

## Relocation Plan for Lincoln School



1. The district will designate specific times for staff to identify/organize/box items for removal.
  2. Superintendent and Executive Director of Operations will act as Safety Coordinators or train a designee.
  3. Safety Coordinators will move throughout building interior and exterior monitoring for any changes to the building physical plant.
    - a. At no point will the Safety Coordinator assist with moving. Their only duty is to monitoring the building.
  4. During designated relocation times, staff members (ASD staff only) will first check-in with the safety coordinator prior to entering Lincoln (at the main, front door entrance).
  5. Safety Coordinator will document the name of staff member on the log with their time-in.
  6. Coordinator will provide the staff member of their allocated time in Lincoln and inform them that they must also check-out upon departure.
  7. Following the boxing of items, facilities staff will relocate boxes from Lincoln to their new location following the same procedures.
- We will create one sheet per day of staff entering the building.
  - We will compartmentalize Lincoln wings to prevent staff being throughout the building (upstairs, west wing, east wing).
    - Calaylyst and Thoreau will be relocated to ENG 1 & 2
    - Level 2 (specialized programs) will be relocated to Industrial Arts at AHS and AMS SBS.
    - Student Services staff will relocate to IT building

# Lincoln School Relocation Plan

Safety Coordinator:

Hours:

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Hours:

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Hours:

[illegible]

