

Augusta School District #10

Continuity of Operations

Revised October 25, 2018

Continuity of Operations Plan

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Continuity of Operations Plan

Plan Overview

This document is the Continuity of Operations Plan for the Augusta School District #10. The information present in this plan guides cooperative administration and staff in the recovery of necessary data and provides an organizational framework in the event that a disaster destroys all or part of the facilities and/or data.

The Primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the cooperative facilities and/or its computer network or computer systems. The intent is to restore operations as quickly as possible with the latest and most up-to-date data available.

Various threats, both natural and human, against the cooperative and its resources exist. The school district's IT Security Policy documents preventative measures the technology department has implemented and/or is implementing as precautions and the Technology Disaster Recovery Plan documents responses specifically to IT-related recovery. However, we need to take into account natural disasters and disasters out of our control to prevent. At a minimum, this document will detail the backup procedures, secondary locations, and emergency contact information.

The Augusta School District will cease financial operations with the eFinance application during a short term failure or until the District can resume the eFinance application at an alternate location. If the eFinance application is out for an extended time, manual procedures will be utilized with manual checks, receipts, and ledgers and inputted into the eFinance application after operations are resumed.

For eTriton operations, if possible spreadsheets would be utilized with students' names and ID numbers maintaining on paper the meals served and would be reconciled with money collected. These numbers would be entered in eTriton at a later date when things were back up and running. If this was impossible, eTriton operations would cease.

Hard-copies of this Continuity of Operations Plan are located in the Augusta School District Superintendent's office.

Agency-level Criticality and Sequence:

The most critical issue in regards to a disaster lies in the safety and well-being of the students and staff. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area with the aid of available personnel.

Plan-level Criticality and Sequence:

The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Director, Assistant Director or other appointed personnel, as determined by the Superintendent. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.

AUGUSTA SCHOOL DISTRICT ORGANIZATION AND ORDERS OF SUCCESSION

The following is the Augusta School District Orders of Succession to ensure that operations continue when one or more key managers are unavailable.

SUPERINTENDENT:

SUPERINTENDENT: Cathy Tanner
1ST SUCCESSOR: Mike Allen
2ND SUCCESSOR: Ricky Pilcher

FACILITIES AND SANITATION:

COORDINATOR: Joseph Smith
1ST SUCCESSOR: Donald Scarberry
2ND SUCCESSOR: Allen Brown

TRANSPORTATION:

COORDINATOR: Steve Stovall
1ST SUCCESSOR: Allen Brown

ADMINISTRATIVE SUPPORT:

BOOKKEEPER: Ellyn Bengel
1ST SUCCESSOR: Donna Wedgworth

INFORMATION/TECHNOLOGY:

LEAD: Craig Parkridge
1ST SUCCESSOR: Georgianna Lester
2ND SUCCESSOR: Brian Mannon

AUGUSTA HIGH & ELEMENTARY SCHOOL:

PRINCIPALS: Richard Greer/Jay Murphree
1ST SUCCESSOR: Brian Mannon
2ND SUCCESSOR: Janet Holzhauser

STUDENT HEALTH:

SCHOOL NURSE: Debi Moore
1ST SUCCESSOR: Jessamine Burgschneider

FOOD SERVICES:

SUPERVISOR: Carla Williams
1ST SUCCESSOR: Christina Martin

DISASTER RECOVERY TEAM:

ADMINISTRATION TEAM:

Chair: Cathy Tanner; 870-347-2241 – Work #; 870-217-3390 – Cell #
Co-Chair: Mike Allen; 870-347-2515 – Work #; 501-944-7636 – Cell #
Team Member: Richard Greer; 870-347-2432 – Work #; 817-343-1413 – Cell #
Team Member: Jay Murphree; 870-347-2515 – Work #; 870-275-5258 – Cell #
Team Member: Brian Mannon; 870-347-2515 – Work #; 501-230-2174 – Cell #
Team Member: Carla Williams; 870-347-2515 – Work # 870-919-6277 – Cell #
Team Member: Debi Moore; 870-347-2432 – Work #; 870-347-6524 - Cell #
Team Member: Ellyn Bengel; 870-347-2241 – Work #; 870-588-5104 – Cell #
Team Member: Janet Holzhauser; 870-347-2432 – Work #; 318-439-4991 – Cell #

HUMAN RESOURCES/ADMINISTRATIVE SUPPORT TEAM:

Chair: Ellyn Bengel; 870-347-2241 – Work #; 870-588-5104 – Cell #
Co-Chair: Donna Wedgworth; 870-347-2241 – Work #; 870-731-4152 – Cell #

ACADEMIC TEAM:

