



Five Preparedness Missions of Safe Schools Planning: PROTECTION

District _____

School _____

Date _____

School Crisis Teams Roles/Responsibilities within the ICS

Some of the roles and responsibilities that each school crisis team member may assume in the event of a crisis situation are listed below. Some personnel may assume more than one role and perform several tasks. Required tasks may depend on the type of crisis situation a school is experiencing. Please note the suggested staff members who might be assigned the roles below but training and personality characteristics should be taken into consideration when selecting specific staff members to fulfill role. Staff members must be trained for their role.

School Incident Commander (Principal or Site Administrator*)

- Assesses the situation and engages appropriate crisis response protocol
 - Communicates with higher level administrators
 - Monitors implementation of the response plan
 - Implements crisis team phone tree to assemble the team
 - Serves as liaison with public safety and response agencies to coordinates responses in a unified command
 - Assigns duties to team according to ICS structure
 - Reviews and approves public information releases with District Public Information Officer
 - Coordinates with School Security and Safety Officer for the safety of students and staff
 - Reviews and approves communication with staff and students
 - Approves appropriate requests for additional resources
 - May also serve as Finance (“the payer”) and approve funds
- *May or may not also be crisis team chair/coordinator

District Public Information Officer

- Works as the media contact for the district and/or school
- Coordinates with the principal or site administrator for statements to the press, as needed
- Briefs the media, if necessary
- Reviews public information releases with the Principal or Site Administrator
- Serves as link with the City/County/State Public Information Officers

School Safety Coordinator (SRO, School Security or Designee)

- Assigns, supervises, and coordinates school security (with local law enforcement if necessary)
- Secures incident site, perimeter
- Maintains liaison with public safety agencies on operational issues
- Briefs incident commander and key officials on security issues and investigation
- Collaborates with local law enforcement
- Supervises crowd and traffic control and access management
- Supervises safe and organized movement of students and staff, as needed



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- Assembles students and staff for information sharing and/or safety
 - Knows evacuation plans/routes/procedures, security measures, alternative site plans
 - Reports weather, emergency conditions, obstacles or others concerns
 - Other duties associated with protection of life, property and information

Operations Team Leader

(Assistant Principal, Mental Health staff- psychologist, social worker or counselor)

Crisis Team Chair/Co-Coordinator*

- Assists Incident Commander (Principal or Site Administrator)
- Chairs or co-chairs the school crisis team meetings
- Facilitates or co-facilitates discussions and decision making with team
- Provides expertise in linking team to the appropriate crisis response protocols and guidelines
- Leads the development of the response and intervention plan to include physical and psychological interventions
- Leads or provides the functions in the Operations section
- Reviews effectiveness of response and interventions
- Coordinates with planning and logistics coordinator to assure resources are available
- Communicates with district and/or community level team(s)
- Leads team in debriefing after a crisis occurs
- Documents activities

Operations Team:

Emergency Medical Coordinator (Nurse)

- Identifies and coordinates staff who have First Aid/CPR/EMT training
- Coordinates the emergency card/emergency information procedure with the Principal/Site Administrator
- Maintains trauma bags and supplies with beginning of year and mid-year check
- Works with special education staff, school mental health staff and counselors to identify and plan for individuals who may need evacuation assistance
- Coordinates medical triage in the event of an emergency
- Provides direct medical care
- Arranges for additional medical support from trained staff
- Liaisons with Emergency Medical Responders
- Requests additional supplies, as needed
- Knows and provides for student and staff medical needs
- Documents medical and transport activities
- Evaluates for additional training needs

Student and Staff Communication Coordinator

(Assistant Principal, Psychologist, Social Worker, Counselor)



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- Implements crisis team and/or staff phone tree, as needed
- Coordinates the communication content and dissemination to student and staff during a crisis event
- Works with Principal/Site Administrator and Student Care & Recovery Coordinator to determine appropriate content and means of communication
- Provides written statements to use for student, staff, and parent notification (works with district PIO as needed) (i.e. fact sheet., parent letter)
- Monitors communication dissemination plan
- Considers information and responses needed by office personnel
- Engages and monitors communication with victims and families
- Keeps records of communication requested and released

