



Lincoln Public Schools  
Lincoln, MA 01773

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## EMERGENCY PLANS

The following regulations are to govern actions during emergencies:

1. In case of any emergency, Principals will attempt to contact the Superintendent with information about the emergency and recommendations as to how to proceed.
2. In case the Superintendent or her designee is not available, Principals will follow whatever procedures they deem necessary and notify the Central Office immediately of action taken.
3. In case of early dismissal of children in grades K-5, the staff will do everything possible to notify parents that their children are being returned home. In the event parents cannot be reached and parents have not left written instructions with the Principal, children will be asked where they are to go (Day Care, Extended Day Care, Base Nursery Day Care or pre-school, another parent's home) and they will be sent to that destination.
4. In the case of early dismissal of children in grades 6-8, it is our assumption that children will know and follow whatever emergency procedures parents have established for them.
5. In cases of inclement weather, as soon as all children have been adequately provided for, staff will be released to return home.
6. Principals will discuss with the Superintendent whether or not staff will also be released when students are dismissed for reasons other than inclement weather.
7. In those instances where the Superintendent or her designee is not available, Principals will make the decision about whether to release staff or utilize them in another fashion. They will notify the Central Office of their decision.
8. The Secretary to the Superintendent will serve as the contact person when the Superintendent is not available. She will have information regarding who is Acting Superintendent as well as where and when the Superintendent can be reached.

Approved by Administrators November 19, 1981  
Reaffirmed at School Committee Meeting of January 21, 1985