

Instructional Team Disaster Management Checklist

During Disaster

- Both Directors or designees calls into emergency line @ 10 AM and 5 PM each day
- Directors or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Ensure 50% of ILs filled
- Ensure 50% of Guidance filled
- Ensure 50% of Enrollment Coordinators filled
- Team identifies members to call in each day @ 9 AM and 4 PM to Instructional phone line
- Any non-critical members of the team have been assigned to other critical functions if necessary as determined by the Leadership Team/HR department
- Assess teachers out for each course area and determine critical needs areas *
- Guidance online and supporting teachers and students ASAP
- Mentor services will continue to be provided if all critical positions are filled