



# ADMINISTRATIVE PROCEDURE

## EMERGENCY COMMUNICATIONS SYSTEM

3524

Procedure No.

January 22, 2002

Date

- I. **PURPOSE:** To provide information and define procedures concerning the emergency communications system.
- II. **BACKGROUND:** There are times during the school year when there is a need for instant communication with schools and offices. This could occur in time of civil disturbance, severe weather, or other natural disaster. The Prince George's County Public Schools utilize an Emergency Communications System that enables the existing radio system now in use by the school system's Maintenance Department to transmit pertinent information to each site.
- III. **PROCEDURES:**
  - A. Each school is equipped with a radio monitor to receive messages.
  - B. These messages contain pertinent information transmitted from Supporting Services and the Office of Communications.
  - C. In order to assure that the equipment is in good working order, each school or office facility should monitor daily messages. If daily messages are not received, you should assume that a malfunction has occurred. All malfunctions are to be reported to the Maintenance Department.
  - D. See Attachment for OPERATING INSTRUCTIONS for monitor equipment.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THIS PROCEDURE:** This Administrative Procedure will be reviewed periodically by the Associate Superintendent for Supporting Services and changes will be made as necessary.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure supersedes Administrative Procedure 3524, dated October 31, 1975.
- VII. **EFFECTIVE DATE:** These procedures are effective immediately.

Approved by:  
Iris T. Metts  
Superintendent of Schools

Attachment - Operating Instructions for Use of Radio Monitor  
Distribution Lists 1, 2, 3, 4, 5, 6, 10, and 11