

In the absence of the Superintendent, the Elementary Student Achievement Director will be the Superintendent Designee; the next designee will be the Special Education Director; and next the Total Learning Center Principal, Federal Programs/School Improvement Director.

In case of a school district emergency that poses a substantial safety or health risk to students, employees or others, the district office staff shall immediately notify appropriate law enforcement, fire department, health, the District Safety Committee Chair and other authorities. Within the district, principals, district level supervisors, and trustees will be contacted as soon as possible. The Clerk of the Board or designee is responsible to notify authorities and district personnel as outlined in this policy. In the Clerk's absence, the Treasurer will act as Clerk with the next designee being the Human Resources Payroll Supervisor.

The Superintendent or Superintendent Designee shall be the spokesperson to communicate with the media in times of emergency unless the Superintendent or Superintendent Designee designates delegates this responsibility to another to serve as spokesperson.



LEGAL REFERENCE: §33-513(2)

ADOPTED: November 15, 2004

AMENDED/REVISED: December 19, 2005, June 16, 2008; November 18, 2013