

Mesa Public Schools

EMERGENCY RESPONSE AND INCIDENT COMMAND PROCEDURES

SCHOOL EMERGENCY RESPONSE PLAN

Police Phone: 9-1-1 or _____ (local police agency)

MPS District Security Emergency: 480-472-1150 or 480-898-8576 (after business hours)

MPS School Radio: _____ to District Security Dispatch
(School Name)

General Information/Communications

School: _____ School Phone # _____

Address: _____

Principal:	_____	Direct Phone #: _____	Home Phone # _____
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Secretary:	_____	Direct Phone #: _____	Home Phone # _____
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Asst. Prin.	_____	Direct Phone #: _____	Home Phone # _____
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Asst. Prin.	_____	Direct Phone #: _____	Home Phone # _____
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Asst. Prin.	_____	Direct Phone #: _____	Home Phone # _____
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Lead Teacher, Nurse or Other Designee in Principal's Absence (Elementary): _____	_____	Direct Phone #: _____	Home Phone # _____
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Lead Security Officer (Secondary): _____	_____	Direct Phone #: _____	Home Phone # _____
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School Resource Officer: _____	_____	Direct Phone #: _____	Home Phone # _____
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NOTE: Please place an asterisk (*) by the name of the individual listed above who will act as the person in charge during the principal's absence.

Emergency Response Team Leaders

<u>Names</u>	<u>Area (Location) of Responsibility</u>
_____	_____
_____	_____
_____	_____
_____	_____

Alarm Information

Alarm Pad(s) Location: _____

Knox Box Location: _____

Comments: _____

Other phone line and calling procedure (i.e., Dial 9 for outside line):

Pay phones on campus? Yes No

Location(s) & Numbers _____

Student Enrollment: _____ Number of Employees: _____

Approx. number of school buses needed to transport entire student population: _____

Student Records and Vehicle Information Available: Yes No

Location of student records (i.e., central office, security office, etc.)

Student Identification Badges Used: Yes No

School policy on wearing ID (students and staff):

Attach a map of the campus with the following items marked with the following symbols:

<u>Item</u>	<u>Symbol</u>	<u>Area/Room Location</u>
Command Posts: - Primary	CP-P	_____
- Alternative	CP-A	_____
- Off-Site	CP-OS	_____
Fire Equipment	FE	_____

Fire System Control Panel	FSCP	_____
Media Staging Area	MSA	_____
Parent Response Location	PRL	_____
Pedestrian Entrances	PE	_____
Primary Evacuation Site	PES	_____

Security System Control Panel	SSCP	_____
Utility Shut-off Valves	USV	_____

Vehicle Entrances	VE	_____
Video Monitors (if any)	VM	_____

Areas of Concern: Please describe areas on your campus that may present hazards or are areas where you have concerns (i.e., lockers, lunch areas, detached buildings, and/or areas off campus).

Approved:

Approved:

School Principal

Director of Security Services