



<b>Student Helpers</b>	Executive Council #5 – emergency Leadership students trailer	After attendance is taken students report to emergency trailer. Set up pop up tent over Parent Reunion picnic table. Take first aid Supplies to front lawn. Take bicycle to Parent Reunion area. Stand by at staging area for Further assignments

### Special Duties:

**Kathy Smith & Chris Linnell –** pick up attendance cards from homerooms.  
**& Lea Heffernan** Immediately take attendance cards to Secretary at Parent Reunion area.

### Stage One

- Students line up on lower parking lot as per schematic.
- Teachers take attendance immediately. Red and green slips ARE NOT NECESSARY. Be sure teacher's name is on attendance sheet. Hand attendance to attendance runner (**Kathy Smith or Jennifer Martin or Lea Heffernan**).
- Once attendance has been picked up, take your homeroom students to their assigned place inside the fence on the soccer field. When teacher in charge (underlined on attached map) arrives turn your students over to him/her.
- Proceed to your emergency assignment.

### Stage Two

- Students are grouped as per attached schematic.
- Underlined teacher is in charge of the two or three homerooms. DO NOT LET THE KIDS WANDER. Students MUST stay with their assigned homeroom group.
- Keep students quiet. No horsing around.

<b>POSITION</b>	<b>STAFF</b>	<b>LOCATION</b>	<b>DUTIES</b>
<b>Supplies</b>	<b>- lead #5 -</b>		Help open trailer. Remove and distribute supplies
	<b>Sara Filanoski</b>	emergency trailer	Close back driveway to all traffic except emergency vehicles.
	<b>Tory Gateman</b>		
<b>Student/Staff Safety</b>	<b>Barb Jensen* - lead #4 - SE of</b>		Make PA announcements; student escort; communicate
<i>Lead has radio</i>	<b>Laura Wheeler</b>	parking lot gate	With staff and parents; give PA updates as necessary;
Radio to Traffic	<b>Stephanie Detwiler</b>		Student & staff attendance
after attendance	<b>Tere Schwartz</b>		
*after attendance completed will move to medical			
<b>Traffic</b>	<b>Facilities/Maintenance staff</b>	<b>#8</b>	Keep ingress and egress open; set up traffic cones
			And signage; direct EMS vehicles to areas of need
			Direct traffic; close driveway in front of school to all
			Except EMS;
<b>Parent / Media</b>	<b>Jenny Granum - Lead</b>		Contain parents; direct parents to waiting area;
	Cheryl Cochrane		sign in, sign out; track students
	Carolyn Zike		
	Karen Stendahl		
<b>Student Monitor</b>	<b>Jan Kammert</b>	<b>#3 - north end of</b>	After attendance is reported, take students to McM field;
	<b>Gay Roselle</b>	field inside fence	Monitor students; maintain and remain calm
	<b>Kathy Smith</b>		
	<b>Patty Gregorich</b>		
	<b>Chris Linnell</b>		
	<b>Siobhan Avolio-Toly</b>		
	<b>Jennifer Martin</b>		
	<b>Katie Lewandowski</b>		
	<b>Evan Justin</b>		

# Crisis Management Assignments and Duties 2015-2016

POSITION	STAFF	LOCATION	DUTIES
<b>Admin. In Charge</b>	<b><i>Greg Allison</i></b>	#1 - South end	Investigate incident; determine level of response;
<i>Has radio</i>	Jenny Granum	parking lot island	Coordinate with unit leaders; decision making
	Carolyn Zike		
	Gates Johnson		
<b>Office /Communications</b>	<b><i>Gates Johnson - lead</i></b>		Call 911..DON'T HANG UP; mobilize Rapid Response Teams; notify VISD HQ; mobilize transportation; support admin.
<i>Has radio</i>	Julie Jaffe		
	Donna Donnelly		
	Amy Sassara		
<b>Hot Spots</b>			
<b>Medical</b>	<b><i>Sarah Day-lead</i></b>	#2 – front lawn	Triage; first aid; assist EMS; keep list of transports;
<i>Lead has radio</i>	<b>Eileen Hoffman</b>		Contain emergency zone; move injured onto tarps;
	<b>Mary Beba</b>		Assist in loading ambulances
	<b>Carrie Hatfield</b>		
	<b>Lea Heffernan</b>		
<b>Security</b>	<b><i>Cliff Simpson – lead</i></b>		Assess the situation; take action to keep everyone safe;
	<b>Frank Daniels</b>		Keep onlookers away; keep admin. Informed;
<b>Site</b>	<b>Carol Albright</b>	#5 – emergency	Shut off utilities as needed; open emergency trailer;
	<b>Rebecca Rumburg</b>	trailer	Disperse supplies; assist Search & Rescue; work with EMS
			Relative to building layout
<b>Search &amp; Rescue</b>	<b><i>Larry Dubois – lead</i></b>	#6 – lower park	
<i>Lead has radio</i>		lot near stairs	Search areas of building such as isolated, possibly
	<b>Carrie Power</b>		Overlooked, roof, gym, seldom used areas; search
	<b>Tim Heryford</b>		grounds
	<b>Dan Baker</b>		