

Elementary School TEACHER IN CHARGE Emergency Procedures

In the event of an emergency situation that demands immediate administrative attention, in the absence of a building administrator, the following procedures will be followed by the staff at the elementary schools:

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1. Emergency situation identified by any staff member.
2. Immediate communication by staff to main office personnel.
3. Immediate communication of emergency situation from main office staff to Teacher in Charge.
4. The Teacher in Charge, if needed, is immediately relieved of his/her student supervision responsibilities by means of the communication/coverage system established in each school.
5. Teacher in Charge makes any necessary immediate decisions to ensure safety of all those involved.
6. Teacher in Charge enacts any related emergency procedures in school emergency packet, if necessary.
7. As soon as possible, the Teacher in Charge contacts central office administration (superintendent or his designee) to provide information and to obtain guidance for the emergency situation. The principal should also be contacted by the Teacher in Charge immediately after central office to be provided with an update and to ensure proper procedures are followed.
8. Teacher in Charge completes incident report after the emergency situation has been resolved. The form is to be reviewed and signed off by principal upon his return.

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