

LEON COUNTY SCHOOLS

SCHOOL CRISIS TEAM

ASSIGNMENTS

Introduction:

Despite a school's best prevention efforts, it is impossible to guarantee that a crisis will never occur. Therefore, every school must be prepared to work closely with emergency responders to manage critical situations in an effective manner. The **School Crisis Team Assignment** document is an easy to understand tool that is important part of the safe schools plan and is designed to guide the actions of staff in the event of an emergency, crisis or disaster. This plan is a supplement to your **Region II Critical Response Plans For Schools**, (blue binder).

For a copy of your school's existing **Region II Critical Response Plans For Schools** or if there are questions regarding the Response Plan, contact Leon County Schools – Safety and Security at 487-7117.

Instructions for fillable form:

- 1) Please complete Section I- Critical Incident Chain of Command and Section II- School Crisis Team Assignments
- 2) Save document and email to: Coordinator Donald Kimbler at kimblerd@leonschools.net
- 3) Place a copy of the completed School Crisis Team Assignments document with your schools existing Region II Critical Response Plans for Schools (blue binder)
- 4) Notify team of their assignments

School Crisis Team Assignments:

Incident Commander	Take charge of coordinating the responses of all other agencies on the scene based on the type of incident. Coordinates emergency activities, requests additional resources, ensures the efficient use of available resources, and to ensure that emergency operations plans are followed. Incident Commander must remain at the command post. Overall, ensure that students, staff, and others on school grounds remain safe throughout an emergency.
Liaison Coordinator	Provide point of contact between the school, LCS District, and responding agencies. Establish clear and direct communication between agencies.
Perimeter Control	To coordinate the accessibility of the school perimeter and assist responding agencies.
Student Release Coordinator	Will coordinate student/parent reunification by securing the designated reunification area, maintain log of students released, and insure that students are only released to recognized parent or guardian.
Medical Coordinator	Provide basic first-aid refer for counseling when applicable.
Mass Media Coordinator	Coordinate media request for the school in the event of an emergency.
Transportation Coordinator	Coordinate with LCS Transportation with logistics regarding number of buses, student destination, and pick- up location.
Safety Coordinator	Monitor and track the safety and overall well-being of students and gathered within the assembly area. To provide food, water and very basic first aid. Responsible for ensuring that all response activities are conducted in a safe a manner as possible.
Physical Plant Coordinator	Ensure that the school facility is made as safe as possible, can activate lockdowns, delineate hazardous areas, the ability to shut down utilities, have a good understanding of the building layout, locate shut off valves, and have key or fob access.

SCHOOL: _____

YEAR: _____

SECTION I: Critical Incident Chain of Command:

The duties of School Incident Commander: Take charge of coordinating the responses of all other agencies on the scene based on the type of incident. Coordinates emergency activities, requests additional resources, ensures the efficient use of available resources, and to ensure that emergency operations plans are followed. Incident Commander must remain at the command post. Overall, ensure that students, staff, and others on school grounds remain safe throughout an emergency.

The principal is in charge of school leadership. In the absence of the principal the following represents the chain of command flow:

CHAIN OF COMMAND FOR SCHOOL STAFF

Incident Commander's name	Title	Work phone number	Cell phone number
	Principal		
Incident Commander if PRINCIPAL is absent			

SCHOOL: _____

YEAR: _____

SECTION II: Crisis Team Assignments:

Team Assignments	Daily Work Location Room #	Cell Phone # or Work Phone #	CPR Trained Yes / No	First Aid Trained Yes / No	Have School Radio Yes / No	Notified of Team Assignment Yes / No
Incident Commander: Primary: _____ Secondary: _____						
Liaison Coordinator: Primary: _____ Secondary: _____						
Perimeter Control Coordinator: Primary: _____ Secondary: _____						
Student Release Coordinator: Primary: _____ Secondary: _____						
Medical Coordinator: Primary: _____ Secondary: _____						
Mass Media Coordinator: Primary: _____ Secondary: _____						
Transportation Commander: Primary: _____ Secondary: _____						
Safety Coordinator: Primary: _____ Secondary: _____						
Physical Plant Coordinator: Primary: _____ Secondary: _____						