School Accountability and Release

Each school needs to establish a specific plan for school accountability and release. Use the following worksheet to describe how your school will account for students, staff, visitors and other persons in the building in the event of an evacuation. If Wi-Fi is not available, a paper copy of the names of students and staff should be available.

1. List below steps or procedures staff will take to assure school accountability and release (i.e., teachers report to team leader, who reports to "School Accountability and Release" member of the school's Emergency Response Team, who reports to principal):

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2. What procedures will be in place to release students to parents, guardians, or other designated adults during an emergency?

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