



EMERGENCY NOTIFICATION SCRIPTS

These scripts are meant to be used for general school-wide announcements over a PA or phone system in the event of the following emergency situations

Lockdown:

"Lockdown, Lockdown, Lockdown. This is not a drill. Follow Lockdown procedures now. Lockdown, Lockdown, Lockdown."

Secure Campus:

"Attention on campus, we are moving into Secure Campus procedures. Please make your way indoors and keep students in classrooms. Do not send anyone to the bathrooms at this time. Indoor classroom activities may continue, but please be listening for further instruction."

Shelter-in-Place:

"Attention on campus, because of _____ we will be moving into a Shelter-in-Place. Please keep doors and windows closed, do not transition between buildings, and turn off HVAC systems if possible. Outdoor activities will not be taking place at this time. We will continue with indoor activities and provide continued updates throughout the day."

Fire:

The fire alarm should sound, if not -

"A Fire has been reported in the building, evacuate immediately to the assembly area. Close doors and turn off lights as you exit your room."

Earthquake:

"This is an earthquake, Drop, Cover, and Hold until the shaking stops. This is not a drill. Drop, Cover, and Hold."

COMMUNICATION TEMPLATES

These templates are basic messages that depending on the situation, may need to be modified.

EMERGENCY LEADERSHIP USING CONFERENCE LINE OR SIMILAR

Email/Text/Voice:

We are currently experiencing an emergency, please contact the Incident Command Team at ***-***-**** and enter code ***** immediately.

ACT OF TERRORISM/

Email/Voice:

The leadership team at SCHOOL NAME is currently in the process of determining the safest next steps in response to the _____ that occurred at _(time)_ in _(location)_. Please do not contact or come to campus at this time. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time.

SMS / Social Media:

SCHOOL NAME has experienced a _____. We will update you within the next [xx] minutes with further instructions. Please do not come to campus until requested. Thank you.

EARTHQUAKE

Email/Voice:

There has just been an earthquake in our area and our students, faculty, and staff have evacuated to the field. Please do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions as we prepare to reunite students with their families. Your family's safety is our top priority and we ask you to follow the instructions we provide so that we can continue to keep our entire community safe.

SMS / Social Media:

In response to the recent earthquake, we have evacuated to our outdoor meeting location _____. Please do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly.

FIRE

Email/Voice:

SCHOOL NAME School has just experienced a fire on campus and our students, faculty, and staff have evacuated. The fire department is on site and is providing the school with the support and direction needed to keep everyone safe. Please do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time.

SMS / Social Media:

SCHOOL NAME has just experienced a fire, we have evacuated to our outdoor meeting location _____. Please do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly.

FIRE - Off-Site Evacuation

Email/Voice:

SCHOOL NAME has just experienced a fire on campus and our students, faculty, and staff have evacuated to _____. The fire department is on site and is providing the school with the support and direction needed to keep everyone safe. Please do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time.

SMS / Social Media:

SCHOOL NAME has experienced a fire on campus. We have evacuated to _____ and ask that you do not come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly.

LOCKDOWN INITIATED

Email/Voice:

SCHOOL NAME is currently in Lockdown. If you are on campus, please lockdown immediately. Take cover in an office, classroom, or other safe location, turn off lights, silence your cell phone and ensure that your door is locked. If you are away from campus, please stay away until further notice. We will provide additional information and instruction as soon as it is safe to do so.

SMS / Social Media:

SCHOOL NAME is currently in Lockdown. If you are away from campus, please stay away until further notice. We will be contacting you again within 10 minutes.

LOCKDOWN MESSAGE #2A

Email/Voice/SMS:

SCHOOL NAME is still holding in Lockdown. Law Enforcement is on site, assessing the situation. At this time it is still not safe to enter campus and we will send out additional information within 10 minutes.

LOCKDOWN Message #2B - LOCKDOWN LIFTED SCHOOL CONTINUING

Email/Voice:

The lockdown at SCHOOL NAME has now been lifted and the campus is safe. We are releasing classrooms from the lockdown and school will be continuing for the rest of the day. Dismissal will occur at the regular time. We will send additional information to provide you with a detailed explanation of the situation. The safety of our students remains our top priority.

SMS / Social Media:

SCHOOL NAME School is no longer in lockdown and the campus is safe. School will be continuing and dismissal will occur at the regularly scheduled time. We will be sending out additional information to provide you with a detailed explanation of the situation.

LOCKDOWN #2C - LOCKDOWN LIFTED REUNIFICATION NEEDED

Email/Voice:

The lockdown at SCHOOL NAME has now been lifted and we are releasing classrooms from the lockdown. We will not be continuing school and will send out detailed information about pickup procedures shortly. Please read and follow the instructions carefully. Please do not rush and put

yourself in danger as you make your way to campus to pick up your student(s). Your family's safety remains our top priority, thank you for your cooperation.

SMS / Social Media:

SCHOOL NAME has lifted the lockdown. School will not be continuing for the rest of the day. We will be sending out detailed information about pickup procedures shortly. Please read and follow all instructions carefully.

REUNIFICATION INSTRUCTIONS

Email/Text/Voice:

As you arrive on campus, you will be met by school personnel who will direct you through our reunification process to pick up your student(s). Please bring a valid ID with you, remain in your vehicle and follow the instructions given. Please note that this process may be lengthy, accountability is our number 1 priority and we appreciate your patience.

SECURE CAMPUS INITIATED

Email/Text/Voice:

SCHOOL NAME has currently initiated a Secure Campus due to _____. We have locked our entrance and will not be allowing any movement on or off campus at this time. If you are not on campus, please do not come until further notice. We will provide additional information and instruction as soon as it is safe to do so.

SECURE CAMPUS LIFTED

Email/Text/Voice:

SCHOOL NAME has released the Secure Campus and our entrance has been reopened. The school will continue as normal and pickup will occur at our regularly scheduled time. Thank you for your cooperation, we will send additional information to provide you with a detailed explanation of the situation shortly.