

School Emergency Team Assignments and Duties Activity

Purpose: In emergency teams, review team roles and discuss what has worked well and what challenges the team has experienced.

Grouping: By assigned emergency team; staff with multiple emergency team assignments can select the one with which they are least familiar; staff with no emergency team assignment can join an emergency team of greatest relevance/interest

Suggestion: Participants can sit with their assigned emergency team for the entire presentation; if staff may need a reminder of their team assignment, charts with this information can be posted and/or have them review the Quick Reference Guide (QRG) prior.

Time: 7-10 minutes

Materials: Chart paper (T-chart with “worked well” and “challenges” on each side), markers, small/medium adhesive notepads, laptop with wireless access (each team lead will need their own)

Process:

In emergency teams, and led by the respective emergency team lead, team members will review team/role descriptions and then discuss what has worked well and what challenges the team has experienced. If assigned to an emergency position (such as transportation or communications/documentation), primary and backup positions will review the information. If not assigned to an emergency team, participants should join an emergency team of greatest relevance/interest. All emergency teams/positions should be represented in the activity.

Instructions for Emergency Team Leads (at each group):

- 1) Team lead tells their group that they will review emergency team-specific information, have the opportunity to share out and ask questions, and think about successes and challenges.
- 2) Team lead accesses emergency team description for the team from the online ISSP (by accessing School Details screen, Current ISSP section, Planning View button,

Step 4 tab, Team Assignments, then selecting the specific team to view all corresponding details).

- 3) The lead allows team members to read from the lead's screen including the following:
 - team/role description
 - meeting locations
 - member names
 - reference
- 4) The lead asks for volunteers to serve as a recorder and a presenter.
- 5) The lead asks the recorder to create a T-chart labeled with "worked well" and "challenges."
- 6) The lead asks the group to share anything that stood out.
- 7) The lead addresses questions (or the recorder takes notes separately to share with the school's emergency drills/ISSP contact).
- 8) The lead asks the team to think about what worked well for the emergency team and what challenges, if any, the emergency team has experienced.
- 9) Team members write their contributions (up to three of each) as adhesive notes and post them on the T-chart.
- 10) If time permits, the team lead asks each team member to share one contribution (something that worked well or a challenge).
- 11) The team presenter prepares for sharing (2-3 for each, challenges and what worked well) with the whole group.
- 12) All teams participate in a whole group share out.

Note that the school's Emergency Drills/ISSP contact and/or school administrator(s) will review the charts and questions from the team(s) to address accordingly.