemawa.bia.edu)

Date Worksheet Completed: September 24, 2001

1. List of Essential Activities and Functions of this Organization or Facility:  
Academic School  
Residential Setting  
Employee Safety  
Student Safety
2. Identify any Vital Records, System, Equipment that need to be protected at this facility:  
Student Records  
Employee Records  
LAN Computer System
3. Identify the order of Succession to the senior management or policy position in organization (indicate with footnote or other means those outside geographic area of organization or facility):

	Name	Phone	Home
Incumbent	Louis King	399-5721 x231	931-9131
Successor #1	Rachenda Devenberg	399-5721 x229	588-7247
Successor #2	Thomas Morris	399-5795	856-8433
Successor #3	Miguel Reyes	399-5721 x282	792-3270
Successor #4	Larry Byers	399-5721 x241	393-7802

4. Identify Relocation/Alternative Work Site from which the organization or facility can conduct essential activities or function: include street address or other locations, information and telephone, fax or other contact information.

John Reimer, Area Education Programs Administrator  
 Portland Area Office  
 911 NE 11<sup>th</sup> Avenue  
 Portland, Oregon  
 503-872-2743

Kay Baker, Superintendent  
 Salem Keizer School District  
 1309 Ferry St. SE  
 Salem, Oregon 97301  
 399-3001

5. Identify an Emergency Organization or list of duties and responsibilities of key officials or other employees to ensure the essential activities and functions are performed. Include any relevant delegations of authority to perform certain duties or functions.

Louis King	Employee and Student Safety
Miguel Reyes	Transportation
Larry Byers	Parental Contact
Rachenda Devenberg	Food Services & OWCP

6. Identify means for providing Warning and Notification for employee, visitors, or the public for potential threats and actions that should be taken, for identifying the location and status of employees in the aftermath of an incident or interrupting the operations of the organization unit or facility, and for communicating with employees, visitors, and the public to an emergency.

❖ Chemawa Disaster and Emergency response plan attached

7. Roster of Key officials (include anyone in a key management position, all those listed as successors or delegates of authority, and key members of the emergency organization):

	Name	Phone	Home
Incumbent	Louis King	399-5721 x231	937-9131
Successor #1	Rachenda Devenberg	399-5721 x229	588-7247
Successor #2	Thomas Morris	399-5795	856-8433
Successor #3	Miguel Reyes	399-5721 x282	792-2370
Successor #4	Larry Byers	399-5721 x241	393-7802

8. Other emergency management or response organization & officials (include phone numbers and key individuals, if known or appropriate)

❖ Fire Department	911
❖ Hospital	370-5373
❖ Local Law Enforcement	911
❖ FBI	362-6601
❖ State Police	800-452-0983
❖ Marion County Sheriff	800-233-5032
❖ National Response Center	800-424-8802
❖ All other emergencies call	911

Basic Training:

Shaun Naranjo, Safety Officer, have received Department of Interior's week long safety training in \_April 2001\_.

All Chemawa Indian School Staff receive in-service on the safety disaster and emergency plan as well as follow the scope and sequence of the OSHA safety manual each year.

Disaster and Emergency Response Plan is attached.