

**UMATILLA MORROW HEAD START, INC**

**General Emergency Response Team Directions:**

The **Unit Leader** is in command until either the **Sector Chief** arrives or the emergency is under control.

The **Sector Chief** is in command until either the **Incident Commander** arrives or the emergency is under control.

The **Team Leader** is in command of the emergency in event no Unit Leader is on site at the time.

In case of an emergency situation at one of our sites the **Sector Chief** or **Unit Leader** will notify the appropriate emergency personnel and the **Incident Commander**.

The **Incident Commander** will notify the **Public Information Officer** and **Safety Officer**.

However, **only** the **Public Information Officer** is to share information with the media regarding the emergency situation.

The **Safety Officer's** Job is to assure all Health and Safety Regulations are being adhered to before, during and after the Emergency.

Depending on the severity of the emergency, the **Incident Commander**, **Public Information Officer** and **Safety Officer** may or may not proceed to the emergency site.

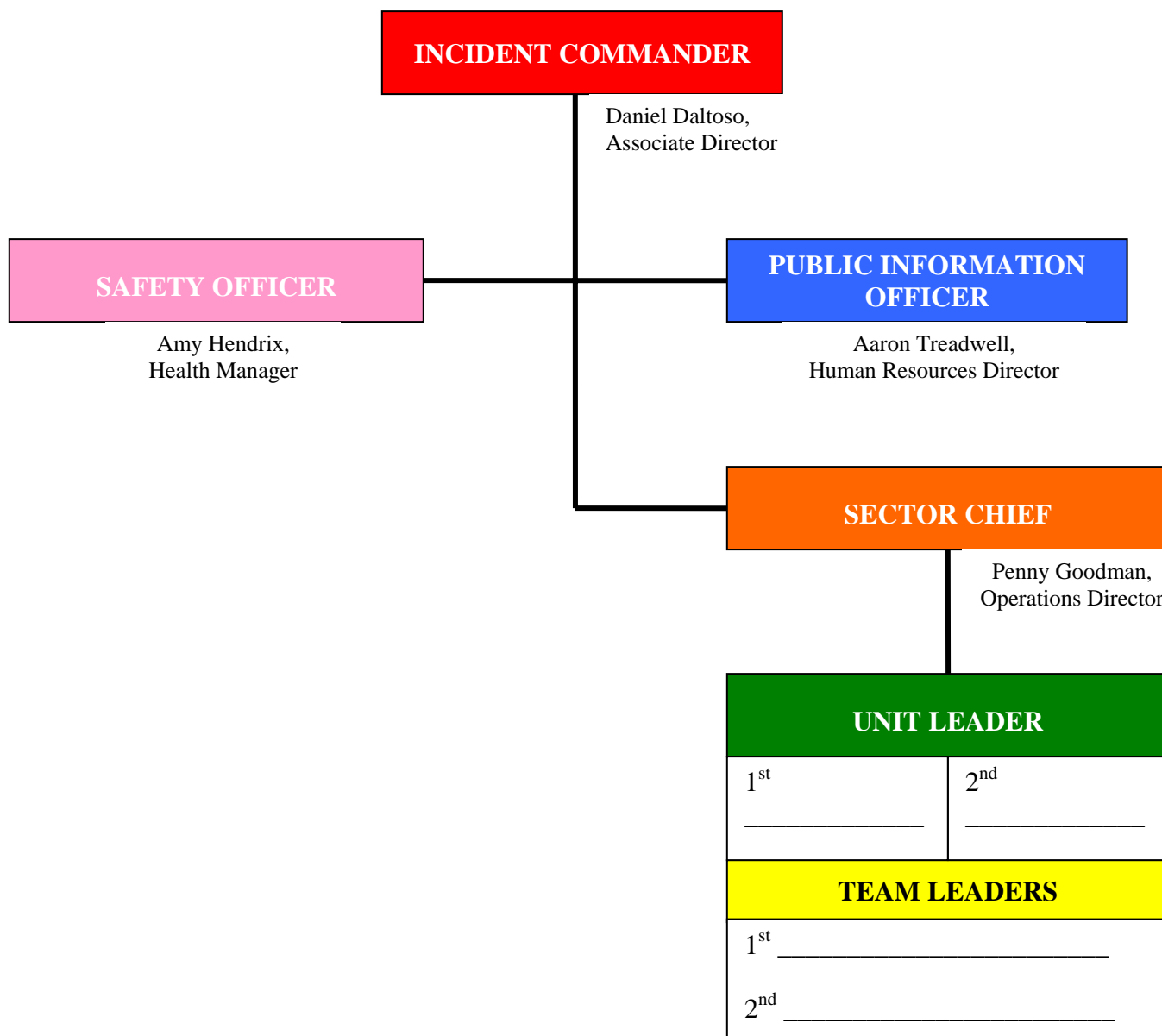
The **Unit Leader** will take a personnel roster, the Visitor Sign-In sheet and the Sign-Out list so the **Unit Leader** (or his designee) can account for all employees and visitors.

Upon reaching designated evacuation areas, **Teachers** must account for all students (missing or extra) and give the information to their zone's **Unit Leader** who will turn-in the information to the **Sector Chief** or **Incident Commander**.

No one should re-enter the building(s) until declared safe, or until termination of the emergency and resumption of normal operations is approved by the Emergency Personnel, who will notify the School's **Incident Commander, Sector Chief or Unit Leader**.

**EMERGENCY CHAIN OF COMMAND**

**Boardman Center**



**\* Emergency Chain of Command \***