

# White River School District Crisis Response Plan

(Last Revised: 1/5/18)

**Incident Commander**  
 Scott Harrison  
*Mike Hagadone (delegate)*

**Building Incident Commanders**  
 Christi Ellenwood (ER)  
 Mark Cushman (FH)  
 Jeff Byrnes (MM)  
 Laurie Gellinas (WK)  
 Nick Hedman (GMS)  
 Cody Mothershead (WRHS)

**Cabinet Role**

- Establish the facts
- Determine who is the lead agency if not the school district
- ID support needs for the school; crisis team (i.e., counselors, etc.)
- Identify who will be the contact person with the family (if a student incident)

**Role**

- Gather and verify information
- Maintain communication with Cabinet
- Assess needs and approve emergency response plan
- Direct calls for needed resources
- Keep building schedule and activities as consistent as possible
- Communicate with Board Members

**Team**  
 Kathleen Ebert  
 Carrie Wetteland  
 Sandy Magstadt  
 Cindy Shepherd

**Counseling Team**  
 Amy Miller  
 Greg Benjamin  
 Adam Uhler

**Planning Chief**  
 Andrew Schwebke  
*Meagan Rhoades (delegate)*

**Role**

- Observe, collect, log, and disseminate information
- Maintain communication with Incident Commander

**Team**  
 Tonia Tucker  
 Meagan Rhoades  
 Debbye Humphreys  
 Elizabeth Snodgrass  
 Tracy Nelson

**Adhoc Team**  
 Clinton Sizemore  
 Denyse Mueller  
 Lisa Fisher  
 Lori Curtis  
 Dreher Reed  
 Hilary Hamlett

**Safety Officer**  
 Michelle Bradshaw  
*Mark Williams (delegate)*

**Role**

- Security
- Medical set-up
- Location of special resources
- Communicate with law enforcement agencies

**Team**  
 Val Pritchard  
 Mark Williams  
 Clinton Sizemore  
 Bob Englebert

**Communication/Liaison Officer**  
 Tonia Tucker  
*Elizabeth Snodgrass (delegate)*

**Role**

- Manage all incoming and outgoing telephone calls
- Arrange meeting space as needed
- Pull data as needed
- Phone/Emergency Radio management

**Team**  
 Elizabeth Snodgrass  
 Debbye Humphreys  
 Adam Ziegwied  
 Aaron Rumack  
 Dorothy Apple  
 Kate Crewse

**Information Officer**  
 Mike Hagadone  
*Adam Uhler (delegate)*

**Role**

- Official district spokesperson
- Prepare all written statements or news releases
- Notify staff
- Notify parents
- Notify neighboring districts (if applicable)

**Team**  
 Janel Keating  
 Elizabeth Snodgrass  
 Meagan Rhoades  
 Debbye Humphreys  
 Erin Thim  
 Dolly Grennan

**Operations Chief**  
 Lisa Fisher  
*TBD (delegate)*

**Role**

- Check student areas and evacuation routes
- Close shut-off valves
- Establish barriers
- Direct emergency responders
- Transport supplies

**Team**  
 Marty Brewer (M)  
 Elizabeth Fisher (T)  
 Maintenance & Custodial Staff (as needed)  
 Stephanie Raihl

**Finance / Admin. Chief**  
 Ramona Moan  
*Shelley Lyons (delegate)*

**Role**

- Audit
- Keep track of items paid for during crisis (e.g., student supervision, evaluation audit, etc.)

**Team**  
 Shelley Lyons  
 Becky Breedon  
 Diane Mattoon  
 Cindy Ashcraft  
 Sandy Englebert

**Logistics Chief**  
 Hugh Flint  
*Adam Uhler (delegate)*

**Role**

- Coordinate facilities and services (e.g., first aid, CPR trained, food planning, etc.)

**Team**  
 Denyse Mueller  
 Tara Spiker  
 Jaime Zylstra  
 Jason Keliher  
 Dianna Billingsley  
 Karen Durgin  
 Kelsey McMillen