

School Emergency Response Plan Summary for School Year \_\_\_\_\_  
 (To be amended by September 30<sup>th</sup> each school year)

**School:** \_\_\_\_\_

**A. Chain of command** (in the event of injury or absence):

1. Principal : \_\_\_\_\_
2. 1<sup>st</sup> Alternate (name & position): \_\_\_\_\_
3. 2<sup>nd</sup> Alternate (name & position): \_\_\_\_\_

**B. Designated outdoor evacuation assembly area:**

On site locations: \_\_\_\_\_  
 \_\_\_\_\_

Off site evacuation location(s): \_\_\_\_\_  
 \_\_\_\_\_

**C. Emergency Preparedness Committee:**

Chair: \_\_\_\_\_

Members:: \_\_\_\_\_  
 \_\_\_\_\_

**DISASTER TASK COMMITTEES:**

<b>Committee</b>	<b>Committee Head</b>	<b>Phone #'s</b>
Communications		
First Aid		
Safety & Security		
Damage Assessment		
Shelter & Care Giving		
Volunteer Management & Student Release		

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_