



CRISIS SITUATION CHECKLIST

SCOT	<input type="checkbox"/> Maintain lines of communication with those involved
	<input type="checkbox"/> Relay information to Erika for media purposes and to post announcement on website
	<input type="checkbox"/> Inform Board/designate someone to inform Board
MIKE	<input type="checkbox"/> Put transportation on notice that we have an incident and may need bus transportation to evacuate to another location or to send students home. Find out how much time it will take to get buses ready for transport. Communicate that information to Superintendent and Assistant Superintendent.
	<input type="checkbox"/> Communicate with Maintenance to determine what the bus issue will be. Communicate that information to Superintendent and Assistant Superintendent.
	<input type="checkbox"/> Keep in contact with building principal – assessing the situation and information about his/her students and staff.
	<input type="checkbox"/> Identify the student release to parent area and the process to be followed.
	<input type="checkbox"/> Continue to talk with the emergency respondents (police and fire) and each other sharing information back and forth.
ERIKA	<input type="checkbox"/> Craft a parent message, call Superintendent for any edits, give to Superintendents Admin Asst./School sec to distribute
	<input type="checkbox"/> Write talking points, if needed
	<input type="checkbox"/> Work with building principal, counselors to craft follow-up messages
	<input type="checkbox"/> Address media, reporting to scene if needed
	<input type="checkbox"/> Identify location for media to congregate
	<input type="checkbox"/> Reports to scene to speak with media.
	<input type="checkbox"/> Writes a press release if needed.
SUSAN	<input type="checkbox"/> Send message to staff and/or parents per Erika's guidance
	<input type="checkbox"/> Carefully edit Erika's message