

SAFE TEAM ROLES

SCHOOL: _____

SCHOOL YEAR: _____

This form should be updated at the beginning of each school year or whenever needed due to staff or other changes. Put your customized form in your Emergency Plan in place of this page and send a copy to the LCSD Safety Coordinator. When responding as a SAFE Team member, remember that safety is a priority. Always ask the question: "Is it safe to do my role?" If it is not safe – don't do it. You cannot assist others if you become injured. This means your first responsibility is your own safety. When responding to an emergency or drill, SAFE Team members should wear reflective vests, carry two-way radios, and as always - wear your school district issued ID Badge in a visible location.

DESCRIPTION	ASSIGNMENTS		
<p>SAFE Team Members: The SAFE Team is a group of staff members at your school who help to manage a drill or emergency. SAFE Team members consist of staff not directly in charge of supervising a group of students (school administrators, office staff, custodial & kitchen staff, health assistants, teaching assistants, counselors, etc.) The Teacher in Charge is also part of the SAFE Team. If additional help is needed during a drill or emergency, teachers who are on their prep period can be called to assist the SAFE Team.</p>	List all of your SAFE Team Members here:		
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<p>Incident Commander: The Incident Commander (IC) is the school principal, asst. principal, or teacher in charge. Their role is to assess and manage the emergency and assign SAFE Team roles as needed. The IC is to wear the Green IC Vest for drills and emergencies.</p> <p>Teacher in Charge: Assign a SAFE Team member to immediately go to and supervise the Teacher-in Charge's class. This should be done for every drill and real emergency so that the Teacher-in-Charge gets experience managing school emergencies.</p>	Incident Commander & Teacher in Charge		
	Principal: Assistant Principal: Teacher in Charge: Supervises Class for Teacher-in-Charge: Location of Green IC Vest:		
<p>Command Center: Inside School: This is the location that SAFE Team members will report to when a Lockdown or Shelter-in-Place is announced. Consider communication capabilities when choosing locations. Outside the Building: This is the location that SAFE Team members will report to when an evacuation takes place. If possible, have a megaphone, your two-way radio and a cell phone available for communications.</p>	Command Center	Primary Location	Secondary Location
	Inside:		
	Outside:		
<p>Make Notifications: Assign SAFE Team members to make important notifications. In some emergency situations, you may need to make an intercom announcement and 911 call simultaneously. For calls to 911, be prepared to stay on the line with them for a lengthy period of time. Assign SAFE Team members to notify classes meeting outside since the intercom system doesn't reach all areas. This can be done with the use of two-way radios if it is not a bomb threat. Sometimes, a runner may be needed.</p> <p>Contact the Superintendent's Office and the Bus Company for all drills and real emergencies. Contact Facilities & Maintenance whenever it's a building-related emergency. Contact the District Nurse when there is a medical emergency. Contact neighboring schools when appropriate. Always summon life-saving assistance first if the emergency warrants it.</p>	Make Notifications	Primary Person	Secondary person
	911		
	Intercom System		
	Outside Classes		
	Superintendent's Office		
	Bus Company		
	Other:		
<p>Lock Exterior Doors: Assign SAFE Team members to lock exterior doors immediately upon hearing a Lockdown announced. Activate the lockdown feature of the electronic lock system by pushing the lockdown button, watching to be sure the lockdown light is on. In addition, physically go to all exterior doors and check that they are closed tight and not propped open.</p> <p>Hang "Lockdown" Sign: For Lockdowns, hang a large sign on the main entrance door indicating the building is in Lockdown. This will help to let parents/visitors know not to drop off students or attempt to enter the building.</p>	Lock Exterior Doors	Primary Person	Secondary person
	Press Lockdown Button After everyone is inside		
	<i>Location of Lockdown Buttons:</i>		
	Physically Check Doors: Door: Door: Door:		
	Hang Lockdown Signs		
<p>Sweep Team: Assign SAFE Team members to move through the building and quickly gather students, staff and visitors who are in restrooms, hallways, and other common areas.</p> <p>Evacuation: For an evacuation, move these people to the evacuation assembly area. Lockdown: For a lockdown, take these people to a secured & supervised location.</p>	Area to Sweep/Check	Primary Person	Secondary person
	Hall: Hall: Hall: Hall: Other: Other:		
	<i>Secured & Supervised Location: _____</i>		
<p>Account for Students, Staff, & Visitors: Assign a SAFE Team member to account for all students, staff, and visitors during emergencies and drills. This person should have a class schedule and a list of all staff members and should evacuate with that list and the visitor sign-in sheets.</p>	Primary Person who will Account for Everyone	Secondary Person who will Account for Everyone	
<p>Go-Kit: Assign a SAFE Team member to take the SAFE Team Go-Kit for every evacuation, both drills and real emergencies. Keep your campus map and utility shut-off information as well as an updated emergency contact/release list for your school and your neighboring schools in your Go-Kit. Student medications should also be taken with you for every evacuation.</p>	Go-Kit	Primary Person	Secondary person
	<i>Location of Go-Kit:</i>		

