



COMMUNICATION MANUAL

PUBLIC INFORMATION OFFICE

Updated August 2020

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PUBLIC INFORMATION OFFICE

The Public Information Office (PIO) handles internal and external district communications and works to increase positive media coverage and improve public perception of the district. It is important to share all of the positive things happening in Dayton Public Schools with parents, the community and media.

Responsibilities of the Public Information Office include:

- District social media
- DPS TV
- DaytonPublic.com
- PIO News Briefs (weekly staff newsletter)
- DPS Connection (monthly parent newsletter)
- BOE Highlights (recap of Board Business Meetings)
- Media relations
- District marketing materials
- ParentSquare (robocall system)
- Branding of the district
- Communicating district closings and delays

The PIO is happy to assist schools and departments with projects, however, the Superintendent must approve of all projects prior to asking PIO for assistance. Please note that the PIO requires at least a two-week notice for any design projects, such as flyers, brochures, or other promotional materials. The Duplication department requires an additional week to print the materials.

All requests to the Public Information Office can be submitted through FMX. The request form can be found on the DPS Intranet or by using this URL: <https://dps.gofmx.com/pio-requests/new>

PIO CONTACT INFORMATION

Alex Kincaid

Writer and Content Specialist

Office: (937) 542-3054 | amkincai@daytonpublic.com

Responsibilities: media relations, internal and external newsletters, speech writing, press releases, articles for DPS website and submission to media outlets.

Brittany Miller

Digital Communications Specialist

Office: (937) 542-3058 | bmiller@daytonpublic.com

Responsibilities: social media management, website management, Parent Square, graphic design, publication design.

Jennifer Bryant

Field Production Specialist

Office: (937) 542-7218 | jbryant@daytonpublic.com

Responsibilities: video production, photography, graphic design, DPS TV.

Ryan Poole

Field Production Specialist

Office: (937) 542-7219 | mpoole@daytonpublic.com

Responsibilities: video production, photography, graphic design, DPS TV.

Patricia Battle

PIO Office Manager

Office: (937) 542-7182 | pebattle@daytonpublic.com

MEDIA POLICIES FOR STAFF

Superintendent Elizabeth Lolli is the only spokesperson for the district. No principal, teacher, or other DPS staff member may participate in a media interview without permission from the Superintendent, which will be coordinated and communicated through the Public Information Office.

If the Superintendent grants permission for a principal, teacher, or other staff member to speak to the media, the PIO will always notify those involved. When given permission to speak to the media, be prepared to discuss the interview topic. A representative from the Public Information Office will be present for all interviews.

Media personnel are never permitted to be on school property without permission from the PIO. If media show up at your building unannounced, please contact the PIO immediately and ask the reporter(s) for their name(s) and organization, and request that they limit their business to public sidewalks and side streets. Parking lots are still considered DPS property. The PIO will always notify schools when reporters have permission to be on school property.

MEDIA POLICY FOR REPORTERS

The district's external policy for media can be found on DaytonPublic.com. All media personnel are made aware of the following guidelines.

- Media outlets must always contact Alex Kincaid in the Public Information Office to secure permission to be on school property prior to sending a reporter, videographer or photojournalist to a school or other building (before, during or after school hours). Email or call Alex Kincaid at amkincai@daytonpublic.com or 937-542-3054.
- Media that does not secure permission to be on school property is asked to limit all news-related business to public areas, such as sidewalks and/or surrounding streets, so as not to interfere with instruction or create traffic hazards. DPS parking lots are still DPS property. Reporters who are on DPS property without permission will be asked to leave. Reporters should not enter schools to seek permission to be there. Permission is granted through the Public Information Office.
- The Superintendent is the only spokesperson for the District unless otherwise designated by the Superintendent. All interviews must be coordinated through Alex Kincaid at amkincai@daytonpublic.com or 937-542-3054. Please do not attempt to coordinate an interview with any DPS employee by reaching out to the employee directly. The Dayton Public School District reserves the right to grant or decline any interview request. If there is a story of particular interest to media, the Superintendent may choose to open an interview up to all media rather than scheduling individual interviews. Please note that same-day interview requests cannot be accommodated except in the event of an emergency or other urgent matter. Please provide as much notice as possible for all interview requests.
- The Board of Education President is the only spokesperson for the Board. The Public Information Office contacts the Board President when an interview is requested. Please contact Alex Kincaid at amkincai@daytonpublic.com or 937-542-3054 if you wish to coordinate a time to speak with the board president.
- Media covering sporting events will not need prior approval as long as they are only present for that event and are not reporting on other items. Media credentials must be visible at all times and must be produced to gain admittance to a game. Media may photograph, film and report from the press box or from behind the sidelines so long as they do not interfere with play, timeouts or other game-related business.
- Dayton Public Schools will abide by all state and federal laws in its efforts to provide interviews and information for media outlets. Public Records Requests are facilitated by Alex Kincaid and fulfilled by the DPS legal department. Please send all records requests to amkincai@daytonpublic.com.

