

# CHIEF OF SCHOOL SUPPORT AND LEADERSHIP

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## EMERGENCY NOTIFICATION FORM: SY 2018-2019

This form is to be utilized by schools to document emergencies occurring on school premises. Immediate verbal notification shall occur to Instructional Directors and/or Associate Superintendents. Written notification via the Emergency Notification form shall be completed and submitted via email to assigned Instructional Directors no later than 24 hours after the incident.

**School Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Person Reporting:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

### STUDENT SAFETY:

Bus incident

Contact and/or removal by law enforcement

Missing and unaccounted students

Student injury (requiring 911)

### FACILITIES:

Electric

Fire

Internet

Power Sewage

Telephone

### OTHER:

**Brief Description:**

**Actions Taken / Parties Contacted:**

**DR. HELEN COLEY, CHIEF OF SCHOOL SUPPORT AND LEADERSHIP**

Dr. Kasandra Lassiter, Area Office I – Elementary Schools

Dr. David Curry, Area Office II – Middle and K-8 Schools

Dr. Carletta Marrow, Area Office III – High Schools and Alternative Schools

Elizabeth Saunders, Charter Schools