

Responsibilities of Staff During an Emergency

- 1) Teachers are to remain with their homeroom students at all times in the student assembly area. (If there is a need to communicate something to the command post, make sure another teacher is aware and he/she will watch your students.)
- 2) Randi Blackburn, Taylor Selander, and Tia Argo will be at the First Aid Station (located near the playground).
- 3) Melissa Marlow will be the Attendance Collector for all emergencies.
- 4) Chris Anderson will be at the “Middle Gate” near Assembly Area which is located in the middle of the play field. She will direct parents to the “Parent Release Gate.”
- 5) Ashley Kooreny will be at the “Parent Release Gate” which is located at the corner gate near the assembly area in left field. She will keep documentation of all students leaving the grounds. Katie Howells will be here to assist in getting students for Ashley and parents.
- 6) Carly Turner will be at the “Media Center.” It will be at the Carbonado Fire Station. No statements will be given about students. A blanket statement will be given to the media. The statement will be:

We followed our Community Approved Plan for this situation. Every staff member knew his or her responsibilities. The goal was to ensure the safety of the children at Carbonado School. By following the plan, we feel we accomplished this.
- 7) Jessie Sprouse will be at the Command Post. All updates will be given to her, so decisions can be made.
- 8) Lynee VanFleet will be at the “Courtyard Area.” She will direct parents to the “Parent Release Gate.”
- 9) Joe Sprouse will be in charge of the “Morgue.” It will be located between the Don Argo Community Gym and the Main Building.
- 10) Dave Wales and Joe Sprouse will be the “Search and Rescue” team. Teachers will identify any missing students and they will try to find them.
- 11) Heather Knopff will be with a student one-on-one who may need their own assistance. All paraprofessionals/nurse/counselor/SLP will be looking to and supporting students with anxiety and/or behaviors.