

Building Reps. Duties

1. Maintain emergency response kit
 - a. Check monthly to make sure kit is still locked and all equipment present
2. Maintain a first aid and CPR certification
3. Hold a meeting at the beginning of each academic year in your building to explain your duties and advise everyone where to go in case of emergency.
4. Assist others during emergencies in their respective building
 - a. First Aid and CPR
 - b. Help direct individuals out of the building in case of fire or to designated area for tornadoes.
5. Assist in anything else as needed.