

**EMERGENCY NOTIFICATION**

Should an event occur at a District school site that is, in the judgment of the principal/designee, an emergency, the Superintendent shall be notified in a timely and prudent manner. If the Superintendent is unavailable, the principal/designee will immediately notify the Director of Administrative Services or an Assistant Superintendent. The Superintendent shall be notified by the Director of Administrative Services or an Assistant Superintendent as early as possible after the initial notification.

The Superintendent or designee shall have the initial responsibility of working with the press and community regarding the emergency situation.

The initial message to the Superintendent should be followed up by a written memorandum while the events are still fresh in mind, stating the pertinent facts as determined at the time. The Principal/designee where the emergency occurred shall be responsible for submitting the written report.

Parents and community members will receive appropriate notification and communication in a timely and prudent manner utilizing one or more of the following methods:

- Posting on District and/or school Web sites, as appropriate;
- Use of “phone-out dial” system, when possible;
- Use of mass email where possible;
- Use of social networking sites as authorized.