



# Miami-Dade County Public Schools

## School-Based Critical Incident Response Team (SBCIRT)

School Years \_\_\_\_\_ - \_\_\_\_\_  
Input Year Input Year

**REMS-SBCIRT  
 Update Form  
 Annually on 09/11  
 or as changes  
 occur**

1. Input School Years Page 1-Top of Page
2. Complete all Document Pages 1, 2, 3, 4 - \* Signatures Required
3. Email Completed PDF to [REMS@dadeschools.net](mailto:REMS@dadeschools.net)

**SBCIRT Form is a 4 Page Form**  
 Page 1 - Incident Organization Chart  
 Page 2 - Signature Sheet - Team  
 Page 3 - Signature Sheet - Team  
 Page 4 - Signature Sheet - Prin/SRO

### School Site Incident Organization Chart

**Annually Update  
 Required**

**UNIFIED COMMAND**

**Administrator / Critical Incident Response Coordinator**

**Police Incident Commander - SRO**

**INFORMATION OFFICER**

Is responsible for developing and disseminating information about the incident to the news media, to incident personal, and to other agencies and organizations.

**Media Liaison**

**SCRIBE**

Establishes and maintains logs; to include, Operations Log, Command Post Operation Log, School Command Post Sign-In Log, Notifications, appropriate and School Incident Organization Chart

**Office Manager**

**OPERATIONS SECTION**

Conducts tactical operations to carry out the plan.  
 Develops tactical objectives, directs all resources.

CP Security, Search Teams  
 Evacuation Teams,  
 Notifications FD / PD / Other  
 Scribe Communication log,  
 Administration Duties

**Assistant Principal  
 Campus Security  
 Classroom Support  
 Clerical Services  
 Counseling Services  
 Family Support**

**PLANNING SECTION**

Develops the action plan to accomplish the objectives, collects and evaluates information, maintains resource status

Suspicious Packages,  
 Threats Received,  
 Witness, Classrooms,  
 Maps / Blueprints,  
 Diagrams. CCTV  
 Tapes

**Assistant Principal  
 Admin. Director  
 School Network  
 Administrator/IT  
 Head Custodian  
 School Nurse  
 Hospitality Services  
 Memorial Services**

**LOGISTICS SECTION**

Provides support to meet incident needs, provides resources and all other services needed to support the incident

Equipment, Security  
 Personnel, Communication,  
 Supplies, Food / Water

**Assistant Principal  
 Cafeteria Manager  
 First Aid / CPR Services  
 Custodial Services**

**FINANCE / ADMINISTRATION SECTION**

Monitors costs related to incident, provides accounting, procurement organization, time recording and cost analysis.

**Treasurer**



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## SBCIRT - Facility and Contact Signature Sheet-2

### FACILITY INFORMATION

School: \_\_\_\_\_ Mail Code: \_\_\_\_\_ Region Center #: \_\_\_\_\_

Principal: \_\_\_\_\_ Alternate: \_\_\_\_\_

Telephone: \_\_\_\_\_ Hotline: \_\_\_\_\_ Web Address: \_\_\_\_\_

### UNIFIED COMMAND

Administrator:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

S.R.O.:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Media  
Liaison:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Office Manager:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

### OPERATIONS

Assistant  
Principal:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Campus  
Security:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Classroom  
Support:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Clerical  
Services:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Counseling  
Services:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate

Family  
Support:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE**

Primary Contact

Alternate



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## SBCIRT - Facility and Contact Signature Sheet-3

### PLANNING

Assistant  
Principal:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_  
*Primary Contact Alternate*

Admin.  
Director:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_  
*Primary Contact Alternate*

School Network  
Admin. IT:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_  
*Primary Contact Alternate*

Head  
Custodian:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_  
*Primary Contact Alternate*

School  
Nurse:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_  
*Primary Contact Alternate*

Hospitality  
Services:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_

Memorial  
Services:

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  \_\_\_\_\_

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## SBCIRT - Facility and Contact Signature Sheet-4

### LOGISTICS

Assistant  
Principal:

Primary Contact	Phone	Alternate	Phone
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Primary Contact		Alternate	

Cafeteria  
Manager:

Primary Contact	Phone	Alternate	Phone
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Primary Contact		Alternate	

First Aid  
CPR Services:

Primary Contact	Phone	Alternate	Phone
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Primary Contact		Alternate	

Custodial  
Services:

Primary Contact	Phone	Alternate	Phone
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Primary Contact		Alternate	

### FINANCE / ADMINISTRATION

Treasurer:

Primary Contact	Phone	Alternate	Phone
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Primary Contact		Alternate	

The Miami Dades Schools Police representative (SRO) has met with the site administrators to review the School-Based Critical Incident Response Team Profile for School Years \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Date  
S.R.O.'s Signature

The School-Based Critical Incident Response Team Members met on \_\_\_\_\_ Date and have been advised of their assignments and their responsibilities regarding critical incidents at this school.

**SBCIRT Form is to be updated annually on 09/11 or as changes occur**

\_\_\_\_\_ Date  
Principal's Signature