



School Security Services
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**YOUR
SCHOOL
LOGO**

EMERGENCY PREPAREDNESS

**YOUR
SCHOOL
LOGO**

Remain Calm - Evaluate The Situation - Take Action

A Quick Reference Guide Command Staff Actions <Your Name Here>

March 2019

AIRCRAFT IMPACT

BOMB THREAT

CRIME SCENE MANAGEMENT

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EVACUATION CAMPUS PROPERTY

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SEVERE WEATHER / TORNADO / EARTHQUAKE

UTILITY FAILURE

STAFF RESPONSIBILITIES

EMERGENCY CONTACTS / EXIT ROUTES / UTILITY INFORMATION



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Remain Calm - Evaluate The Situation - Take Action

**A Quick Reference Guide
Command Staff Actions
<Your Name Here>**

RETURN

March 2019

AIRCRAFT IMPACT

INITIAL ACTIONS

- | | |
|---|--|
| <ul style="list-style-type: none">• Call 9 1 1.• Evacuate all individuals away from danger.• Gather information on any injured and manage their evacuation.• Determine location and extent of impact area.• Determine existence or possibility of fire.• Establish entrance and exit locations.• Account for all students, staff and visitors. | <ul style="list-style-type: none">• Assign staff to monitor movement of individuals.• Document names of individuals that required transportation to hospital.• Use EVACUATION SCHOOL PROPERTY checklist.• Use AIRCRAFT IMPACT checklist.• Use FIRE checklist if applicable.• Determine if utilities are needed to be shut off or disconnected. |
|---|--|

ONGOING ACTIONS

- | | |
|---|---|
| <ul style="list-style-type: none">• Create a monitored accessibility point to the facility by emergency crews.• Treat impact area as a CRIME SCENE.• Assign staff with keys to give emergency crews access to secure areas.• Document when students are picked up by parent(s)/guardian(s). | <ul style="list-style-type: none">• Have media liaison establish a media contact area.• Prepare media release.• Receive updates of damages/injuries.• Provide media on parent reunification procedures.• Update the Superintendent. |
|---|---|

CONTINUITY OF OPERATIONS

- | | |
|--|---|
| <ul style="list-style-type: none">• Resources needed to return to normal operations. | <ul style="list-style-type: none">• See RECOVERY PROCEDURES. |
|--|---|

BOMB THREAT

INITIAL ACTIONS

- | | |
|---|--|
| <ul style="list-style-type: none">• Attempt to retrieve as much information.• Where is bomb, how many?• Type of explosive, what does it look like?• Call 9 1 1 and evacuate affected areas to offsite location. | <ul style="list-style-type: none">• Use EVACUATION SCHOOL PROPERTY checklist.• Use BOMB THREAT checklist.• Be cognizant of possibility of secondary explosions at offsite evacuation location. |
|---|--|

ONGOING ACTIONS

- | | |
|--|---|
| <ul style="list-style-type: none">• Account for all students, staff and visitors.• Ensure law enforcement conducts a thorough search.• Wait until well past the time of detonation before reoccupying the building.• Get the approval from law enforcement before reoccupying the building. | <ul style="list-style-type: none">• If school is canceled, provide media information regarding parent(s)/guardian(s) reunification.• Setup a media staging area.• Document when students are picked up by parent(s)/guardian(s).• Update the Superintendent. |
|--|---|

CONTINUITY OF OPERATIONS

- | |
|--|
| <ul style="list-style-type: none">• Identify any students/staff who may have been involved in bomb threat and inform law enforcement• See RECOVERY PROCEDURES. |
|--|

BOMB THREAT

CRIME SCENE MANAGEMENT

INITIAL ACTIONS

- | | |
|--|--|
| <ul style="list-style-type: none">• Obtain all available information about incident.• CALL 9 1 1.• Identify students/staff with an association to the scene and keep them separated but monitored for law enforcement interview.• Identify possible witnesses but do not interview.• Have one staff monitor crime scene until arrival of law enforcement. | <ul style="list-style-type: none">• Document comments by witnesses.• Do not allow anyone other than medical or law enforcement to enter crime scene.• Do not enter, touch, or move anything.• Keep possible suspects isolated and under supervision.• Do not allow anyone to leave, clean up, change clothes etc.• Note any comments anyone makes.• Use CRIME SCENE MANAGEMENT checklist. |
|--|--|

