FORM B. **Command Post Locations**

Instructions

Command Posts (CP) are meeting places designated in advance where SERT members convene during an emergency event. All team members must know where each CP is located. When identifying CP locations, remember that location is of primary importance and should provide easy access to SERT staff and emergency responders. When scouting CP interiors, be sure to consider availability of communication links (data/phone). Assure that the CP is not located in a vulnerable area (e.g., a site that is prone to flood or locations near large glass windows).

Naming Four Designated CP Sites

Each school site will identify four distinct CP sites for these responses:

1. For normal evacuations (e.g., a fire drill—usually a flag pole);
2. For a 500-feet evacuation (typically an outdoor area such as a baseball, football field);
3. Alternate Building within walking distance (usually a neighboring school); and
4. Inside the facility (one primary site, usually the main office, and two alternate sites for lockdowns, weather, etc).

If you are evacuated to a central location requiring transportation, the CP will be located in a lobby area. In the form below, list the exact location for each of the four CP sites described above.

<u>**Location**</u>   <u>**Communication/Phone #**</u>

1. _____

_____

2. _____

_____

3. _____

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4. _____

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