If relocation to a Host school or Reunification staging area is necessary:

Pre-Event
1. Principal/Designee Responsibilities:
   A. Principal/Designee organizes CRT.
   B. Principal/Designee assigns tasks of CRT for:
      1. Buddy Teacher Guidelines
      2. Evacuation of the Building
      3. Relocation Procedures
      4. Host School Monitoring

2. Teacher Responsibilities:
   A. Verify and maintain class rolls current.
   B. Know Buddy Teacher guidelines.
   C. Know evacuation procedures to rally point.

Event
1. Principal/Designee Responsibilities:
   A. Direct Students and Staff to evacuate building to safe rally or assembly points on
      school campus. Arrange for special needs students to for safe evacuation.
   B. Meet with Law Enforcement and EMS at Incident Command.
   C. Account for all students and staff.
   D. Coordinate with Law Enforcement to direct incoming emergency vehicles and school
      buses.
   E. Student Account and Release Coordinator/Principal designee works the bus loading
      checkpoint to 1) document bus numbers, 2) classes per bus and 3) students missing.
   F. Direct transport of students and staff to host school.
   G. Take Critical Incident Kit and Student Information cards.
   H. As necessary, a Principal or designee will remain at the evacuee school with Incident
      Command. (see pg 130-132)
   I. Establish Check-In/Sign-Out Center at Host school/Reunification site. At this center,
      CRT members will assist students and teachers with check-in as they arrive.
   J. Establish a Medical/Counseling Center. CRT members may assist as needed.
   K. Reunification Team shall wear vests with badges/title when signing out students to
      parents.

2. Teacher Responsibilities:
   A. Follow directions given by Principal or designee.
   B. Move your class to the pre-designated holding area/assembly point and maintain order.
   C. Account for all students in holding area, report anyone missing or injured to Student
      Accounting and Release Coordinator.
   D. Check with Buddy Teacher.
   E. Once students are boarded, account for all students.
   F. Maintain calm and order on the bus.
   G. Follow directions given by Principal or designee and proceed with your class to the
      pre-designated assembly point at the Re-Unification site.