ONGOING ACTIONS

- | | |
|---|--|
| <ul style="list-style-type: none">• Notify the Superintendent.• Create an area for law enforcement.• Assist law enforcement if requested. | <ul style="list-style-type: none">• Work with law enforcement on any media issues. |
|---|--|

CONTINUITY OF OPERATIONS

- When given approval by law enforcement, arrange for clean-up of the crime scene.
- Notify law enforcement immediately if additional items of possible interest are found do not touch or remove item.
- Obtain list of items removed from the scene for future release.
- See **RECOVERY PROCEDURES**.

DEATH ON SCHOOL PROPERTY

INITIAL ACTIONS

- | | |
|--|--|
| <ul style="list-style-type: none">• CALL 9 1 1 to report death.• Notify the Superintendent.• Treat the scene of death as a possible CRIME SCENE.• Assemble possible witnesses.• The body is to be moved only by law enforcement authority. | <ul style="list-style-type: none">• Document comments by witnesses.• Notify Records Manager of school to cease school mailings regarding student and school activities to home of student if needed.• Use DEATH ON SCHOOL PROPERTY checklist. |
|--|--|

ONGOING ACTIONS

- | | |
|---|---|
| <ul style="list-style-type: none">• Speak to student's/staff's emergency contact person.• Ask for assistance from law enforcement if unable to speak with emergency contact person.• Secure deceased's locker/property. | <ul style="list-style-type: none">• Work with law enforcement on any media issues.• Provide school contact information to the family to provide more details of incident.• Update the Superintendent. |
|---|---|

CONTINUITY OF OPERATIONS

- Activate the Crisis Response Team.
- Inform staff to unobtrusively monitor students/staff for problems of managing the death.
- Obtain list of items removed from the scene for future release.
- See **RECOVERY PROCEDURES**.

DEATH OF STUDENT/STAFF OFF SCHOOL PROPERTY

- Notify head of Crisis Response Team.
- Together, verify information regarding incident.
- Activate the Crisis Response Team if verified.
- Notify the Superintendent.
- Activate Calling Tree to notify staff of incident and meeting time and place.

EVACUATION SCHOOL PROPERTY

INITIAL ACTIONS

- | | |
|---|--|
| <ul style="list-style-type: none">• Determine level of evacuation.<ul style="list-style-type: none">• Partial evacuation within school grounds.• Entire evacuation within school grounds.• Mass evacuation to an offsite location.• Notify receiving offsite location.• Notify the Cabinet and CALL 9 1 1. | <ul style="list-style-type: none">• Have enough staff/transportation to facilitate evacuation.• Check all areas of school property.• Gather files if time permits.• Shut off utilities if appropriate.• Use EVACUATION SCHOOL PROPERTY checklist. |
|---|--|

ONGOING ACTIONS

- | | |
|---|---|
| <ul style="list-style-type: none">• Secure visual reports from faculty to account for students/staff.• Make list of missing students/staff.• Make list available to first responders.• Account for all students/staff prior to transport.• Document students who are transported not to the offsite location. | <ul style="list-style-type: none">• Update the Superintendent.• Ensure facility is empty and secured.• Upon arrival offsite location account for all students/staff.• Create area for central organization.• Establish parent(s)/guardian(s) pick-up site.• Provide information to parent(s)/guardian(s).• Prepare statement for media.• Document when students are picked up. |
|---|---|

CONTINUITY OF OPERATIONS

- Communicate with first responders on the safety of returning.
- Update the Superintendent on conditions and needed resources.
- Prepare statement for media to provide information on the return to the facility.
- See **RECOVERY PROCEDURES.**

REVIEW NEXT PAGE ON OFFSITE LOCATION PROCEDURES

OFFSITE LOCATION PROCEDURES

INITIAL ACTIONS

- Determine level of evacuation requested by school (partial or entire evacuation).
- Determine length of stay if possible.
- Establish number of students/staff that will arrive.
- Adjust accommodations to allow more individuals onsite.
- Create area for central receiving of students/staff.
- Make arrangements for additional staffing needs/resources.
- Create a pick-up location parent(s)/guardian(s) of students.
- Station a person at the main entrance for receiving students/staff.

