



October 9, 1990

ADMINISTRATIVE MEMORANDUM NUMBER FORTY-SEVEN
EMERGENCY COMMUNICATIONS PROCEDURES

It is evident that in some emergency situations telephone service may be interrupted or be so overburdened that it becomes undependable for communication. In order to provide some backup for local school principals who may need to reach the district police department, central office administration, or maintenance during an emergency, (e.g. a general power outage), the following procedures should be followed:

1. In the event of an emergency of a general nature (e.g. power outage, earthquake, flood, etc.) the drivers of buses having two-way UHF radios are assigned to go immediately to predetermined schools and function as a communication link.
2. If the assigned bus does not arrive, principals may, as the emergency dictates, have a member of the staff serve as a "runner" to the nearest school for access to two-way UHF radio communication with support personnel.
3. In the event of a generalized emergency situation, the superintendent or designee will make every effort to contact local emergency broadcast stations or other local stations that are functioning. This will be done in order to give announcements that are of broad interest or application. Schools, therefore, should have a battery powered radio available and in operating condition.
4. In 1975-76 each school developed an emergency procedure manual. Those have been replaced by a district-wide emergency manual. Individual schools should evaluate this document and personalize the procedures to meet local circumstances. This effort should include safe evacuation routes, guidelines for drop and cover situations, review of areas in the building that would be critically impacted in a power outage situation and consideration of temporary lighting of these areas.

As an integral part of the development and implementation of emergency procedures, the community, especially the parents, should be well informed about what they should expect from the school in an emergency. This basic information should be communicated to parents and reinforced when appropriate.

5. To the extent possible, schools should remain in session. If the emergency situation makes this impossible, dismissal should be in accordance with plans and procedures developed in advance and communicated to parents (see paragraph 4). Generally, elementary school students and junior high school students will be safer to remain at school until the regular closing time. Concern for safety in high schools, however, may dictate early dismissal to be a more reasonable and responsible decision.
6. Principals will need to establish a "chain of command" within the school so that responsibility will be understood if the principal is not available.
7. In general, electrical appliances and motors should be turned off during a power outage. Since damage often results when electrical equipment is operated at less than full power, care should be taken not to restore such equipment to use until full power has been restored.
8. Granite District Maintenance Services plumbers and electricians will remain on call to render assistance as necessary during a generalize emergency. Contact can be made with maintenance personnel through the communications link previously described. As directed by the superintendency, maintenance employees with portable two-way radios may be asked to respond to critical sites to aid in establishing communications and direct repairs as needed.

/s/

Loren G. Burton
Superintendent