Additionally, not all students have parental consent to be photographed, filmed or included in media coverage. During large events, media may be asked to not film student faces because it is difficult to determine which students have parental consent to be filmed or photographed in these settings. Students are never permitted to be interviewed without explicit parental consent either verbally or in writing.

PIO MATERIALS AVAILABLE ON DPS INTRANET

The Public Information Office oversees the branding of the district. All materials staff may need for internal purposes can be found in the PIO section of the DPS Intranet. Presentation templates, letterheads, official logos and more can be accessed by all employees.

STUDENT MEDIA RELEASES

DPS does not classify student photos as directory information. That means parents must give consent each year for a photo or video of their child to be released on social media, the DPS website, news media or other outlet.

Student media releases can be found on the annual Parental Consent and Authorization form. This is the same form in which parents indicate whether their student has permission to attend school field trips, be treated by the school nurse, etc. Students who do not have a signed media release cannot appear in any photos or videos produced or shared by the district.

It is important for each school to organize media releases in such a way that allow office personnel to easily determine who can and cannot be photographed. Often, the Public Information Office will ask schools to identify students who cannot be photographed when visiting a school to take photos and videos of an event or activity.

Sharing a photo or video of a student whose parent did not give consent is a violation of student rights and could have legal consequences.

EMAIL GUIDELINES

Emails are permanent. DPS documents all email correspondence, and any email sent to or from a DPS email address is considered a public record and can be accessed by the public upon request.

All emails should be professional in font, color and tone. This includes email signatures.

Good customer service — toward those who work in the district and toward those we serve — is an important part of being a DPS employee. You should respond to all emails within 24 hours.

SOCIAL MEDIA GUIDELINES

The Public Information Office oversees all district social media, including each school's social media pages. District social media is subject to public records requests and must be controlled and archived by the PIO.

Any DPS-affiliated social media account must be approved by the PIO before it is created. The PIO must also have administrative access to all social media accounts representing the district.

Social media managers must follow the below Board Policies:

- Board Policy EDE – Acceptable Use and Internet Safety for Informational and Educational Technology
- Board Policy IIBH-R – District Websites
- Board Policy JM (also GBH) – Staff-Student Relations
- Board Policy JR-O – Student Records

These policies and other best practices can be found on the Public Information Office section of the District intranet.

DPS employees are not permitted to share any photos or information about students on personal social media accounts. Employees are never to “tag” students in photos.

WEATHER PROCEDURE

Determining whether to delay or close school is a very difficult decision. The district uses a weather team that convenes at 4:30 a.m. on days when schools may be delayed or closed. The team strives to make a decision about whether to delay or close by 5:30 a.m.

After a decision is made to delay or close, the Public Information Office notifies staff and students with an automated phone call and text message. Media is alerted and the decision is posted on the website and on the DPS Facebook, Twitter and Instagram accounts.

When schools are closed, employees may still need to report.

If the **DISTRICT** is closed, all DPS Buildings and all schools are closed. No students or employees are to report.

If Dayton Public **SCHOOLS** are closed, all DPS school buildings are closed. Students and most school-based staff should NOT report. However, all principals, assistant principals and central office personnel should report to work as soon as safety allows.

If DPS is on a 2-hour delay, all personnel should arrive at their normal start time or as soon as safety allows. There is no a.m. preschool on days with 2-hour delays.

