Secure Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement |  | *“Secure the building! Get inside. Lock outside doors. Secure the building! Get inside. Lock outside doors.”* |
| SECURE (move indoors) | All staff, students, and visitors | Follow SRP directions |
| Call 911 if needed |  |  |
| Contact school division |  | *[Note who to contact at division level]* |
| Communicate with auxiliary buildings |  | *[Note how communication should be handled (radio, phone, etc.)]* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Ensure all support staff are accounted for (cafeteria, custodial, substitutes, transportation, etc.) |  |  |
| Check in with teachers for student rosters |  |  |
| Account for all staff members assigned to the school |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |
| Ensure all exterior doors have been checked and locked by assigned staff |  |  |

Lockdown Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement |  | “Lockdown! Locks, lights, out of sight! Lockdown! Locks, lights, out of sight!” |
| LOCKDOWN | All staff, students, and visitors | Follow SRP directions |
| Call 911 if needed |  |  |
| Contact school division when safe to do so |  | *Note who to contact at division level* |
| Communicate with auxiliary buildings if safe to do so |  | *Note how communication should be handled (radio, phone, etc.)* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Ensure all visitors are in a safe location |  |  |
| Ensure all support staff are accounted for (cafeteria, custodial, substitutes, transportation, etc.) |  |  |
| Check in with teachers for student rosters after Lockdown is lifted |  |  |
| Check self-evacuation locations for students and staff members |  |  |
| Account for all staff members assigned to the school |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |
| Assist first responders with unlocking classroom doors if requested |  |  |

Evacuation Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement or pull fire alarm |  | “Evacuate to assigned locations. Evacuate to assigned locations.” |
| EVACUATE the building | All staff, students, and visitors | Follow SRP directions |
| Call 911 if fire alarm was not activated |  |  |
| Contact school division |  | *[Note who to contact at division level]* |
| Communicate with auxiliary buildings |  | *[Note how communication should be handled (radio, phone, etc.)]* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Ensure all visitors have evacuated |  |  |
| Ensure all support staff are accounted for (cafeteria, custodial, substitutes, transportation, etc.) |  |  |
| Check in with gathering locations for student rosters |  |  |
| Account for all staff members assigned to the school |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |
| Ensure hallways are clear as leaving building |  | *[Add additional lines to specify who is responsible for individual hallways]* |

Weather Shelter Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement |  | “Shelter for [WEATHER HAZARD]. Move to safe locations. Shelter for [WEATHER HAZARD]. Move to safe locations.” |
| SHELTER (move to safe locations) | All staff, students, and visitors | Follow SRP directions |
| Call 911 if needed |  |  |
| Contact school division |  | *[Note who to contact at division level]* |
| Communicate with auxiliary buildings |  | *[Note how communication should be handled (radio, phone, etc.)]* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Monitor National Weather Service and Emergency Alert System for information |  |  |
| Ensure all visitors are accounted for |  |  |
| Account for all staff members assigned to the school |  |  |
| Check in with safe locations for student rosters |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |

HazMat Shelter Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement |  | “Shelter for [HAZARD]. Move to safe locations. Shelter for [HAZARD]. Move to safe locations.” |
| SHELTER (move to safe locations) | All staff, students, and visitors | Follow SRP directions |
| Call 911 if needed |  |  |
| Contact school division |  | *[Note who to contact at division level]* |
| Communicate with auxiliary buildings |  | *[Note how communication should be handled (radio, phone, etc.)]* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Ensure all visitors are accounted for |  |  |
| Seal all exterior doors, windows, and air vents, if possible |  |  |
| Account for all staff members assigned to the school |  |  |
| Check in with safe locations for student rosters |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |

Hold Roles and Responsibilities

| Task | Person Assigned | Notes |
| --- | --- | --- |
| Make announcement |  | “Hold in your classroom or area. Hold in your classroom or area.” |
| HOLD (in area) | All staff, students, and visitors | Follow SRP directions |
| Call 911 if needed |  |  |
| Contact school division if needed |  | *[Note who to contact at division level]* |
| Communicate with auxiliary buildings |  | *[Note how communication should be handled (radio, phone, etc.)]* |
| Gather daily roster/visitor log to account for everyone on property |  |  |
| Ensure all visitors are accounted for |  |  |
| Ensure all support staff are accounted for (cafeteria, custodial, substitutes, transportation, etc.) |  |  |
| Check in with classrooms for student rosters |  |  |
| Provide first aid if needed |  |  |
| Account for absent students |  |  |
| Ensure hallways are clear |  | *[Add additional lines to specify who is responsible for individual hallways]* |