**SRM**

**Staging the**

**STEP 1**
**ESTABLISH ONSITE INCIDENT COMMAND**
The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.

**Priorities:**
- Student and staff safety and wellbeing
- Student and staff whereabouts and condition
- Assemble affected school command staff
- Integrate with Unified Command
- Joint Information Center established

**Objectives:**
- Safe transport of students and staff to reunification site

**Strategy:**
- The Standard Reunification Method

**Tactics:**
- Will be determined by the environment

**STEP 2**
**CLASSROOM EVACUATION**
Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.

If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

**SPECIAL NEEDS POPULATIONS**
If there is a diverse special needs population, consider evacuating that population last. Once evacuated, this population will demand additional resources.

**SRM**

**Actions and**

**COMMUNITY ACTION**
**PARENTS WILL BEGIN TO ARRIVE**
Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Lockout. Parents may be arriving at those schools as well.

**REUNIFICATION SITE**
**MOBILIZE REUNIFICATION TEAM**
Contacting the Superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.
School for Transport

STEP 3 SECURE ASSEMBLY AREA
At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with “Partner” teachers is appropriate.

- Teachers Verify Attendance
- Accountant Begins master roster verification
- Law Enforcement May search students and staff at the assembly area

STEP 4 STUDENT AND STAFF TRANSPORT
Students and staff board the bus and are transported to the Reunification Site. Buses having audio/video systems can be utilized for further accountability by having students face the camera and state their name.

Considerations

LAW ENFORCEMENT SUPPORT AND INVESTIGATIONS
Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.

- Security
- Perimeter Control
- Investigation
- Traffic Control

FIRE AND EMS CASUALTY CARE
If necessary, Fire and EMS will establish Casualty Collection, Triage and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.