



# POLICIES AND PROCEDURES

## **POLICY: Emergency Telephone Calls -- After Hours**

**Date Approved:** April 27, 1999

**Date Reviewed:** 2021-2022

**Dates of Amendment:** March 24, 2016;

**Cross Reference:**

### **POLICY:**

1. The name and telephone number of the Security Monitoring Agency shall be posted on the front door of schools for emergency use.

### **ADMINISTRATIVE PROCEDURES:**

1. The Manager of Maintenance and Operations will provide the Security Monitoring Agency hierarchy of Planning and Facilities staff names and numbers to be contacted in case of emergencies which occur after hours.
2. Planning and Facilities staff will contact appropriate Board staff to coordinate the resolution of the emergency.