Chair: Brian Mannon; 870-347-2515 – Work #; 501-230-2174 – Cell #
Co-Chair: Janet Holzhauser; 870-347-2432 – Work # ; 318-439-4991 – Cell #
Co-Chair Back Up: Georgianna Lester; 870-347-2432 – Work #; 870-919-6733 – Cell #
Team Member: Jay Murphree; 870-347-2515 – Work #; 870-275-5258 – Cell #
Team Member: Richard Greer; 870-347-2432 – Work #; 817-343-1413 – Cell #

FIRST AID TEAM:

Chair: Debi Moore; 870-347-2432 – Work #; 870-347-6524 – Cell #
Chair Back Up: Jessamine Bergschneider; 870-347-2515 – Work #; 870-731-5778 – Cell #
Team Member: Mike Allen; 870-347-2432 – Work #; 501-944-7636 – Cell #

FOOD SERVICES:

Chair: Carla Williams; 870-347-2515 – Work #; 870-919-6277 – Cell #
Team Member: Christina Martin; 870-347-2432 – Work #; 870-761-8374 – Cell #

TRANSPORTATION:

Chair: Steve Stovall; 870-347-2241 – Work #; 870-347-6743 – Cell #
Co-Chair: Allen Brown; 870-347-2432 – Work #; 870-731-4522 – Cell #
Team Member: Ricky Pilcher; 870-347-2241 – Work #; 501-920-5802 – Cell #
Team Member: Donald Scarberry; 870-347-2241 – Work # 870-347-7401 – Cell #

IT:

Chair: Craig Parkridge; 870-347-6741 – Work #; 870-919-1112 – Cell #
Team Member: Brian Mannon ; 870-347-2515 – Work #; 501-230-2174 – Cell #
Team Member: Georgianna Lester; 870-347-2432 – Work #; 870-919-6733 – Cell #

FACILITIES AND SANITATION:

Chair: Joseph Smith; 870-347-2241 – Work #; 870-347-6266 – Cell #
Team Member: Donald Scarberry; 870-347-2241 – Work #; 870-347-7401 – Cell #
Team Member: Carrie Taylor; 870-347-2515 – Work #; 870-512-8335 – Cell #
Team Member: Ricky Pilcher; 870-347-2241 – Work # 501-920-5802 – Cell #

OPERATIONS OF CRITICAL FUNCTIONS

When confronting events that disrupt the normal operations of the district, Augusta School District shall implement the following time-phased approach.

PHASE	TIME FRAME	ACTIVITY
<p>PHASE I ACTIVATION AND RELOCATION</p>	<p>0-4 HOURS</p>	<ul style="list-style-type: none"> • Notify district employees and contractors regarding activation of plan and their status. • Secure original facility. • Continue critical functions at regular facility, if available, until alternate facility is ready. • Advise alternate facility on status. • Activate teams as necessary. • Instruct team to ready alternate facility.
<p>PHASE II ALTERNATE FACILITY/WORK SITE OPERATIONS AND RECOVERY</p>	<p>4 HOURS TO 3 SCHOOL DAYS</p>	<ul style="list-style-type: none"> • Notify alternate facility manager of impending activation and relocation requirements. • Activate plans to transfer to alternate facility. • Assemble documents and equipment required for critical functions at alternate facility. • Provide guidance to team personal and information to the public. • Transport documents,

		<p>equipment and designated communications.</p> <ul style="list-style-type: none"> • Identify replacements for missing personnel (delegation of authority and orders of succession). • Commence full execution of operations supporting critical functions at the alternate facility. • Order needed equipment/ supplies.
PHASE III RECONSTITUTION	3 SCHOOL DAYS TO TERMINATION OF EMERGENCY	<ul style="list-style-type: none"> • Inform all personnel that the threat no longer exists. • Supervise return to normal operating facility. • Conduct review of plan execution and effectiveness. • Update plan to correct deficiencies and/or incorporate best practices.

PRIORITIZED LISTING OF CRITICAL ELEMENTS, ESSENTIAL EQUIPMENT AND SUPPLIES

PRIORITY	CRITICAL FUNCTION
1	FACILITIES AND SANITATION
2	ADMINISTRATION
3	INFORMATION TECHNOLOGIES
4	TRANSPORTATION
5	FIRST AID
6	FOOD SERVICES
7	ACADEMICS
8	HUMAN RESOURCES/ ADM. SUPPORT

ESSENTIAL EQUIPMENT BY FUNCTION

Following is the list of essential equipment required for each of the key functional areas:

1 Facilities and Maintenance Equipment

- Computer Workstation (networked)
- Printer
- Electrical Testers
- Hand Tools
- Ladders
- School Vehicles
- Saws
- Hammers
- Nails
- Floor Cleaning Equipment
- Law Equipment
- Vacuums
- Cell Phones
- Scaffolding
- Tarpaulins
- Generators
- Fans

2 Administration Equipment

- Computer Work Station (networked)
- Printer
- Telephone System
- Copy and Fax Machine

3 Information Technology

- Computer Workstation (networked)
- Printer

- Table and Chairs
 - Fire Proof File Cabinets
 - Intercom System
 - Manage Switches
 - Wireless Access Points
 - Line Testers
 - Throw Rod
 - Cell Phone
 - Laptop Computers
 - Computers
 - Battery Back-up
 - Back-up Storage Devices
- 4 Transportation Equipment
- Buses
 - School Vehicles
 - Camera Systems
 - Cell Phones
 - Fuel Tanks
 - Radio System
 - Shop Vacuum
 - Computers
 - Desk
 - Fans
- 5 First Aid Equipment
- Cell Phones
 - Refrigeration (for medication)
 - Ice Chest
 - Lockable Storage Cabinets
 - Table and Chairs
- 6 Food Services Equipment
- Computer Workstation (networked)
 - Cell Phones
 - Industrial Kitchen Equipment
 - Computer
 - Printer
 - Fire Extinguisher
- 7 Academic Equipment
- Conference Table
 - Tables and Chairs
 - Printers
 - Desk
 - Textbooks
 - Chairs

- Boards
 - Paper
 - Pencils
 - Art Equipment
 - Band Equipment
 - Business Class Equipment
 - Science Lab Equipment
 - Health Care Needs for Special Education Students
 - Copiers
- 8 Human Resources/Admin. Support Equipment
- Computer Work Stations (networked)
 - Printers
 - Telephone System
 - Copy Machines
 - Fax Machine
 - APSCN Printer
 - Adding Machine

SUPPLIES

Following is the list of essential supplies required for each of the key functional areas:

1. Maintenance Supplies
 - Hand Sanitizer
 - Water
 - Batteries
 - Cleaning Supplies
 - Trash Cans
 - Garbage Cans
 - Brooms
 - Dust Pans
 - Plumbing Supplies
 - Paper Supplies
 - Bathroom Supplies
 - First Aid Kits
 - Building Materials
 - Safety Signs
 - Electrical Tape
 - Duct Tape
 - Air Filters
 - Poly Wrap
2. Administration Supplies
 - Flashlights
 - Batteries

- Weather Radio
- 3. Information Technology Supplies
 - Standard Office Supplies
 - Computer Repair Kit
 - Fiber Kit
 - CD/DVD
 - USB Drives
 - Patch Cables
 - Extra Computer Parts
 - Switches
 - USB Cables
- 4. Transportation Supplies
 - Hand Sanitizer
 - Water
 - Batteries
 - Cleaning Supplies
 - Garbage Bags
 - Fuel
 - Rags
 - Tools
 - Degreaser
 - Bus Tools
 - First Aid Kits
 - Brooms
 - Dust Pans
 - Vehicle Fluids
 - Spare Bus Parts
- 5. First Aid Supplies
 - First Aid Kits
 - Ice
 - Chemical Ice Packs
 - Individual Student Medications
- 6. Food Services Supplies
 - Checks
 - Hand Sanitizer
 - Water
 - Ice
 - Ice Chest
 - Commodities
 - Trash Cans
 - Kitchen Utensils
 - Cleaning Supplies
 - Garbage Bags

- Carry Out Trays
 - Eating Utensils
 - Paper Products
7. Academic Supplies
- Desk
 - Textbooks
 - Chairs
 - Boards
 - Paper
 - Pencils
 - Hard Coy Grade Book
 - AEDs (automated external defibrillators)
8. Human Resources/Admin Support Supplies
- Checks
 - Hand Sanitizer
 - Flashlights
 - Batteries
 - Weather Radio
 - Paper
 - Continuous Feed Paper
 - APSC N Printer Ribbon
 - Toner
 - Ink Cartridges
 - Paper Reams

DISTRICT ALTERNATE FACILITIES

ALTERNATE LOCATION	TYPE OF USE	ARRANGMENT
AUGUSTA FIRST BAPTIST CHURCH 310 PEARL ST AUGUSTA, AR 72006 870-347-5971	WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS	MOU
AUGUSTA METHODIST CHURCH 301 S. THIRD ST. AUGUSTA, AR 72006	WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS	MOU
ARCARE WELLNESS CENTER 903 N 4TH ST AUGUSTA, AR 72006	WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS	MOU
FIRST BAPTIST CHURCH 465 W. MAIN COTTON PLANT, AR	WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS	MOU