CRISIS COMMUNICATIONS

In the event of a crisis, it is important to provide parents and the community with accurate and timely information. All communication will come from the Superintendent in these situations. Principals and teachers should never speak to the media in the event of a crisis.

Schools may experience minor incidents that may require communication to parents. Power outages, drug searches or lockdowns, for example, require an automated phone call be sent to parents. Sometimes, a principal may also opt to send a letter home with students. Sample letter templates and phone call scripts are included in this document. Principals may reach out to the Public Information Office for additional assistance if needed.

EMERGENCY PROCEDURES

The DPS Safety and Security Department has assembled protocol for a variety of incidents or emergency situations. Please contact the Safety and Security Department with any questions about these guidelines.

Accident/Incident at School

Whether an accident/incident is unintentional and results in minor injury or is the result of aggressive behavior, it is important to complete a written report. Accident Report and Behavioral Incident Report forms are available online.

Principal/Administrator:

- Consult with school nurse regarding injury.
- Contact parents/guardians as appropriate for follow-up services, if needed.

Staff:

- Assess the situation.
- Depending on the severity, provide immediate first aid.
- Report accident to principal and office.
- If injury is severe, contact school nurse.
- If injury is life threatening, call 911.
- Keep person comfortable until trained EMS arrives.
- Complete the online incident/accident report.

Aircraft Crash

Emergency response depends on the aircraft size, nature of the crash and proximity to the school. If it is safer to remain inside the building, keep all students in school and under supervision.

Principal/Administrator:

- Notify police and fire department.
- Determine response action: lockdown, evacuation or off-site evacuation.
- Notify command center (937-542-3070), which will notify superintendent.
- Set up first aid and if safe, removal of injured from building.
- Secure area to prevent unauthorized access until fire department arrives.
- Ensure students and staff remain a safe distance from the crash site.
- Account for all building occupants and determine extent of injuries.
- Do not re-enter building until authorities have issued an all clear.

Staff:

- Notify principal
- Move students away from immediate vicinity of the crash.
- Evacuate if directed to do so using primary and alternate fire routes.
- Assemble in predetermined safe area away from the crash scene.
- Take class roster and go kit.
- Check school to assure that all students have evacuated.
- Take attendance, report missing students to principal or designee.
- Keep students a safe distance from crash site, care for the injured.
- Escort students back to building when emergency officials say it is safe.

Biological Agent Release

This incident involves the discharge of a biological substance in a solid, liquid, or gaseous state; and it may be radioactive. The introduction of a biological agent can happen in many ways, including:

- Postal mail, via a contaminated letter or package.
- A building's ventilation system.
- A small explosive device, which helps the agent become airborne.
- A contaminated item, such as a backpack or other parcel left unattended.
- The food supply.
- Aerosol release (for example, with crop duster or spray equipment).

Principal/Administrator:

If the biological release is outside the building, initiate a shelter-in-place:

- Shut off HVAC, move to a safe area, and seal doors and windows with duct tape.
- Call 911, share nature of the problem and the actions taken.
- Contact Command Center (x3070), which will notify Superintendent.
- Turn on battery-powered radio and listen for instructions.
- Remain inside the building until Fire Department determines it is safe to leave.

Bomb Threat

Principal/Administrator:

- Call 911.
- If possible, make a note of the telephone number.
- Instruct everyone to turn off any pagers, cellular phones or two-way radios as radio frequencies can trigger explosives.
- Determine whether to evacuate.
- Modify evacuation routes based on location of device.
- Use intercom or PA to evacuate; evacuate immediate area(s) of suspect/reported device first.
- Call Command Center (x3070), which will notify Superintendent.
- Contact PIO to coordinate media requests for information.
- Return to school building when “all clear” is given by proper authorities.

Staff:

- Evacuate students as quickly as possible.
- Use primary alternative routes.
- Evacuate immediate area(s) of suspected/reported device first.
- Once you arrive at designated safe site, take attendance.
- Notify the principal of any missing students.
- Return to school when the “all clear” is given by proper authorities.

