

SCHOOL FACILITIES

Safety Program

The following is an administrative procedure for use when you have an emergency:

1. After taking immediate action to insure the safety of students and staff, make contacts as appropriate. Possible contacts include:
 - a. Call 911
 - b. Call police (545-2421)
 - c. Call sheriff (545-3565)
 - d. Call parents
 - e. Call ambulance (582-6418)

2. Declare a RED ALERT by calling the Executive Director of General Operations or any cabinet member at 547-9531.

Authority – The Executive Director of General Operations has the authority to:

- a. Act immediately to insure student and staff safety
- b. Convene an emergency cabinet meeting
- c. Act for or coordinate with other cabinet members

Substitutes – In the absence of the Executive Director of General Operations, any cabinet member can assume the above authority when faced with an emergency RED ALERT situation.

Follow-Up – Continuing supervision of the situation will be assigned as soon as practical. The superintendent will designate a cabinet administrator to insure that all steps have been completed to insure student safety.

Concerns – Possible concerns to be addressed are:

- a. Has emergency care been provided?
- b. Are others in danger?
- c. Who else is impacted?
- d. Who else needs to be notified?
- e. Who will do the clean up?
- f. What repairs are needed?

Prevention – The best safety procedure is one of prevention. Contact the custodial supervisor if you have safety questions.

Training – Principals and supervisors are asked to share this information with their staff. Staff are expected to report promptly safety emergencies in their work areas.

Safety Committee – The district safety committee will review this procedure and make suggestions for improvement.

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