

APPENDIX H

Staff Duties: Hold and Secure / Evacuation

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Priority	Duty	Staff Assigned	Initial
1	Assist in Cafeteria		
2	Notify Gyms, Weight Room, Music rooms		
3	Notify Tech Rooms		
4	Clear halls and washrooms		
5	Check Outside for classes		
6	Other:		