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| Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111 | Regulations: E-03-R3 Effective Date: 6-29-98 Revised: 10/1/07 |
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DISASTER/EMERGENCY PLANS **(CATASTROPHES)**

During the school day, the building principal is responsible for and in charge of all activities in the building. The principal will designate two or more alternate personnel who will institute emergency measures as a result of catastrophes in case the principal is absent or unable to carry out assigned duties.

If there is an occurrence which results in substantial damage to school property with the possibility of injury to students and/or staff members, teachers will take students to an area removed from the disaster area for roll call. City, county, or other officials who assume authority will be responsible for parent contact, release of students, and press/media information. Under the supervision of officials who assume authority, the principal will organize the situation to ensure safety of students and staff.

EDUCATIONAL SERVICES