



DISTRICT EMERGENCY COMMUNICATIONS PROCEDURE (SAF-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for assistance and communications throughout the district for emergencies or disasters that may occur in CMCSS buildings.

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

2.0 RESPONSIBILITY:

- 2.1 Safety and Health Director

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Level Director: Director of High Schools, Director of Middle Schools, or Director of Elementary Schools (1 of 2)
- 4.2 District Emergency Management Team: Team composed of Director of Schools, Chief Academic Officer (CAO), Chief Communications Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Operations Officer, Chief Technology Officer, Director of High Schools, Director of Middle Schools, Director of Elementary Schools (2), School Support Coordinator, District General Counsel, Safety and Health Director, Safety and Health Coordinator, and Safety and Specialist.

5.0 PROCEDURE:

- 5.1 Any CMCSS Building Supervisor that becomes aware of an emergency or disaster in their building should contact the Safety and Health Team using the (include system or number).
- 5.2 Upon receiving the explanation of the situation, the representative from the Safety and Health Team who receives the call will determine whether they can appropriately guide the Building Supervisor through the emergency or if the situation needs to be escalated to the District Emergency Team.
- 5.3 If needed, the Safety and Health Team will contact the District Emergency Management Team (include system or method) with the incident information and, if necessary, a request to attend an emergency meeting. The request may also include directives such as necessary staff or resources that may be sent to a location to assist in response.
- 5.4 The District Emergency Management Team will provide guidance, determine if support / resources are necessary, and / or coordinate communication to law enforcement / emergency services.
- 5.4.1 Building supervisors should refer to the Administrators Communication Hub for crisis communications. If the situation requires a new



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communication to be drafted, supervisors should ensure they receive approval from and coordinate with the Chief Communications Officer or the Director of Communications and Marketing.

5.5 The Director of Schools will notify the School Board when appropriate.

6.0 ASSOCIATED DOCUMENTS:

6.1 SAF-G002 District Emergency Communications Guide

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documentation	Safety and Health Department	Discard as desired	Recycled	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/11/12		Initial Release
6/12/14	A	Add 5.6 The Director of Schools will notify the School Board when appropriate; update logo and flow chart
2/12/16	B	Added Director of Schools and School Support Coordinator to 4.2.
12/13/16		Updated Risk Management to reflect new department name, Safety and Health.
7/22/21	C	Updated procedure to require principals to contact Safety and Health team using the District Emergency line, rather than Level Directors/CAO. Included requirements to ensure collaboration with the Communications Department in the event of an emergency when sending communication to families.

9.0 FLOW CHART

A detailed flow chart can be found below.

***** End of procedure *****

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