

Guidelines for Principal and Staff Responsibilities in Emergencies

In the event of an emergency at a school site, it will be necessary for the building principal to make decisions, direct staff and care for school property.

1. The principal's first responsibility in an emergency is to exercise authority to manage the emergency. It is the responsibility of staff to follow his/her directives.
2. To assure a clear line of authority, the principal will publish the school's emergency plan, in which there will be a designated administrator who will be acting in his/her absence. The designated administrator in an emergency will be Salli Smith. She will be in contact with the principal or area director during the emergency.
3. Principals will give staff information as needed in order to assist in managing the emergency and will assist staff in conducting their work assignment safely.
4. Should a situation arise where principals need to communicate sensitive or confidential information to staff, an administrator will explicitly direct staff to keep the information in strict confidence.
5. If a staff member does not keep sensitive or confidential information in confidence as directed, or violates another directive given by a principal in an emergency, the principal will work with the area director in responding to the staff member with appropriate direction or discipline, consistent with that staff member's bargaining agreement provisions.