ONGOING ACTION

- Account for students/staff upon arrival.
- Update the Superintendent.
- Work with school on media issues.
- Assess any medical needs.
- Assist in documenting when students are picked up by parent(s)/guardian(s).

CONTINUITY OF OPERATIONS

- See [RECOVERY PROCEDURE](#).

THESE PROCEDURES SHOULD BE AVAILABLE TO THE OFFSITE LOCATION

FIRE SCHOOL PROPERTY / ADJACENT PROPERTY

INITIAL ACTIONS – SCHOOL PROPERTY

- | | |
|--|--|
| <ul style="list-style-type: none"> CALL 9 1 1. Evacuate all students/staff to designated locations. Attempt to suppress small fires if safely able to do so. | <ul style="list-style-type: none"> Deploy designated staff to meet fire department. If able to do so safely, shut off all utilities EXCEPT WATER. Notify the Superintendent. Use EVACUATION SCHOOL PROPERTY checklist. Use FIRE SCHOOL PROPERTY / ADJACENT PROPERTY checklist. |
|--|--|

ONGOING ACTIONS – SCHOOL PROPERTY

- | | |
|---|--|
| <ul style="list-style-type: none"> Account for all students/staff and visitors. If an actual fire, move students/staff to offsite location. Create media area to provide information to families and public. | <ul style="list-style-type: none"> Document when students are picked up by parent(s)/guardian(s). Update the Superintendent. Treat all damaged areas as a CRIME SCENE. |
|---|--|

IMMEDIATE ACTIONS - FIRE ADJACENT PROPERTY

- | | |
|--|---|
| <ul style="list-style-type: none"> CALL 9 1 1. Determine proximity and direction of fire. Determine weather conditions. Assess the risk for large amounts of smoke entering facility. | <ul style="list-style-type: none"> Consider the student/staff environment (fear/confusion). Evaluate the necessity to evacuate. If evacuating use EVACUATION SCHOOL PROPERTY checklist. Use FIRE SCHOOL PROPERTY / ADJACENT PROPERTY checklist. |
|--|---|

ONGOING ACTIONS – FIRE ADJACENT PROPERTY

- | | |
|---|---|
| <ul style="list-style-type: none"> Account for all students/staff. Turn off HVAC system. Cover and seal windows and non-essential doors. | <ul style="list-style-type: none"> Establish contact with fire department. Staff all exits. Instruct staff on evacuation procedures. |
|---|---|

CONTINUITY OF OPERATIONS

- | |
|---|
| <ul style="list-style-type: none"> Assess all areas needing repair/restoration. Update the Superintendent. Set a timetable for resuming normal school activities. See RECOVERY PROCEDURES. |
|---|

RETURN

FIRE SCHOOL PROPERTY / ADJACENT PROPERTY

HAZARDOUS MATERIALS

INITIAL ACTIONS

- | | |
|--|--|
| <ul style="list-style-type: none">• CALL 9 1 1.• Assess any injuries/exposure.• Arrange for medical treatment.• Safely, attempt to ID type of material.• Notify the Superintendent. | <ul style="list-style-type: none">• Update first responders.• Evaluate the need for building evacuation.• If evacuating use EVACUATION SCHOOL PROPERTY / ADJACENT PROPERTY checklist.• Use HAZARDOUS MATERIALS checklist. |
|--|--|

ONGOING ACTIONS

- Account for all students/staff.
- Check for secondary dangers.
- Update the Superintendent.
- Arrange for parent(s)/guardian(s) reunification when safe.
- Update first responders.

CONTINUITY OF OPERATIONS

- Determine what areas of the building were affected.
- Communicate with first responders on the safety of returning to affected areas.
- Update the Superintendent on outcome of emergency.
- See **RECOVERY PROCEDURES**.

HOSTAGE / INTRUDER / ASSAULT SITUATION

INITIAL ACTIONS

- **Call 9 1 1.**
- Remove all students/staff from area.
- Safely, lock all doors.
- Gather as much information as possible about the **HOSTAGE / INTRUDER / ASSAULT SITUATION** and each student/staff involved.
- Notify the Superintendent.
- Assemble building layout plans to give to law enforcement.
- Use **HOSTAGE / INTRUDER / ASSAULT SITUATION** checklist.

