

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### School Emergency Radio Use Policy

Each school shall be provided with two radios that connect to the CMCSS Trunking Radio System. One radio must be located in the front office at all times during school hours. The other radio must be located with a school administrator.

Both of these radios have a panic button feature. This feature is for requesting emergency response when calling 911 is not possible. The panic button feature is only monitored and available between the hours of 7:30 a.m. and 4:30 p.m. on days that Central Office is open for business. Using this feature does not replace [SAF-P006](#) or SAF-G002, which must be followed as soon as the situation permits.

Implementing Procedures: Related procedures here.

Associated Documents: [SAF-P006](#) District Emergency Communications Procedure  
SAF-G002 District Emergency Management Information Card

#### Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 12/05/16     |             | Initial Release                 |

\*\*\* End of Policy \*\*\*