

## Principal and Office Manager

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

### Responsibilities

- Take roll of staff and volunteers
- 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 Jim McNally's office at (425)3854021.

### Chain of Command

Principal Salli Smith Joan Litzkow Sharon Park

## **Command Center**

Carry out directions of principal or principal designee.

### **Responsibilities**

- Take roll of staff and volunteers
- Direct release of students/coordinate student runners with the reunification center
- Direct set up of first aid center
- Contact Public Safety and District Headquarters
- 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 Sharon Park

## **First Aid Team**

Care for injured staff and students.

### **Responsibilities**

- Set up **First Aid Station** in D-1.
- 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
- water
- clipboards with paper/pen
- duct tape/tags
- clean sheets/blankets/space blankets
- first aid treatment forms
- large plastic garbage bags
- student medications

### **Team Members**

Lori Taylor Don Suda Katie Rivera

## **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 Preus  
Christina Northall

## **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**

Lisa Mirante, Christine Crise, Counselor, Identified Student Runners from Fifth Grade