## **Cocke County School System Special Situation Team**

School		Phone (s)	one (s) Office: Emergency:			
Assignment	Person/Backup In	Charge Pho	Phone/Cell Numbers Duties			
Principal				Activates Emergency Plan(s) as required. Oversees activities of team leaders.		
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				Maintain Student/Staff Ro	lls Students Absent Studer	ats Transported to off
Student Accountability				Maintain Student/Staff Rolls, Students Absent, Students Transported to off Campus sites,		
Communication				Operates Emergency Communication Plan (Internal/External) Maintains communication with principal, central office, Incident Commander via phone (land / cell), system radio network. Logs activities.  Maintains lists of students transported to relocation site(s).		
Relocation						
				_		
				Plans for student/staff needs. Medical, Food, Shelter.		
Logistics				- I talls for stadelity stall field	as meater, room, one term	
Student Release				Maintains lists of students released. Completes student release forms for all		
				students. Communicates with Student Accountability to maintain accurate rolls.		
	Facility Name and Address			Contact Person and Phone Number Facility Phone #		
Relocation Site 1	Facility Name and Address		Contact Person and Phone Number Facility Phone		Facility Phone #	
Relocation Site 2						
Relocation Site 3						
Command Post				Bus #	Driver	
School Coordinates						
Off Campus						
Landing Site						
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