



Tasks/Functions

Site Coordinator: Claudia Miller

- Reports to area near field so she can be located by Side Manager, Area Manager and Emergency personnel.
- Coordinate's information, personnel and monitors the implementation of the emergency preparedness plan.

Site Manager: Cheryl Passantino & Mandy Coverdale

- Reports to area near field initially, however, will be on the move as well.
- Check with each Group Manager for reports on injuries, missing persons, fire, or damage.
- If red card is up, go to that teacher and write down names of missing students and or staff, record injuries and fire or damage.
- In the event of a missing class, check outside of classroom window for status.
- Check's area and buildings to ensure safety for students and staff.
- Report findings to Site Coordinator.

Area Manager: Cheryl Passantino and Christina Anderson

- Responsible for student check out.
- Distribute classroom emergency containers to Group area if we will there an extended period of time.
- Monitors all incoming phone calls.

Group Managers: Lina Madeja and Portia Coleman

- Oversee assigned groups of children.
- Involve children in activities to keep them focused.

Updated: September 4, 2020