



School Emergency Response Protocols

INFORMATION, COMMUNICATION & PROCEDURES

1

- A. **Principal** or **designee** alerts Resource Officer or calls 911.
 - B. **Principal** alerts Executive Director of School Support (EDSS)
 - C. **EDSS** begins travel to impacted school.
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2

- A. **EDSS** alerts District Emergency Response Team
 - B. **Communications** or **designee** alerts the full board.
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3

- A. **Communications** assists the principal with the narrative to parents and employees in two phases: Immediate brief notification, then detailed notification at the end of the event.
 - B. **Communications** responds to all media inquiries.
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4

- A. **Principal** or **designee** (or appropriate personnel) inputs referral (*if necessary*) into JCampus.
 - B. **Principal** provides parent with notification of pending suspension/expulsion paperwork. *If the parent is not available, notification should be mailed home, return receipt.*
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5

- A. **Principal** holds a Staff/Faculty meeting (*AM or PM*) on the day of the incident for the purpose of sharing additional information (to the extent possible). *If a meeting is not possible, an email must be sent to the entire faculty.*
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