**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 CounselingCoordinator | Kaley Boyles | 72115 | Jeannine Frazier | 72116 |
| School Nurse | Sheri Neidlinger, RN | 72106667-7654 c | Sarah McCallar |  Room 16 |
| Evacuation Coordinator | Derrick Campbell | 72108 | Shellia Durdley | 72114 |
| After Hours Contact | David Ackerman912-655-6431 | 72104 | Natasha Holmes912-655-3895 | 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