

## EMERGENCY COMMUNICATIONS

The School Board believes that providing accurate and current information during an emergency/crisis is important to maintain a program of two-way communication with faculty, staff and the general public.

A crisis or emergency refers to any incident or situation which could require the involvement of law enforcement agencies, health officials and/or representatives of the media. Examples would include but are not limited to: criminal activities involving staff, students, or board members, severe injuries to staff or students, violence in school buildings or on school grounds, the outbreak of communicable diseases, and sexual and physical abuse of students.

School employees having information concerning the crisis or emergency will contact their supervisor. The supervisor will immediately contact the district administrator. It will be the supervisors' responsibility to appoint a designee to contact the district administrator in the event of their absence from the school building.

After receiving notification of the emergency or crisis the district administrator will be responsible for coordinating all internal and external communications regarding the situation. Internal communication will be accomplished through the use of a calling tree. The calling tree will include all school employees and will be updated annually by the district administrator or designee.

Depending on the emergency situation the district administrator or designee will attempt to provide accurate information to students, parents, staff and media personnel as soon as possible. This will be done through written notes, memos, and updates.

Meetings and conferences will be provided to enable media personnel opportunities for accurate information. Scheduling of such conferences should consider media personnel deadlines whenever possible.

This policy and especially the calling tree will be explained to employees annually. Periodic trials of the calling tree will be conducted to test its effectiveness.

Policy Approved: February 1, 1995