**2021-2022 Emergency Response Plan**

**Emergency Response Team Members**

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| --- | --- | --- | --- | --- |
| **Position** | **Team Member** | **Phone Ext.** | **Backup** | **Phone Ext.** |
| Team Leader | David Ackerman | 72104 | Natasha Holmes | 72105 |
| Team Leader Assistant | Brooks Barbaree | 72109 | Cynthia Campbell | 72112 |
| Crisis Counseling  Coordinator | Kaley Boyles | 72115 | Jeannine Frazier | 72116 |
| School Nurse | Sheri Neidlinger, RN | 72106  667-7654 c | Sarah McCallar | Room 16 |
| Evacuation Coordinator | Derrick Campbell | 72108 | Shellia Durdley | 72114 |
| After Hours Contact | David Ackerman  912-655-6431 | 72104 | Natasha Holmes  912-655-3895 | 72105 |
| Resource Officer |  |  |  |  |

**ERT Positions and Responsibilities**

1. **Principal/Site Administrator** 
   * Directs the secretary to call 911 and Campus Police as appropriate
   * Activates the Emergency Response Team (ERT)
   * Activates the Family Reunification protocol if appropriate
   * Provides information to parents, staff, students and others on status of the emergency
   * Provides information on school re-opening
2. **Emergency Team Leader**
   * Assists principal/site administrator in directing the emergency response
   * Coordinates the ERT
   * Designates others to assist as needed
   * Receives and disseminates information
   * Updates the site administrator
   * Monitors evacuations
   * Monitors student accountability
   * Ensures that School Emergency Plans are up-to-date
   * Writes a post-incident report
3. **Emergency Team Leader Assistant**
   * Assumes the role of Team Leader if necessary
   * Maintains stationary command post for accurate information flow
   * Disseminates information from ERT members to team leader
   * Disseminates written information from team leader to other team members and staff
   * Keeps a detailed record of events, decisions, and actions including notation of times
   * Advises external Team Leader of what happened and what actions have already taken place
4. **Crisis Counseling Coordinator**
   * Establishes a counseling assistance area
   * Notifies Student Affairs
   * Provides counseling to students and staff
   * Calls additional resources if needed (and approved by the lead administrator)
   * Continues crisis intervention until every victim has received treatment
   * Arranges for debriefing contact
5. **School Nurse or Designee**
   * Maintains roster of students and staff members who require special assistance or medications in case of an emergency
   * Develops a first aid team of staff members with basic first aid and CPR certification
   * Maintains a **rolling cart** with first aid supplies, including snack items for diabetics, that can be used on a daily basis as well as taken to the site of an emergency or evacuation assembly area
   * Establishes a triage area at the school or evacuation site
   * Checks the scene and victim(s)
   * Calls for emergency assistance if needed
   * Prioritizes treatment needs and provides care
   * Directs other care providers
   * Advises responding emergency units on victim(s) conditions and treatment already provided
   * Responsible for student medications
   * Keeps a log of medical treatment provided to be submitted to the Team Leader
   * After EMS assumes care of the injured, notifies the lead administrator of the status and location of the injured
6. **Evacuation Coordinator**

* Maintains a complete list of evacuation sites and contact information for those sites
* Checks the evacuation route to insure there are no suspicious objects
* Checks the evacuation site ahead of the students to insure there are no suspicious objects
* Prepares the reunification area for the reunification process
* Assures all teachers have an accurate count of students
* Reports any missing/unaccounted for students or staff to the Team Leader
* Reports injuries to the School Nurse or Designee
* Works with Public Information Officer to make sure media does not have access to students/staff/parents
* Oversees the identification and release of students to authorized person(s)
* Calms anxious parents and provides information regarding the emergency
* Coordinates with the Team Leader and Public Information Officer regarding the notification of parents and release of information regarding the emergency