



SCHOOL EMERGENCY COMMUNICATION PROCEDURE (SAF-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 The purpose of this procedure is to outline standard guidelines for programming of phone and intercom systems for the purpose of emergency communications.

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

2.0 RESPONSIBILITY:

- 2.1 Technology

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

Phone System Programming

- 5.1 Phone system must be programmed to utilize as an emergency call button for each classroom.
- 5.2 Emergency button or code entry instructions must be clearly identified on each phone.
- 5.3 Emergency button must be programmed to call multiple sources in the event of an emergency to include building administrators, front desk, school resource officers, and other staff if deemed appropriate.
- 5.4 School Staff must receive instruction on use of and intended purpose of the emergency button.
- 5.5 Each room should have all-call capabilities for emergency access by administrators and designees.
- 5.6 All staff with all-call access must receive instruction on the use and intended purpose of using the all-call function.

6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
4/22/13		Initial Release

***** End of Procedure *****