



# WASHOE COUNTY SCHOOL DISTRICT

## Facility Emergency Information Form

CONFIDENTIAL

School Year

**FACILITY NAME:**

**PHONE:**

**STREET ADDRESS:**

**CITY / ZIP:**

**AREA SUPERINTENDENT:**

**ADMINISTRATION:**

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**PRINCIPAL:**

Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**ASSISTANT PRINCIPAL:**

Assistant Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**ASSISTANT PRINCIPAL:**

Assistant Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**ASSISTANT PRINCIPAL:**

Assistant Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**ASSISTANT PRINCIPAL:**

Assistant Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**DEAN:**

Assistant Site Administrator

HOME PHONE:

WIRELESS PHONE:

OFFICE PHONE:

**ADMINISTRATIVE ASSISTANT:**

**ADMINISTRATIVE SECRETARY:**

HOME PHONE:

WIRELESS PHONE:

**SITE FACILITY COORDINATOR:**

HOME PHONE:

WIRELESS PHONE:

NUMBER OF STUDENTS:

NUMBER OF STAFF:

RADIO CHANNEL:

# of RADIOS:



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### SCHOOL INCIDENT RESPONSE TEAM (SIRT):

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Each essential function has a description and checklist within the WCSD School / Site Emergency Plan. Each position should have a different staff member assigned to it as the primary contact. A site may not have enough personnel to fully staff every position so duplication personnel may be necessary.

### Command Staff

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**INCIDENT COMMANDER:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**PUBLIC INFORMATION OFFICER:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**LIAISON OFFICER:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

### General Staff

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**SAFETY OFFICER:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Scribe:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Code Blue/Medical Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Student / Staff Care Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Building and Infrastructure Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Site Security Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Crisis Support Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:

**Light Search and Rescue Lead:**

Alternate:

WIRELESS PHONE:

OFFICE PHONE:



# WASHOE COUNTY SCHOOL DISTRICT

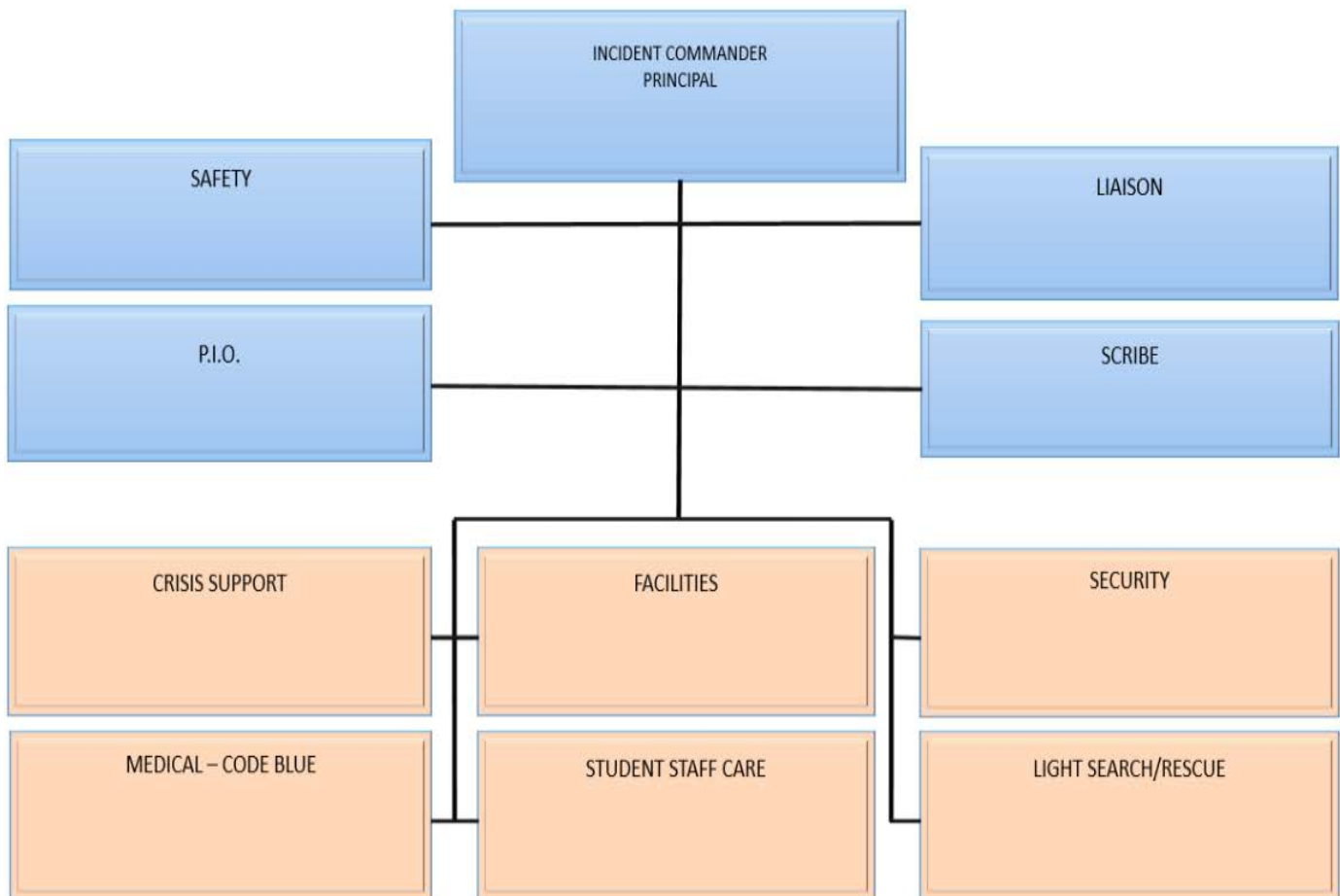
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### CODE BLUE TEAM