DESCRIPTION	ASSIGNMENTS		
First Aid Contact: Assign a SAFE Team member (often the health assistant) to go to the incident site with the First Aid Kit & AED and any necessary student medications to assess and treat patients until medical personnel arrive.	First Aid Contact	Primary Person	Secondary person
	<i>Location of AED:</i>		
Emergency Personnel Contact: Meet & direct emergency personnel to the location of the incident. Give them the designated Fire/Law Two-Way Radio. Have a campus map, utility shut-off information, and a master key available. Be available for communications between emergency personnel and the Incident Commander.	Primary Person to Meet Emergency Personnel		Secondary Person to Meet Emergency Personnel
	<i>Location of Fire/Law Two-way Radio:</i>		
Utilities Team: Assign and train at least 2 SAFE Team members (in addition to the custodian) who can turn off utilities such as fire alarms, HVAC (heating, ventilation, air conditioning) systems, gas, water and power as directed by the Incident Commander and/or emergency personnel. Post clear instructions and simulate practice during drills. It is also important to know the location of necessary tools to shut off these systems.	Utilities Team	Primary Person	Secondary person
	Fire Alarm System: Ventilation: Water: Power: Gas: Other:		
<i>Location of Gas Key:</i>			
Evacuation Assembly Areas On Campus Assembly Areas: Post maps in classrooms indicating both primary and secondary evacuation routes and assembly areas. Conduct drills for primary and secondary routes and assembly areas during different times of the school day, not just during class-time. Off-Campus Evacuation Assembly Areas: Identify potential off-campus evacuation assembly areas near the school and farther away from the school.	Evacuation Assembly Areas		
	On Campus Primary Assembly Area: On Campus Secondary Assembly Area: Off Campus Walking Evacuation Location: Off Campus Busing Evacuation Location:		
Family Reunification: Designate areas both inside and outside the school for parents to wait and for students to be supervised while waiting to be reunited. Parent and student areas must be separate from each other and ideally not seen by the other group. Family Reunification supplies, protocols, signage, forms, vests, etc. are kept in the bottom section of your SAFE Team Go-Kit. Keep an updated student list with emergency contact information in your Go-Kit. Update the list at least twice a year and anytime a non-custodial parent type order is received.	Family Reunification		
	Inside School Parent Area: Inside School Student Area: Outside School Parent Area: Outside School Student Area: Who will keep student list updated in Go-Kit?		
Parent Contact: Assign SAFE Team members to meet, direct and share information with parents in a firm, reassuring, and calming voice. Staff who have a calming demeanor and who know the parents are often good choices.	Primary Parent Contact	Secondary Parent Contact	
Helicopter Landing Areas: Identify the location on or near your campus where a helicopter could land in an emergency situation. Avoid conflicts with student evacuation assembly areas.	Helicopter Landing Area		
	Helicopter Landing Zone (LZ) Area: LZ GPS Coordinates (if possible):		
Firearms Contact: If a gun is found, attempt to guard the firearm without touching it until law enforcement secures it. However, if the firearm needs to be moved in order to secure it before police arrive, a staff member who has experience handling firearms is often a good choice for handling it (as little as possible).	Primary Firearms Person	Secondary Firearms Person	
Special Evacuation Needs: Determine who needs assistance evacuating (those with disabilities, language barriers, infants/toddlers, short-term mobility issues, etc.) and assign SAFE Team members to help meet those needs. A <i>Special Accommodations Plan</i> should be completed for everyone needing assistance. The form is on the staff secure website.	List any Special Evacuation Assignments here		
Crisis Response Team: In the event of a serious loss in the school community, such as the death of a student or staff member, contact the Superintendent's Office. Refer to the Crisis Response Team Manual and video.	Crisis Response Team		
	List all your Crisis Response Team members here: <i>Location of CARE Room Kit:</i> <i>Possible CARE Room Locations:</i>		
Media Area & Contact: The Superintendent's Office will designate an on or off-campus media staging area and a Public Information Officer to give regular updates (facts only) to the media. Safe Team members should direct media to the designated media area (if known) or direct them to call the Superintendent's Office at 541-265-4403. Refer to the <i>Emergency Communications Guidelines</i> on the staff secure website for more information.	Media Area & Contact		
Media Area (on-campus): Media Area (off-campus):			