



**THE SCHOOL DISTRICT OF BROWARD COUNTY  
SCHOOL POLICE**

## **Crisis Response Manual**

Site Name \_\_\_\_\_ School Year \_\_\_\_\_

Department (if applicable) \_\_\_\_\_

### **School Response Team (SRT) Personnel Assignments for a Crisis**

Designate at least a primary and a secondary person from your School Response Team (SRT) for each of these positions. Make sure each person is aware of the responsibilities of ALL positions, but extremely familiar with the position that he/she has been assigned.

Incident Command Post Staff Person [ultimate decision-making authority - assess and designate appropriate teams]	Primary	_____
	Secondary	_____
Security Team Staff Person [set-up and secure perimeter] [maintain order – report to command]	Primary	_____
	Secondary	_____
Student Assist Team Contact Staff Person [render assistance to students] [identify staff and students] [assist in evacuation if necessary]	Primary	_____
	Secondary	_____
Communications Team Staff Person [deliver adequate support to allow for efficient communications]	Primary	_____
	Secondary	_____
Media/Information Site Contact Person [draft press releases, interviews]	Primary	_____
	Secondary	_____
Transportation Contact Staff Person (if applicable) [plan routes, control traffic]	Primary	_____
	Secondary	_____
Facilities Team Evacuation Site Contact Person [assemble evacuation kits; set-up reunification site]	Primary	_____
	Secondary	_____
Medical Team [assist the injured; administer first aid]	Primary	_____
	Secondary	_____





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## ON-Site Evacuation School/Department Plan

### FIRST OPTION

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### SECOND OPTION

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### THIRD OPTION

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### FOURTH OPTION

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_



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## ON-Site Evacuation School/Department Plan

### FIRST OPTION - NORTH

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### SECOND OPTION - SOUTH

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### THIRD OPTION - EAST

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_

### FOURTH OPTION - WEST

Incident Command Post \_\_\_\_\_

Student/Employee Site \_\_\_\_\_

Parent/Citizen Site \_\_\_\_\_

Media Site \_\_\_\_\_

Route to evacuation area \_\_\_\_\_



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## Fire Safety Checklist

- My school/department meets fire drill accreditation standards.
- My school/department meets tornado drill accreditation standards.
- Evacuation routes are posted and adequate.
- Each building has fire extinguishers that are checked regularly by qualified personnel.
- In case of fire, provisions are made to notify the fire department.
- The fire alarm is clearly distinguished from other emergency warning signals.
- Provisions are made to prevent unauthorized persons from reentering the building.

## Plan of Action

### CHAIN OF COMMAND

D-1.01 "The Principal shall assume responsibility for the leadership of the staff. In the event of the absence of the Principal, a member of the administrative staff shall be designated as the person in charge of the school center."

CHAIN OF COMMAND NAME	TITLE
1. _____	Principal/Location Supervisor
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



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## Crisis Response Plan

### Special Instruction for Staff Members Assigned Emergency Shutdown Procedures

As per the OSHA Emergency Action Plan, staff member(s) on the Crisis Response Team (CRT) assigned to perform critical operations, i.e. turn off gas and electric mains, or HVAC systems, are to receive special instructions and training to ensure their safety in carrying out the designated assignments. The Staff member(s) listed have received instructions as indicated by the School District maintenance personnel indicated.

Name	Job Title	School/Department	Description of Assignment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### District Maintenance Personnel

Date of Instruction \_\_\_\_/\_\_\_\_/\_\_\_\_

Name	Job Title	School/Department	Description of Assignment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____