ONGOING ACTIONS

- Provide area for law enforcement command post.
- Provide law enforcement with layout or blueprints of hostage area.
- Update the Superintendent.
- Follow law enforcement instructions on evacuation.
- Determine procedures for student and parent(s)/guardian(s) reunification.
- Document when students are picked up by parent(s)/guardian(s).
- With law enforcement approval, notify family of any student/staff involved.
- Determine needed resources for a long-term negotiation.
- Provide offsite information area for family of affected students/staff.

CONTINUITY OF OPERATIONS

- Ensure affected individuals receive medical and psychological services.
- Assign counselor or psychologist to attend any affected individuals interviews.
- Provide information to parent(s)/guardian(s) on school re-opening.
- Instruct staff to monitor student environment and responses.
- See **RECOVERY PROCEDURES**.

HOSTAGE / INTRUDER / ASSAULT SITUATION

LOCKDOWN

INITIAL ACTIONS

- **DECLARE AN EMERGENCY.**
- ANNOUNCEMENT via intercom - We are currently in an emergency situation lockdown your classrooms. Follow your emergency **LOCKDOWN** procedures and await further direction. The emergency incident commander is _____. (Repeat)
- **CALL 9 1 1.**
- Lock doors/windows and close blinds to the area you are in.
- Notify the Superintendent.
- **DO NOT LEAVE YOUR LOCKDOWN AREA.**
- Distribute **SPECIFIC DUTIES CHECKLISTS** to those in your area.
- Stay close to the floor.
- If possible contact busses, field trips and outside classes to tell them NOT to return to the school.
- Assess the crisis as information is received.
- Call classrooms and other offices to acquire information.
- Call the staff roll to determine the location of staff/students.
- Use **LOCKDOWN** checklist.

ONGOING ACTIONS

- Update the Superintendent.
- Update law enforcement.
- Establish Incident Command Center.
- Activate the Emergency Operations Center.
- Assign Command Staff as needed.

CONTINUITY OF OPERATIONS

- The Principal or Superintendent will advise in person and/or via intercom that the school or site of an **"ALL CLEAR"** condition when there is no longer any danger. This will come
- Determine your needs with the Superintendent to return to normal operation.
- See **RECOVERY PROCEDURES**.

MEDICAL EMERGENCIES

Medical emergencies could involve a variety of situations; accidental falls, illness, poison, bus accidents, shootings, sports injuries, chemical exposure, etc. For any medical emergency, there are basic steps that you will need to follow.

INITIAL ACTIONS

- Gather as much information as possible to determine the appropriate response.
- Make sure **9 1 1** has been notified.
- Make sure the school's medical personnel have responded.
- Have a staff member meet the first responders to direct them to the area.
- Notify the Superintendent.
- Go to the area to take command of the situation.
- Use the **CHECKLISTS** that fits the situation.

ONGOING ACTIONS

- Depending on situation, you may have to evacuate the area.
- Depending on situation, you may have to quarantine the area.
- Determine the possible effects on the student/staff population.
- Update the Superintendent.
- Determine if the local Health Department needs notified.
- Notify the family of students/staff that are involved.
- Document all information about the incident in a log for use in your report.

CONTINUITY OF OPERATIONS

- Determine resumption of normal school activities with consultation with the Superintendent.
- Depending on situation, proper clean-up of the area will need to be done.
- Determine your needs with the Superintendent to repair/restore facility.
- Meet again with all staff/faculty after end of day to review the tone of the school.
- See **RECOVERY PROCEDURES**.

RECOVERY PROCEDURES

Depending on the situation you are dealing with, you will need to prepare for that incident that might involve handling the situation differently and also prepare to return your school to normal operation.

INITIAL ACTIONS

- Develop short term Continuity of Operations plan in consultation with the Superintendent.
- Make announcement that the emergency is over.
- Account for all students, staff, visitors etc.
- Protect students from the media and avoid student interviews without parent(s)/guardian(s) present.
- Resolve parent(s)/guardian(s) notifications and reunification with students.
- Maintain positive relations with the media.
- Determine what resources are needed to repair physical aspects of facility.

