



March 1, 1988

**ADMINISTRATIVE MEMORANDUM NUMBER ELEVEN**  
**EMERGENCY NOTIFICATION PLAN**

Frequently a problem occurs at a school which may require the services of the district maintenance staff. It may also be a situation requiring notification of the district's police department, the appropriate area assistant superintendent, and the county sheriff, city police, or fire department.

- A. Routine problems should be managed through the following procedure:
1. Notify the district's police department and the county sheriff, city police or fire department if such action is necessary.
  2. After school hours, notify the district's police department. They will call the appropriate maintenance foreman and request the necessary work be done.
- B. Major problems should be managed through the following procedure:
1. Notify the district's police department and the county sheriff, city police or fire department as required by the situation.
  2. After school hours, notify the principal and the district's police department. The principal or custodian will determine the action necessary to bring security to the building. One of these persons will call the appropriate maintenance foreman and request the necessary repair work.
  3. Notify the appropriate member of the superintendency.
  4. In cases where a need for emergency repair or security of the building is needed during the school day (e.g. water, power or furnace failure, vandalism, etc.), notify the maintenance dispatcher and request the necessary repair work; then notify the district's police department at 481-7122.
  5. Every attempt should be made to hold school for at least four-sevenths of the school day. When it has been found advisable to close school before the end of the day, call the appropriate assistant superintendent and request permission to take this action. If no one can be contacted in a major emergency and children are at risk, the building administrator will take the appropriate action.
  6. If permission is given to close school, call the Transportation Office.

/s/

Loren G. Burton  
Superintendent