



Administrator on Call 324-7911

The purpose of the Administrator-On-Call is to provide a designated person to facilitate making key decisions during an emergency. The Administrator-On-Call will be contacted by district personnel or community officials during a crisis or emergency situation. The Administrator-On-Call will be on call 24 hours a day, 7 days a week and will rotate according to a predetermined plan. Contacting the Administrator-On-Call will be eased by assigning a cell phone number specifically for this task. This cell phone will then be passed from Administrator to Administrator based upon the predetermined rotation schedule. The following are guidelines for the Administrator-On-Call.

Note: Administrator on Call shall be called ONLY for emergencies and after-hour help.

Administrator on Call

1. Executive Director for Plant Facilities and Support Services
2. District Safety Officer(s)

Purpose:

- To provide a person of authority to make crucial decisions during a crisis or emergency situation
- Designate single phone number to contact the designated person with authority during an emergency
- To provide campus administrators a secure and dependable way to directly tend to an emergency situation while pertinent administrative personnel and procedures are activated

Scope of Authority:

- Provide decisions during a crisis situation
- Administrator-On-Call has the support as the authority by the Superintendent
- Can and may activate the District Crisis Team
- Decides and contacts any and all individuals necessary to handle the emergency situation

- Provides pertinent information and details to the Superintendent and Crisis Managers

Contact Information

- A cell phone will be designated for the Administrator-On-Call
- The cell phone will always be with the Administrator-On-Call
- A list of important contacts and information will be provided to the Administrator-On-Call

Schedule:

Each selected administrator will be on-call for 7 days beginning every Monday at 8 a.m. If a designated administrator will be out-of-town, feel free to swap schedules with other selected administrators as needed.

Selection:

The Superintendent of Schools will select the Administrator-On-Call

Emergency Action:

- Determine what immediate action, if any, should be taken and implement immediately.
 - Example Situation 1: Bomb Threat
 - Action:
 - Principal of school
 - Calls 911
 - Calls the Administrator-On-Call
 - Tends to the situation on a campus level
 - Administrator-on-Call
 - Gathers information
 - Contacts Superintendent
 - Informs the Superintendent
 - Contacts heads of departments involved
 - i.e. Safety, LISD Police Chief, Director of Communications
 - Determines who the community might need to be contacted who has not already been contacted by the 911 call made by the principal
 - Contacts necessary individuals
 - Continues to stay in contact with principal and Superintendent to monitor situation

- Example situation 2: Flood
 - Action:
 - Administrator-on-Call
 - Contact principals and directors affected
 - Inform of possible situation
 - Contact Superintendent
 - Inform of possible situation
 - Monitor situation
 - Stay in contact with principals, directors, and Superintendent

- Example situation 3: Power Outage
 - Action:
 - Administrator-on-Call
 - Contact principals and directors affected
 - Inform of possible situation
 - Contact Superintendent
 - Inform of possible situation
 - Monitor situation
 - Stay in contact with principals, directors, and Superintendent
 - Documents all actions taken, individuals contacted, detailed account of situation

- Example situation 4: Gang Fight, Assault, Bomb Threat
 - Action:
 - Administrator-On-Call
 - Contact principals and directors affected
 - Inform of possible situation
 - Contact Superintendent
 - Inform of situation
 - Monitor situation
 - Stay in contact with principals, directors, and Superintendent