ONGOING ACTIONS

- Provide rumor control.
- Meet with all staff/students are gone to discuss emergency and check psychological needs.
- Obtain reports and interviews from key staff.
- Review reports for adequacy before signing off.
- Provide psychological screening for all key and affected staff.
- Arrange for a Crisis Team to be at the school for students/staff.
- Maintain contact with the Superintendent's office.

CONTINUITY OF OPERATIONS

- Determine resumption of normal school activities with consultation with the Superintendent.
 - Date.
 - Time.
 - Procedure (full-day or half-day).
- All-school assembly for information and rumor control amongst students.
- Designate areas for Emergency Student/Staff Services counseling.
- Meet again with all staff/faculty after end of day to review the tone of the school.

SCHOOL SHOOTING

INITIAL ACTIONS

- **CALL 9 1 1.**
- Announce in plain language via intercom of an **INTRUDER** and the need to **LOCKDOWN**, or conduct a **REVERSE EVACUATION** if the shooter is outside.
- If possible, evacuate unaffected areas offsite with staff supervision.
- Account for all evacuated students/staff.
- Those unable to evacuate should lock their doors, shut off lights, close blinds or cover windows.
- Retrieve building layout plans for first responders.
- If the shooter is a student, retrieve student records.
- Notify the Superintendent.
- Update **9 1 1** on situation.
- Use the **SCHOOL SHOOTING** checklist.

ONGOING ACTIONS

- Attempt to assemble witnesses at evacuation site, but keep them separated.
- Update the Superintendent.
- Setup a media staging area.
- Prevent media from interviewing students/staff.
- Immediately activate school psychological resources.
- Send liaison to hospital to meet with family of victim(s) and screen them from the media.
- Document if/when students/staff are taken to hospital.
- Provide parent(s)/guardian(s) reunification information to the media.
- Document when students are picked up by parent(s)/guardian(s).
- Be aware of parent(s)/guardian(s) of injured/killed students/staff arriving to pick them up.
- Collect names of all that were directly or indirectly involved.

CONTINUITY OF OPERATIONS

- Determine the names of those injured or killed.
- Use **CRIME SCENE MANAGEMENT** checklist.
- Use **DEATH ON SCHOOL PROPERTY** checklist, if applicable.
- Determine resumption of normal school activities with consultation with the Superintendent.
- Determine your needs with the Superintendent to repair/restore facility.
- See **RECOVERY PROCEDURES**.

SEVERE WEATHER / TORNADO / EARTHQUAKE

INITIAL ACTIONS

- Upon receipt of NOAA alert or visible sighting, direct students/staff to shelter areas via intercom.
- Be certain announcement to take shelter has reached all areas of the facility inside and outside.
- If time permits, have staff conduct emergency headcount.
- Keep media sources monitored (TV, radio).
- Check parking lots, playgrounds, practices & buses and have students/staff return to designated safety areas See **REVERSE EVACUATION**.
- Assess need to take shelter even without NOAA alert.
- Notify the Superintendent.
- Use **SEVERE WEATHER / TORNADO / EARTHQUAKE** checklist.

ONGOING ACTIONS

- When severe weather has passed, determine structural integrity of building.
- Determine the number and severity of injured students/staff.
- **CALL 9 1 1**
- Set up triage area depending on the number of injured.
- Shut off utilities to affected areas of school.
- Assemble all non-injured students/staff and conduct headcount.
- Allow staff to call home.
- Notify parent(s)/guardian(s) of students/staff injured.
- Arrange for blankets, water, etc. if needed.
- Provide parent(s)/caregiver(s) reunification information to media.
- Document when students are picked up by parent(s)/caregiver(s).
- Update the Superintendent.

CONTINUITY OF OPERATIONS

- Determine resumption of normal school activities with approval of the Superintendent.
- Determine your needs with the Superintendent to repair/restore facility.
- Determine ability/resources to continue school activities at alternate locations with approval of the Superintendent.
- See **RECOVERY PROCEDURES**.

