

## EMERGENCY RESPONSE TEAMS

District Emergency Response Team

The purpose of the district emergency response team is to coordinate district and interagency responses to an emergency and to improve communications by providing accurate information between district employees, students, parents and the general public. The district emergency response team shall consist of the district administrator, district secretary, head custodian, safety coordinator, and transportation director.

General responsibilities of the Emergency Team members will include:

1. District Administrator - Coordinate district level emergency response, provide communications with law enforcement, fire protection, and emergency medical agencies, and provide accurate and current information to the media.
2. District Secretary - Monitor telephone switchboard to minimize nonessential incoming and outgoing calls and to assist with necessary communications.
3. Head Custodian - Monitor all operational and mechanical systems and provide information to interagency personnel concerning district equipment and systems.
4. Transportation Director - Insure available transportation for students and staff in the event of an evacuation of school buildings.

Building Emergency Response Team

The purpose of the building emergency response team is to evaluate any emergency situation and implement or modify, as required by the situation, the emergency response plan. The emergency response team shall consist of the building principal or designee, district safety coordinator, building secretary, guidance counselor, and designated staff members. Any district employees with first aid, CPR, or emergency medical training should be given first consideration for inclusion on the emergency response team.

General responsibilities of the Emergency Team members will be:

1. Principal - Evaluate seriousness of the problem, contact emergency response team members, carry out emergency response plan, and contact district office.

2. Building Secretary - Coordinate office operations, monitor incoming and outgoing telephone calls, and control bell and public address systems as directed by the principal.
3. Guidance Counselor - Provide crisis counseling for staff and students as needed.
4. Emergency Response Team Members - Meet with principal, revise building Emergency Response Plan as necessary, and implement Emergency Response Plan.

Approved: February 1, 1995