



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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ESSENTIAL DOCUMENTS FOR SCHOOLS | 3001.3

A library hard copy of essential documents shall be maintained in an identified location in all schools. The location should be identified by the principal and communicated to the appropriate Director of Schools.

The library of documents should include updated versions of the following:

1. Emergency Procedures Manual
2. Full staff roster, including the following information: classroom phone number, email address, personal phone number
3. Emergency cards for all employees
4. Student rosters
5. Asbestos Hazard Emergency Response Act (AHERA) folder
6. MSDS Binder

Questions about the information contained in this administrative memorandum should be directed to the Director of Schools.