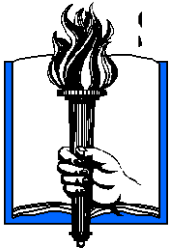


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Reporting of Emergency Situations &amp; Emergency Numbers</b>	<b>Descriptor No:</b>  <b>AD BO4</b>	<b>Effective Date:</b>  <b>10/92</b>
<b>Reviewed/Revised:</b>  <b>2/14; 7/14; 9/18; 5/19; 7/19</b>		

1 In the event there is an emergency situation at a school, the Director of Schools is to be notified  
2 immediately, or as soon as the event is manageable or over. Please note a phone call is to be  
3 made, not an e-mail written. A voicemail should not be left. If the Director cannot be reached,  
4 then the Assistant Superintendent for Administrative and Support Services, Director of  
5 Communications, or another central office staff member should be contracted.

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7 An emergency situation is defined as one where endangerment may have or has occurred to  
8 personnel or a student, the need for police or emergency equipment is eminent, or the City  
9 Attorney has been contacted.

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11 After the event has occurred, written documentation is to be filed with the Director of Schools'  
12 office and a copy kept in school records.

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14 **VANDALISM & BREAK-INS**

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16 I. Report all vandalism and break-ins to the following:

- 17 A. Murfreesboro City Police – 893-1311
- 18 B. Director of Schools' Office – 893-2313
- 19 C. Maintenance Supervisor — 898-7126
- 20 D. Technology Department – 893-2313

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22  
23 II. Reports to the Director's office should (1) first be a phone call to notify the Director  
24 of the activity and then (2) a written report describing the extent of damage and  
25 loss of property including theft of items. If available, copies of pictures taken of the  
26 area should also be attached to the written report.

27  
28 III. Notify the Maintenance Supervisor by telephone to inspect the building and  
29 property for any damage from the Vandalism or Break-in. If maintenance work  
30 is needed to repair the damage, follow up with a written work order. Request  
31 maintenance to provide a Security Alarm Monitoring/Access report.  
32

- 33 IV. After City Police are notified by telephone, request from them a written report and have  
34 a copy sent to the Director's office.  
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- 36 V. Contact the Technology Department for a copy of the surveillance file from the  
37 area affected.  
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- 39 VI. If property has been stolen or broken, contact the Finance office for directions on  
40 how to file for replacement equipment.  
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Related Board Policy – 3.202