



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Emergency Calls for School Buildings/Campus Issues</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-1</b>	<b>June 1997</b>	<b>May 2011</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

Refer to Knox County Board of Education Policy E-110.

**TELEPHONE PROCEDURES**

(1) All requests should be made to the Maintenance Department.  
 (2) Give your school name.  
 (3) Give your name and your position.  
 (4) State problem.  
 (5) State location of problem.

**DURING NORMAL WORKING HOURS**

7:00 AM to 4:00 PM Monday through Friday all emergency calls go to Fifth Avenue Maintenance Department at 594-3633.

**AFTER NORMAL WORKING HOURS**

4:00 PM to 7:00 AM Monday through Friday all emergency calls go to Fifth Avenue Maintenance Department at 594-1229.

**WEEKENDS AND HOLIDAYS**

All emergency calls go to Fifth Avenue Maintenance Department at 594-1229.