Information Technology

Program	Location	Media Tvoe	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldg	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldg	Offsite Hard Disk	y	y

Maintenance

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldg	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldg	Offsite Hard Disk	y	y
School Dude	ASD Admin Bldq	N/A	y	y

Transportation

Program	Location	Media Tvoe	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldq	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldq	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldq	Offsite Hard Disk	y	y

Process Vital Records Summary

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldg	Offsite Hard Disk	y	y
Financial Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldg	Offsite Hard Disk	y	y
School Dude	ASD Admin Bldg	NIA	y	y
Transcripts	ASD Admin Bldg	NIA	y	y

Faculty/Staff

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldg	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldg	Offsite Hard Disk	y	y

Food Services

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS	Offsite	y	y
Contacts	ASD Admin Bldg	Offsite Hard Disk	y	y
Health Records	ASD Admin Bldg	Offsite Hard Disk	y	y
Insurance Records	ASD Admin Bldg	Offsite Hard Disk	y	y

Off Site Storage

Program	Media Type	Record Type	Contact information
APSCN	Offsite	Offsite	DIS help desk 800-435-7989
Contacts	APSCN	Offsite	DIS help desk 800-435-7989
Financial Records	APSCN	Offsite	DIS help desk 800-435-7989
Health Records	ESchool	Offsite	DIS help desk 800-435-7898
Insurance Records	APSCN	Offsite	DIS help desk 800-435-7898
School Dude	Offsite	Offsite	(877)868-3833
Transcripts	APSCN	Offsite	DIS help desk 800-435-7898

TRAINING TESTING AND MAINTENANCE RECORD

	Training Components	Training Type	Targeted Staff	Responsibility	Frequency	Date Scheduled	Date Completed
Training	COOP Overview	Briefing	Crisis Management Team & District Leadership	Superintendent & Principals	Semi-Annually	TBD	TBD
	Testing Components			Responsibility	Frequency	Date Scheduled	Date Completed
Testing	Table Top Exercise with Superintendent and Principals			Superintendent & Principals	Annually	TBD	TBD
	Table Top Exercise with Crisis Management Teams and Supporting Teams			Principals	Annually	TBD	TBD
	Maintenance Components			Responsibility	Frequency	Date Scheduled	Date Completed
Maintenance	Update Call Lists			HR Office	Semi-Annually	TBD	TBD
	Update Vital Records			IT and HR	Semi-Annually	TBD	TBD
	Update Plan			District Leadership	Semi-Annually	TBD	TBD
	Update Orders of Succession			District Leadership	As Needed	TBD	TBD
	Update Delegation of Authority			District Leadership	As Needed	TBD	TBD
	Appoint New Members of all Teams			District Leadership	As Needed	TBD	TBD
	Review and Update MOU's			District Leadership	Semi-Annually	TBD	TBD

Critical Vendors

Following are the Augusta School District critical vendors sorted by primary critical function area.

VENDOR	CONTACT #	CONTACT NAME	GOODS/SERVICE	FUNCTION
WALMART	501-268-4946		OFFICE/SCHOOL SUPPLIES	ACADEMICS
EDUCATOR'S BOOK DEP	501-490-0007		TEXTBOOKS	ACADEMICS
ASBA	501-372-1415	SHANNON MOORE	RISK MGT/INS	ADMINISTRATION
QUILL CORP			OFFICE SUPPLIES	ADMINISTRATION
AUGUSTA POST OFFICE	870-275-8777	Teresa Peebles	POSTAGE	ADMINISTRATION
WOODRUFF ELECTRIC	870-347-2419		ELECTRICAL POWER	FACILITIES/SANITATION
AUGUSTA WATER	870-347-5068		WATER	FACILITIES/SANITATION
BURROW BUILDING SUPPLY	870-347-2222		PLUMBING/ELEC SUPPLIES	FACILITIES/SANITATION
CINTAS	800-264-2468	PAM JENKINS	JANITORIAL SUPPLIES	FACILITIES /SANITATION
SYSCO	479-885-4652		FOOD PRODUCTS	FOOD SERVICES
HILAND DAIRY	800-541-7945		DAIRY PRODUCTS	FOOD SERVICES
WONDER BREAD	479-420-1564		BAKED GOODS	FOOD SERVICES
CENTURY LINK	855-637-9528		PHONE SERVICE	IT
DIS	800-435-7989		NETWORK, APSCN	IT
KHARMA CONSULTING	501-773-5149	RICK THOMAS	NETWORK/COMPUTER SERVICES	IT
COPY SYSTEMS	501-376-2679		COPY MACHINES	IT
MERL'S BUS SALES	800-776-2429		BUSES AND PARTS	TRANSPORTATION
SANNER OIL COMPANY	870-256-4921		FUEL	TRANSPORTATION

Procedure Documentation

Procedure documentation for APSCN can be found at <http://www.apscn.org/> or by calling 1-800-435-7969.

