

## **EMERGENCY CHAIN OF COMMAND**

As part of the Superintendent's responsibility to conduct the day-to-day operations of the district in accordance with the policies of the Board, the Superintendent establishes the following chain-of-command in the event and for the duration of the incapacitation, meaning the inability to carry out school operations, of the superintendent or other administrators within the chain:

1. Principals by order of years of service with the school corporation
5. Director of Special Education
6. As Designated by the President of the School Board, or in case of incapacitation of the School Board President, as designated by highest-ranking school board officer or longest-serving member who is not incapacitated at the time the designation is needed.

An administrator-in-charge under this guideline retains that authority only until the superintendent or an administrator higher in the chain returns to duty.

A similar emergency chain of command must be established for each building/facility/department within the school corporation.

Revised: September 9, 2020