UTILITY FAILURE

INITIAL ACTIONS

- **CALL 9 1 1** if an immediate emergency exists.
- Determine what area(s) are affected.
- If a severe leakage or health risk is present, shut off appropriate utility using the **UTILITY FAILURE Checklist**.
- Assess the need to evacuate students/staff.
- Use **EVACUATION SCHOOL PROPERTY** checklist.
- Notify the Superintendent.

ONGOING ACTIONS

- Determine cause of failed utility if possible.
- Assess if other utilities are at risk of failure.
- Determine approximate length of outage.
- Update the Superintendent.
- If long term outage of essential utility, provide media with information on parent(s)/guardian(s) reunification.
- Document when students are picked up by parent(s)/guardian(s).
- Consider resources to accommodate students' needs if long-term outage occurs and students are not able to leave; food, water, medical, supervision.

CONTINUITY OF OPERATIONS

- Determine resumption of normal school activities with approval of the Superintendent.
- Determine your needs with the Superintendent to repair/restore facility.
- See **RECOVERY PROCEDURES**.

STAFF RESPONSIBILITIES

RESPONSIBILITIES SCHOOL STAFF DURING/AFTER EMERGENCY

Superintendent:

- Is the overall Individual in charge of the School District.
- Assist the Principal(s) with their duties.
- Is the liaison with the School Board.
- Is the liaison with emergency first responders or designates who will handle.
- Handles all media inquiries or designates who will handle.
- Ensures that the Emergency Security and Safety Management Plan is followed.
- Post in the school office a chain of command including the names and phone numbers of the persons to succeed the Superintendent in the event of his or her absence or incapacitation

Principal(s):

- Assist the Superintendent with their duties.
- Informs the Superintendent of all information/actions
- Directs the evacuation of the building.
- Ensure that all injured individuals receive medical treatment.
- Account for all students, staff and visitors, etc.
- Handle all inquiries from parent(s)/guardian(s) or designates who will handle inquiries.
- Ensures that the Emergency Security and Safety Management Plan is followed.
- Arranges for a debriefing of the incident with students, staff, parent(s)/guardian(s) and emergency first responders.
- Post in the school office a chain of command including the names and phone numbers of the persons to succeed the Principal in the event of his/her absence or incapacitation.

TEACHERS/COACHES:

- Provide for the supervision of students and will remain with the students until directed otherwise.
- Direct evacuation of students in their charge to designated areas in accordance with the Emergency Security and Safety Management Plan.
- Render first aid if necessary.
- Take grade book and call roll after evacuation.
- Report missing students and staff to Principal.
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

COUNSELORS:

- Maintain list of high-risk student throughout the year.
- Identify "at risk" students in current emergency.
- Designate a location for counseling center.
- Provide assistance to students and staff.
- Communicates with parent(s)/guardian(s) at the direction of the Superintendent/Principal .
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

SCHOOL NURSE:

- Report to the emergency scene
- Provide first aid services to injured/casualties in a secure location.
- Update information to Principal and emergency personnel.
- Establish triage as needed and coordinate medical evacuation.
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

ADMINISTRATION/SECRETARIAL STAFF:

- Assist with all emergencies and call 9 1 1.
- Assist the Superintendent/Principal in preparing fact sheet to help those answering phones.
- Develop accurate and complete information regarding the incident to assist the Superintendent/Principal.
- Take enrollment cards and sign-out forms for off-site student release.
- Set up an emergency communication post at the office.
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

CUSTODIANS/MAINTENANCESTAFF:

- Responsible for the use of emergency equipment, for the handling of school supplies and for the safe use of available utilities.
- Survey and report damage to the Principal.
- Assist with rescue operations/fire-fighting efforts unit rescue/fire personnel take over.
- Control main shut-off valves for gas, water and electrical and ensure that no hazard results from broken or downed lines.
- Assist in disbursement of supplies and equipment and conserve usable water and other supplies.
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

FOOD SERVICES:

- Prepare and serve food to students and staff when necessary during an emergency.
- Informs the Principal of all information/actions.
- Assist as directed by Principal.

BUS DRIVERS:

- Supervise students if emergency occurs while students are on the bus.
- Transport students and staff to new location when directed.
- Informs the Principal of all information/actions.
- Assist as directed by the Principal.

RETURN