

## Campus Emergency Response Team

**Purpose:** Readiness begins with a core team dedicated to ensuring the safety of students and staff. Select staff members willing to lead and have the cross-functional expertise are needed to execute the plan. There are roles and actions that are important in an emergency. These actions should be prioritized in the following manner:

1. Take actions that save lives and prevent the situation from expanding
2. Safeguard property
3. Protect the crime scene (if applicable)
4. Restore normal operations

**Directions:** Identify the members of the planning team. Each team member should include his or her cell phone number, cell phone provider (for text notification), and email address. Not all positions may be applicable to your campus.

Campus Position	Name	Cell Phone Number	Email Address	Comments
Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
EOP Coordinator	_____	_____	_____	_____
Nurse	_____	_____	_____	_____
Counselor	_____	_____	_____	_____
Lead Custodian	_____	_____	_____	_____
Security Staff	_____	_____	_____	_____
Other	_____	_____	_____	_____

**First responder review:**

If you do not have a district police officer assigned to your campus, review your plan with a Donna ISD Police Department representative.