### INCIDENT COMMAND STRUCTURE



NOTE: The ICS organization is designed to be flexible and scalable to reflect the variety of needs and relative complexity of incidents. It may not be necessary to fill all positions for every incident. It may also be necessary to add positions if the incident complexity dictates.



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### EMERGENCY SITES (Command and Evacuation)

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Interior Command Post:

Phone:

Exterior Command Post:

Primary Evacuation Area:

Secondary Evacuation Area:

Primary OFF SITE Evacuation Area:

Secondary OFF SITE Evacuation Area:

Parent / Student Reunification Area:

### PROGRAM PROVIDER INFORMATION

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#### *Before School*

School Provider:

Phone:

Site Supervisor:

Phone:

Hours of Operation

#### *After School*

School Provider:

Phone:

Site Supervisor:

Phone:

Hours of Operation

### SUPPORT MATERIALS / EQUIPMENT

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Floor Plans

Classroom Emergency Kits

Blueprints

Automated External Defibrillator (AED) Check battery/pad condition and expiration

Site Maps

Number of Master Key Sets

Aerial Maps with Command and Evacuation Areas

Procedures to turn off Alarms, Utilities, Sprinkler system etc.

*\*Many of these materials are available on the WCSD Emergency Management website. Please contact the District Emergency Manager if you need assistance or copies. [jhendrickson@washoeschools.net](mailto:jhendrickson@washoeschools.net)*



# WASHOE COUNTY SCHOOL DISTRICT

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### SCHOOL SAFETY COMMITTEE

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#### Nevada Revised Statute 392.628 requires the following

1. The principal of each public school shall establish a school committee to review the plan developed for the school pursuant to [NRS 392.620](#).
2. The membership of a school committee must consist of:
  - (a) The principal of the school;
  - (b) Two licensed employees of the school
  - (c) One employee of the school who is not a licensed employee and who is not responsible for the administration of the school;
  - (d) One school police officer of the school if the school has school police officers; and
  - (e) One parent or legal guardian of a pupil who is enrolled in the school.
3. The membership of a school committee may also include any other person whom the principal of the school deems appropriate, including, without limitation:
  - (a) A member of the board of trustees of the school district in which the school is located
  - (b) A counselor of the school;
  - (c) A psychologist of the school;
  - (d) A licensed social worker of the school;
  - (e) A representative of a local law enforcement agency in the county, city or town in which the school is located; and
  - (f) A pupil in grade 10 or higher from the school if the school includes grade 10 or higher.

The School / Site Emergency planning committee met and reviewed the Emergency Plan and Procedures on \_\_\_\_\_ The SIRT Members have reviewed and understand their respective roles and responsibilities as members of the School Incident Response Team.

Principal / Site Administrator

Date:

### Emergency Manager Review

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Approved:

Emergency Manager

Date: