



## Facility Roll Call and Status Procedures

Within 10 minutes of an emergency event, all stations will be “on the air” with their issued radio and cell phone. The School Board Office will systematically make contact with all facilities in the following manner. Radio communication will be attempted first as this is a direct link to school on our own channel and is a much more efficient system of quickly determining the status of the district as a whole.

Cell services will be used as necessary for communications.

### General Check-in

1. Announcement – “All stations stand-by for Roll Call and Status”
2. Each station will be called and asked to report that they are “on the air” and their status.
3. Status information will include the following:
  - a. Injuries
  - b. Facilities
  - c. Other immediate needs

Example of Communication order:

1. SBO “All stations stand-by for Roll Call and Status”
2. SBO “This is the School Board Office/Superintendent/Designate”
3. SBO “Roll Call and Status: Alert Bay”

Response:

- a. “Alert Bay is on the air”
- b. “We have evacuated the school, all staff and students are accounted for and there are no injuries”
- c. “The school has some broken windows from the earthquake”

### Specific Follow-up

After the General Check-in, specific follow-up with facilities reporting problems will commence.