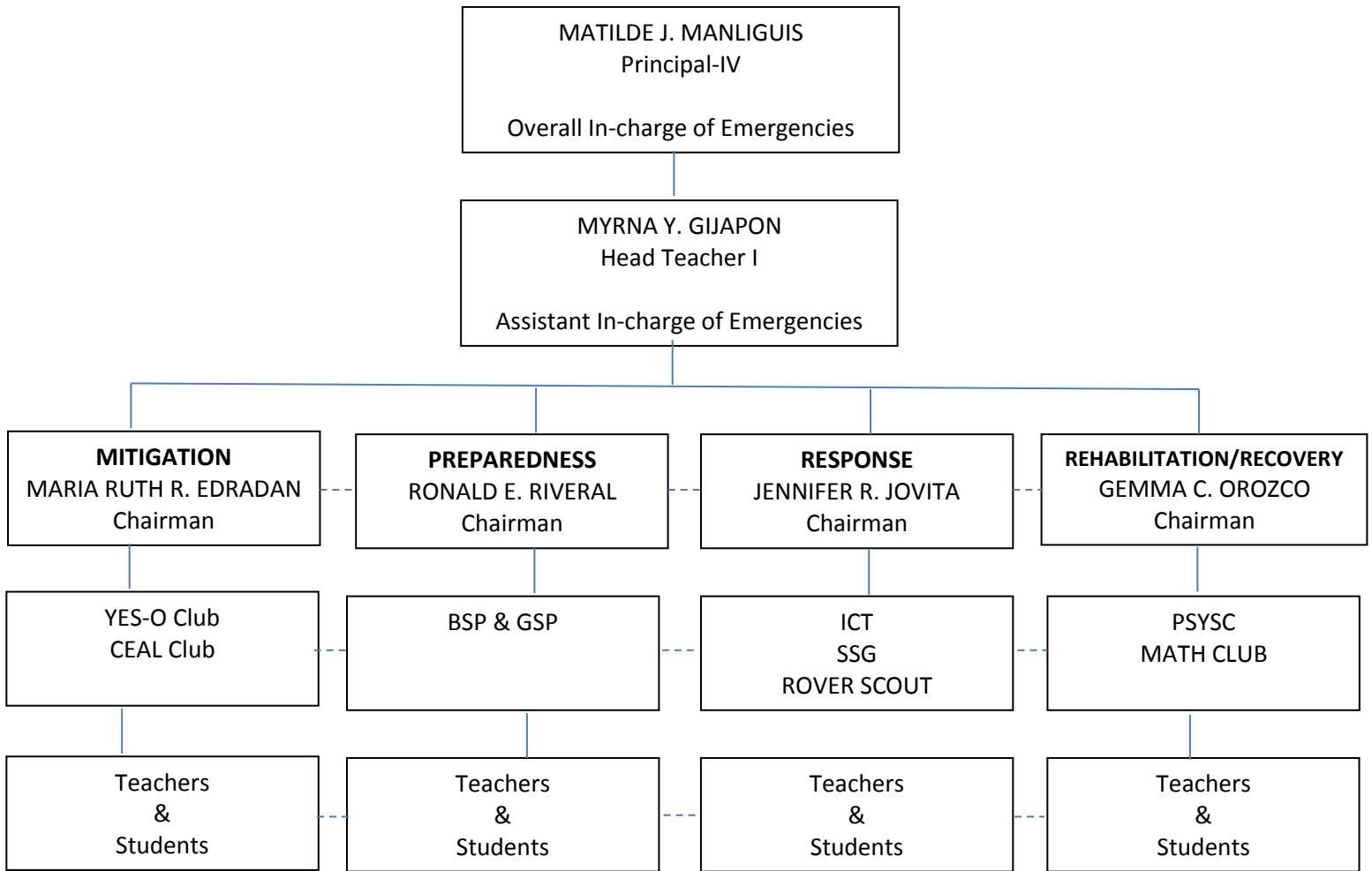


### The Organizational Chart: Roles and Responsibilities



The principal can help with disaster preparedness by forming a committee to oversee such actions. Either by a volunteer process or by teacher selection, students can meet monthly and educate themselves on proper disaster management. The team should be given a list of crisis situations and the school's guidelines for taking action. Students can trade ideas on other ways to avoid incidents and maintain order.

### Keep Other Students Informed

- Students are often the best source of information for other students. The student disaster management team can put together information to pass on to other students and create posters to hang in the school hallways reminding students of rules and emergency exits. Have them perform skits or presentations to educate their classmates on proper behavior in case of an emergency. Students could create pamphlets and fliers that spell out proper emergency procedures and why

they should be followed. Hold workshops to teach students ways to avoid crisis situations or how to diffuse a high-stress situation. Students could also set up information booths during lunchtime to answer questions about crisis management and provide further information about their program.

○

## **Conducting Drills**

- Finally, students can prepare for disasters by holding drills. Students should distribute information informing the school about drills and how to properly act or evacuate. During these drills, students can assist teachers by retrieving or delivering class lists, taking attendance and helping maintain order. Students can also assist in disaster cleanup and preparations for continuing classes elsewhere while the building returns to normal. Through these drills, students prepare themselves for how to behave properly if a real crisis should occur.

|