

INCIDENT COMMANDER

Coordinates and assigns staff to cover all facets of emergency situations.

Responsibilities

- Take roll of staff and volunteers – clip board with master list in Emergency Kit (including master list of team job assignments)
- Determine status of facility/identify need for outside assistance
- Activate **Command Center**
- Activate and monitor **Search & Rescue** teams
- Activate **First Aid Station**
- Activate **Traffic/Parking Lot Monitors/Parent Greeters**
- Direct closure of north bus drive gate. Open for emergency vehicles only
- Monitor condition of staff, students, visitors
- Confer with Search & Rescue team members to determine if building may be re-entered
- Direct staff release after review of student release and reassignment of staff
- Cell phone call to 911 if needed, then call Lynn Evans' office at (425)385-4023.

Chain of Command

Principal
Salli Smith
Joan Litzkow

Command Center

Carry out directions of principal or principal designee.

Responsibilities

- Take roll of staff and volunteers, (master lists of staff and designated job assignments in emergency kit)
- Direct release of students/coordinate student runners with the reunification center
- Direct set up of first aid center
- Contact Public Safety and District Headquarters (Lynn Evans # 385-4023)
- Remain "on call" to assist as needed

Equipment

- 2-way radio (shared with principal)
- Clipboard/pen & paper
- First Aid kit
- Flash light
- Mask/gloves
- Safety Vests

Team Members

Salli Smith
Joan Litzkow
Joy Suda

First Aid Team

Care for injured staff and students.

Responsibilities

- Set up **First Aid Station** in D-2 (OT/PT room).
- Assess severity of injuries
- Keep accurate records of victims/injuries/treatments and label victims
- Notify Command Center if need for emergency assistance
- Dispense student medication as needed

Equipment

- additional needed staff as determined
- first aid supplies/manual
- 2-way radio
- clipboards with paper/pen
- duct tape/tags
- clean sheets/blankets/space blankets
- first aid treatment forms
- large plastic garbage bags
- student medications

Team Members D-2 OT/PT Room

Katie Rivera
Don Suda
Kathy Jennings

Safety Officers

Check and assess building damage, shut off valves and hazards; establish flag position.

Responsibilities

- Report immediately to principal for direction
- Check for fire and structural damage
- Check for chemical spills
- Check water, electricity, turn off if necessary
- Locate rescue equipment
- Fly flag upside down if emergency life threatening assistance needed; remove flag if first response assistance is not needed
- Access generator and extension cords
- Assist with Communications and Parent Contact team if needed
- Make sure the school # 39-159 is visible on the cafeteria roof
- Set up and maintain area for toileting of students if needed

Equipment

- 2-way radio
- Caution/danger tape
- Latex gloves
- Pry bar/wrench
- Dust mask
- Identifying vest with "Safety Officer" on back

TEAM MEMBERS

Mark Prues
Sherry Nastan
Karen Johnson
Alta Baller

Reunification Center

To direct parents/guardians and citizens to appropriate locations and to give general status of students and campus.

Responsibilities

- Establish appropriate location in alcove of A to greet parents, guardians and citizens.
- Send student runners to bring children to reunite with their parents.

Equipment

- 2-way radios
- Clipboard w/pen & paper
- Locator Cards

Team Members

Christine Crise
Wanda Lehman
Amber Stogsdill
Lin Mank

Identified Student Runners from Fifth Grade

STUDENT SUPERVISION TEAM:

Supervise and account for students

DUTIES:

- Evacuate building
- Check for injuries
- Keep students calm and reassured
- Go to designated playground area
- Assign an adult to stay with any student that cannot be moved
- Report missing students to Command Center
- Refer people to Reunification Center for release of student to their care

EQUIPMENT:

....clipboard with paper/pens
....class list
....disaster bag/kit/backpack
....flashlight

TEAM MEMBERS

Joy Suda
Frances Fritze
Karen Miller

ALL STAFF NOT ASSIGNED TO OTHER DUTIES

Revised 05/07

SEARCH AND RESCUE:

Search buildings for individuals injured or unable to exit/assist them to safety

DUTIES:

- Split team into two groups
- All team members stay within sight of each other
- Bring victims to First Aid Station
- Search all areas/check off areas already checked on map - apply duct tape to door
- to indicate room has been checked
- Notify custodian of water leaks, structural damage, etc.
- Check with Command Center after completing search for any missing persons
- When everyone is accounted for notify Command Center
- Be available for further assignment

EQUIPMENT:

....2-way radios
....whistles/flashlights, backpacks
....small fire extinguishers
....fluorescent, duct and danger/caution tape
....safety goggles/gloves
....stretcher/first aid kit
....pry bar
....dust mask
....hard hats

TEAM MEMBERS

Wayne Thomasson
Debbie Wrobel
Gabby Muniz

