MEMO

To: All Staff

From: [insert specific information here]

Date: [insert specific information here]

RE: K-9 Dogs and Evacuations

I have enclosed the procedures and assignments of staff to assist with the search of the school with K-9 Units. I have included the outdoor procedures.

**Please secure these documents in a location where students will not see them. We want the surprise factor to be on our side.** That being said you need to keep them handy so that when we call for the evacuation you know your responsibilities.

The staff who are serving as site administrators, at the evacuation areas, are to have a list of homeroom teachers and check off that each teacher has all of his/her students accounted for. Please call the office to report that all students, who were present in homeroom, are accounted for or you are looking for some.

As always thank you for your help and cooperation. If you have any questions please stop by anytime.

Thank you!