

In the absence of the Superintendent, the Assistant Superintendent will be the Superintendent Designee; the next designee will be the Federal Programs Director; and next the Minico High School Principal.

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 Crisis Committee Chairperson 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 Payroll Supervisor. The Superintendent or Superintendent Designee will appoint a district spokesperson to communicate with the media.



**LEGAL REFERENCE:**

**ADOPTED: November 15, 2004**

**AMENDED/REVISED: December 19, 2005**