

**School ICS Tactical and Accountability Sheet**

Date      Start Time      End Time      Incident Type      Fire Incidnet Report #      LEO Incidnet Report #      School Incidnet Report #

**IC School Procedures Checklist**

**EVACUATION**

- Clearly communicate and instruct staff
- Activate the 911 system
- Evac all to designated area
- Staff ensure everyone is out of the building
- Implement procedures for students with special needs
- Establish School Command Post

**LOCKDOWN**

- Clearly communicate and instruct staff
- Clear cooridors, if safe to do so
- Keep lights on, unless told otherwise
- Silence cell phones
- Keep students/ staff calm
- Provide first-aid as needed await further instructions.

**REUNIFICATION**

- Determine need for reunification
- Communicate with district staff
- Activate reunification location and staff
- Clearly communicate and instruct staff
- Confirm transportation

**SHELTER-IN-PLACE**

- Clearly communicate and instruct staff
- All staff/students outside are instructed to move inside
- Activate the 911 System
- Implement procedures for students with special needs
- Maintain Comms with first responders

Reunification Location: \_\_\_\_\_

Reunification IC: \_\_\_\_\_

Command Post Location: \_\_\_\_\_

Fire IC: \_\_\_\_\_

LEO IC: \_\_\_\_\_

School Facilities Officer: \_\_\_\_\_

School Safety Officer: \_\_\_\_\_

School Acct. Officer: \_\_\_\_\_

School Operations Officer : \_\_\_\_\_

School Resource Officer: \_\_\_\_\_

School PIO: \_\_\_\_\_

**Event Timeline**

Alert/Alarm Notification      RAVE Notifcation      Evacuation/Lockdown      Accountability Check      Reunification Started      Cleared Event

**Needed Companies, Agencies, and/or Staff**

Maintenance      Power      Water      Red Cross      Food/Water      Shelter      District Reps      Partner Schools      Relief Staff

Diagram/Sketch

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Notes