

NOBLE AVENUE ELEMENTARY  
SCHOOL EMERGENCY OPERATION ASSIGNMENTS  
2007-2008

**Security/Utilities Team**

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with Operations as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be essential to protect students and staff and to minimize damage to school facilities. This team includes participation by the school police officer or SSO, and members of the custodial and cafeteria staff.

**Roles and Responsibilities**

**Security/Utilities Team Leader**

The Security/Utilities Team Leader is responsible for directing team activities and interacting with Operations to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting the Planning and Intelligence Section that will in turn notify local utilities (water, electricity, gas, sewer) as needed.

**Security/Utilities Team Members**

school and reporting that the campus is in “lock-down” or “shelter-in-place” to Operations. They are also responsible for surveying all utilities and taking appropriate actions to shut-off, as needed, HVAC, gas, water and electricity.

Specific duties of the members of the Security/Utilities Team may include:

- Locking all external gates and doors; unlocking some gates when appropriate.
- Stationing one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing and reporting damage to school facilities.
- Checking gas meter and, if gas is leaking, shutting down gas supply.
- Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.

**Team Assembly Location**

Inside: *Command Center*

Outside: *Command Center*

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will then survey the entire campus to determine areas of need.