Devolution Plan

Devolution planning addresses how the Augusta School District will operate following a disaster in which operations from the main location are no longer possible. Devolution allows the Augusta School District to transfer its essential responsibilities to personnel at a different office or location that offers a safe and secure environment.

The devolution site for the Augusta School District has signed Memorandums of Understanding (MOU).

The following is a list of functions and tasks facilitating devolution, should the need arise:

- Essential Functions - Identify only the most essential functions to transfer to devolution site to encourage immediate, seamless transition.
 - o Priority Level 1 – District Administration
- Determine Devolution Site - Identify devolution site(s) with resources to carry out essential functions. MOU's are signed and are available at the Augusta School District as well as at the devolution site(s).
 - o Priority Level 1 - District Administration
- Critical Resources - List the minimum necessary resources (people, equipment, and materials) to perform essential functions at the devolution site.
 - o Priority Level 1 – District Administration
 - o Priority Level 2 – Building Administration
- Critical Personnel Resources - Develop a roster identifying fully equipped and trained personnel at designated devolution site who have the authority to perform essential functions when the devolution option is activated.
 - o Priority Level 1 – District Administration
 - o Priority Level 2 – Building Administration
- Process and Procedures - Identify the likely triggers that would initiate or activate the devolution option.
- Process and Procedures - Specify how and when direction and control of agency operations will be transferred to the devolution site.

- Process and Procedures - Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for extended periods.

Reconstitution Plan

As operations, cleanup, and the replacement of damaged resources fill any voids left in the wake of the disaster, the Augusta School District will resume normal operations. When physically ready and as communications allow, the Augusta School District will cease operations at any and all alternate locations in order to return to the primary location. Staff will assist in the return of functioning resources to the main location as directed by the Director or designee.

Upon full return to the main facilities, the Superintendent (or designee) will debrief the staff regarding the status of any outstanding commitments left to address. The Superintendent may also take that time to address exemplary achievements and/or areas of improvement and concern realized during the recovery process.

Emergency Action Plan

Augusta School District
#10 Red Devil Drive
Augusta, AR 72006

In the event of emergency, employees will be alerted by:

- *The sounding of an Alarm.*
- *Verbal Announcement.*

Description of a Verbal Announcement for a Terrorist Incident or Hazardous Material Incident:

- "A(n) [incident] has occurred in the area. Please stay away from open windows and do not leave the building."

Description of a Verbal Announcement for a Fire is similar to:

- "There is a problem in the building. Every must vacate the building and do not use the elevators."

Description of a Verbal Announcement for a TORNADO :

- "A tornado warning has been issued for [Augusta or Woodruff County]. All employees and students relocate to their specified tornado safety zones."

In case of a TERROIST or HAZARDOUS INCIDENT involving chemical, biological, or radiological agents, the employees and students are to remain in the building and use shelter-in-place procedures .

In the event of an EARTH QUAKE, employees and student are to remain in the building and relocate to a safe area. The safest areas are away from windows and potential falling hazards such as bookshelves and machinery.

Personnel must monitor television or radio broadcasts if available. Two battery operated radios, as well as NOAA Weather radios are available and on the premises.

The following employees are to perform rescue or medical duties during an emergency:

- Any employee who has knowledge of first-aid is authorized to assist hurt or injured employees .

After an emergency, employees are to gather in the following location(s):

- Administration: Administrative Building
- High School Faculty and Staff: Augusta High School Library
- Elementary School Faculty and Staff: Augusta Elementary Cafeteria
-

The names and possible location of the missing employees will be given to the fire or police departments by the Superintendent or his representative.

Employees are not allowed to leave the area or go home until accountability measures have been completed.

Official Media Statements

The Superintendent is responsible for media contact.

General Address:

At this time, the Augusta School District is not releasing any information concerning [the incident] that occurred today. There will be a formal press conference held at a later time.

Detailed Press Release:

As you all may know, the Augusta School District has experienced a(n) [incident]. We know the following information.

Students involved:

Faculty involved:

Injuries:

Deaths:

School will be postponed until further notice.

Continued Delay Address:

Due to poor conditions concerning the [incident], Augusta School District will be closed until [date and time]. All administrative staff will report [to work, by phone, or from home].