



## Emergency Response Team Responsibilities

EMERGENCY RESPONSE TEAM MEMBER	RESPONSIBILITIES
<b>SECURITY SUPERVISOR</b>	Security Supervisor is responsible for emergency management planning and operations for the district. Prior to the activation of the Emergency Response Plan, the Security Supervisor will take direct orders from the Principal or Superintendent regarding the nature of the emergency.
<b>PRINCIPAL/SUPERINTENDENT</b>	The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the responsibility for the overall safety of students and staff.
<b>TEACHERS</b>	<p>Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>•Supervise students under their charge.</li> <li>•Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.</li> <li>•Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.</li> <li>•Give appropriate action command during an incident.</li> <li>•Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.</li> <li>•Report missing students to the Principal or designee</li> <li>•Execute assignments as directed by the Principal.</li> </ul>

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	<ul style="list-style-type: none"> <li>•Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.</li> <li>•Render first aid if necessary. School staff should be trained and certified in first aid and CPR.</li> </ul>
<b>INSTRUCTIONAL COACH/ PARAPRO</b>	Responsibilities include assisting teachers as directed.
<b>SOCIAL WORKERS/ PSYCHOLOGIST</b>	<p>Responsibilities may include:</p> <ul style="list-style-type: none"> <li>• Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.</li> <li>• Direct students in their charge according to established incident management protocols.</li> <li>• Render first aid if necessary.</li> <li>• Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.</li> <li>• Execute assignments as directed by the Principal.</li> </ul>
<b>SCHOOL NURSE</b>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Administer first aid or emergency treatment as needed.</li> <li>• Supervise administration of first aid by those trained to provide it.</li> </ul> <p>Organize first aid and medical supplies.</p>
<b>FACILITIES/ MAINTENANCE</b>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Survey and report building damage to the Principal.</li> <li>• Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.</li> <li>• Provide damage control as needed.</li> <li>• Assist in the conservation, use, and disbursement of supplies and equipment.</li> <li>• Keep the Principal or designee informed of condition of school.</li> </ul>
<b>OFFICE STAFF/BUSINESS</b>	Responsibilities include:

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<p><b>OFFICE</b></p>	<ul style="list-style-type: none"> <li>• Answer phones and assist in receiving and providing consistent information to callers.</li> <li>• Provide for the safety of essential school records and documents.</li> <li>• Execute assignments as directed by the Principal.</li> <li>• Provide assistance to the principal.</li> <li>• Assist with health incidents as needed, acting as messengers, etc.</li> </ul>
<p><b>FOOD SERVICE</b></p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.</li> <li>• Execute assignments as directed by the Principal.</li> </ul>
<p><b>TRANSPORTATION</b></p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supervise the care of students if disaster occurs while students are in the bus.</li> <li>• Transfer students to new location when directed.</li> <li>• Execute assignments as directed by the Principal.</li> <li>• Transport individuals in need of medical attention.</li> </ul>
<p><b>OTHER STAFF/ SUBSTITUTE TEACHERS</b></p>	<p>Responsibilities include reporting to the Principal if requested or activated.</p>
<p><b>STUDENTS</b></p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Cooperate during emergency drills and exercises, and during an emergency situation.</li> <li>• Learn to be responsible for themselves and others if the emergency situation warrants.</li> <li>• Understand the importance of not being a bystander by reporting situations of concern to appropriate</li> </ul>

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	<p>staff.          Develop a general awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.</p>
<p><b>PARENTS/ GUARDIANS</b></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Understanding their roles during a school emergency.</li> <li>• Encourage and support school safety, violence prevention, and incident preparedness programs within the school.</li> <li>• Participate in volunteer service projects for promoting school incident preparedness.</li> <li>• Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.</li> <li>• Practice incident management preparedness in the home to reinforce school training and ensure family safety.</li> </ul>
<p><b>VENDORS</b></p>	<p>Responsibilities include reporting to the Principal if requested or activated.</p>