Student Care and Recovery Coordinator (*Mental Health Staff*)

- Determines the psychological impact on students and staff and the nature of care and recovery services needed
- Contacts District Crisis Recovery Coordinator when incident occurs to discuss care and recovery needs
- Develops a plan for care and recovery using appropriate resources
- Maintains a crisis resource notebook with readily available resources and handouts
- Works with district and/or community resources
- Mobilizes mental health/counseling resource personnel
- Establishes and coordinates best practices in classroom information meetings, caregiver trainings, group and individual psychological first aid throughout the event to reduce panic and lessen trauma
- Identifies resources to manage grief and the healing process, as needed
- Coordinates best practice psychological recovery services, as needed.
- Prepares for memorial services and long-term support, as needed.
- Communicates resources available to administration, staff, students and parents/guardians.
- Maintains records of referrals and services provided.
- Assesses additional training needs of the school recovery team

Student Supervision Coordinator

(*Assistant Principal, Dean, Security, Teacher*)

- Accounts for all students and staff
- Works with safety officer
- Coordinates supervision and duties of teachers not with students

Student and Parent Reunion Coordinator (*Office Personnel*)

- Develops system for releasing students to parents
- Designates a Reunion Site/Center



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- Checks Emergency cards for name of person/s authorized to pick up student
- Releases student to authorized person (checks and verifies ID with name listed on student emergency card)
- Maintains a student release log

Possible Alternate Roles Needed:

Translation/Cultural Mediator Coordinator (as needed)

- Translates and serves as a cultural interpreter for the crisis team and/or community.
- Helps with culturally competent responses and trains staff on cultural awareness.
- Helps facilitate meetings with students, parents, and community, as needed.

Logistics Team Leader (Assistant Principal)

- Leads or provides the functions of the Logistics section
- Works with Building Engineer for facilities needs
- Works with office personnel for supplies and equipment needs
- Monitors supplies and equipment needs
- Coordinates access with district personnel
- Coordinates access to and distribution of supplies during an emergency
- Documents activities of Logistics section

Logistics Team:

Facilities Coordinator (Building Engineer)

- Locks entrances/exits, helps secure building (supplemented by security and staff in secondary schools)
- Knows floor plan of building and locations of shut-off valves (e.g. gas, electrical, furnace, alarm system)
- Communicates with district maintenance.
- Helps move objects to help with response.

Supplies and Equipment Coordinator (Office Personnel)

- Coordinates requests for copying, documentation instruments, parent letters, etc.
- Locates identified support supplies to help implement crisis plan and response
- Purchases necessary supplies
- Maintains the emergency response kits (Go-Kits)

Transportation Coordinator (Assistant Principal)

- Coordinates the assembly and transport of students with Executive Director and District Transportation Services



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Food and Water Coordinator (*Office Personnel, Cafeteria Staff*)

- Coordinates the acquisition, preparation and distribution of food and water during shelter-in-place

Possible Alternate Roles Needed:

Staff and Community Volunteer Assignment/Coordinator

- Establishes and implements the contact plan for both during and after school hours contact
- Establishes plan to rapidly disseminate information to staff or volunteers during school hours
- Maintains an accurate directory of community resources and staff
- Helps coordinate volunteer assignments

Planning Leader (*Assistant Principal, Teacher or role may be filled by district personnel*)

In a small emergency or small school another team leader or district personnel may fulfill these duties; in a larger emergency or larger school this position may be assigned, as needed

- Collects and evaluates information related to development of the crises
- Evaluates status of resources
- Helps to think ahead of current status and prepare for future change to situation

Finance Leader

(Assistant Principal, Office Manager, Teacher or role may be filled by district personnel)

In a small emergency or small school another team leader or district personnel may fulfill these duties; in a larger emergency or larger school this position may be assigned, as needed

- Gathers and documents anticipated crisis related planning expenses
- Documents and tracks expenses related to crisis planning and development
- Tracks and records expenses incurred when a crisis event occurs
- Completes paperwork to seek reimbursement, if available

Adapted from:

Reeves, M., Kanan, L. & Plog, A. (2009); Cherry Creek School District, 2008; Reeves, Nickerson, Jimerson, 2006.