



Roles and Responsibilities

School Name: _____

COMMAND

School Incident Commander

- Make a thorough assessment of the potential threat to ascertain that the directive to *Cancel School Prior to Start* should be given
- Notify 911 emergency responders, if necessary - (remember dial out number should be pressed before dialing 911)
- Set up Command Post and Inner and Outer Perimeter sites, if necessary
- Activate Emergency Operations Team, if necessary
- Conduct debriefing meeting(s) after the incident has ended
- Complete Emergency Status Report and Emergency Status up-date form
- Insert other functions outlined by the school district policies

Liaison

- Keep open communications with District Superintendent of situation
- Communicate with first responders and support agencies if necessary
- Update IC of first responder actions and locations
- Coordinate school Emergency Operations Team and first responders actions

Media Officer

- Contact District Media Offices and District Public Information Officer
- Respond to the directions of the School Incident Commander
- Bring *Emergency Kit* to Command Post site
- Participate in Command Post Emergency Operations Team meetings
- Stay with Operations Team
- Locate the Emergency Operation Plan and give a copy to the School Incident Commander
- Locate a copy of the building floor plan for the School Incident Commander
- Fill out Incident Report Form
- Maintain an Operations' log with a chronological account of the events that occur at the beginning of the Emergency Operation Plan
- Provide "situation response" reports every half hour to Operations Team
- Communicate with Media Officer and District Public Information Officer all necessary information that can be used for possible media releases
- Prepare summary for debriefing meeting(s) of all Emergency Operations Team responses including: dates, times and names of those involved
- Insert other functions outlined by the school district policies



OPERATIONS

Operations Leader

- Provide Organizational, Logistical and Leader support for operations
- Oversee Emergency Operations Team activities
- Insert other functions outlined by the school district policies

Safety Officer

- Monitor safety concerns in regard to Operations response strategies
- If necessary, set up *School Staff Support Pool Staging Area*
- Correct unsafe conditions (use lines of communication to act)
- Invoke EMERGENCY AUTHORITY to act immediately if necessary
- Monitor stress levels of Emergency Operations Team members
- Insert other functions outlined by the school district policies

Special Needs Student Leader

- Insert other functions outlined by the school district policies

Care Team Leader

If necessary:

- Go to the Command Post site and prepare to set up Care Team site
- Supervise all persons needing counseling
- Prepare for students/staff that might need assistance
- Keep records of all students/staff who sought treatment
- Assign school staff person(s) to accompany individuals to the hospital
- Coordinate clergy
- Create at-risk list
- Have backup replacement for staff in need
- A list of students/school staff who are involved in the crisis that have been injured/killed should be available
- Insert other functions outlined in school district policies



First Aid Leader

If necessary:

- Prepare to set up First Aid Site
- Administer emergency first aid Triage to all persons injured
- Assign school personnel to accompany students/staff to area hospital(s)
- Keep records of all students/staff who were treated

Teachers/Other Managing Students

- If you are managing students, participate in *School Staff Support Pool* if activated
- Deployed if needed

Maintenance Leader

- Keep students from entering the school grounds, if the school schedule is cancelled in response to a threat or crisis event.

LOGISTICS

Logistics Leader

- Concentrate on obtaining necessary resources
- Over see readiness of resources, such as transportation