Threat received by telephone:

- Remain calm.
- Listen, do not interrupt, record time of the call.
- Keep the caller talking; pretend hearing difficulty.
- Notice the details; background noises, voice description.
- Ask: When? Where? What? How?
- Do not touch any suspicious objects.
- Notify the principal/designee.

Threat received by mail:

- Document the way the threat was delivered, where it was found, and who found it.
- Limit touching or handling the item.
- Place in an envelope so fingerprints may be detected; turn over to law enforcement.
- Caution students not to pick up or touch any strange package or object.
- Notify principal/designee.

Bus Accident

Maintain a folder for each bus serving the school. This folder should contain current rosters, including an emergency telephone number and medical information for each student assigned to ride the bus. Any teacher taking a special activity trip must prepare the trip bus folder with a copy of the student emergency contact information for each student. This folder must accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of children, location of the bus and other circumstances.

Driver:

- Turn off power, ignition, and headlights. Use safety lights, as appropriate.
- Evaluate the need for evacuation.
- Remain with the vehicle; call 911.

Staff Action at the Scene:

- Call 911 if warranted; take charge of emergency.
- Notify principal.
- Begin basic first aid until emergency medical services and/or law enforcement arrives.
- Move all uninjured students to a safe distance from the accident.
- Document the names of all injured students and their first aid needs.

Principal/Administrator Actions:

- If not done, call 911, contact Command Center (x3070), which will notify Superintendent.
- Notify parents/legal guardians of accident and names of all students on the bus as soon as accurate information is available.
- Send staff representative to the hospital where injured student(s) have been taken.
- Staff representative is to assist and support parents and students as appropriate.
- Contact PIO to coordinate media request for information.

Chemical Accident

This incident could be the result of spilled cleaning chemicals within a school building, in a school bus, or broken gas main. It could also happen if a student brings materials to school.

Person discovering the spill:

- Alert others in the immediate area to leave the area.
- Close all doors and restrict access to affected area.
- Notify principal or building administrator.

Principal/Administrator:

- Notify the Fire Department and Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or material released; name of substance, if known
 - Injuries, if any
 - Your name and telephone number
- Notify the custodian to shut off mechanical ventilating systems.
- If necessary, initiate evacuation using primary or alternate routes, avoid chemical fumes.
- Post a notice on the school door indicating the location of the evacuation site.
- Contact Command Center (x3070), which will notify Superintendent.
- Send a note home with students for their parents/guardians describing the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

Staff:

- If evacuated, direct students to nearest designated building or assembly area.
- Take class roster and Go Kit; make sure all students have left the building.
- Do not leave students unattended at any time during evacuation process.
- Keep students calm and quiet during evacuation.
- At evacuation site, take attendance, notify principal/administrator of any missing students.
- Return to the building when emergency response personnel determine it is safe.

Criminal Act

Criminal acts may vary from theft to more serious crimes, like sexual assault. Sexual assault and threats are covered later in this manual.

Principal/Administrator:

- Notify police and Command Center (x3070).
- Identify all parties involved (if possible); identify witnesses, if any.
- Preserve crime scene.
- Except for rescue personnel, deny access to the immediate area until police arrive.
- If an individual is armed with a weapon, use extreme caution.
- Do not attempt to remove the weapon from his/her possession; allow police to do so.
- If the incident involves a student, notify the parents or guardians.
- Question the victim in the presence of another staff member.
- Let police obtain specific details about the crime, following student interview protocols.

Staff:

- Care for the victim; provide any medical attention needed.
- Preserve the crime scene.
- Except for rescue personnel, deny access to the immediate area until police arrive.

Death of an Employee/Student (on site)

A staff member or student death may be the result of a suicide, homicide, car accident, illness or other cause.

Principal/Administrator:

- Call 911 and Command Center (x3070), which will notify Superintendent.
- Contact PIO to coordinate media request for information.
- Verify the death and obtain as much information as possible.
- Contact the staff/student's family to offer condolences and support.
- Obtain information about the funeral/memorial service; respect the family's wishes.
- Protect family privacy; neither confirm nor deny information for the media without consent. The Superintendent is the only one permitted to speak to the media.
- If the death occurred in the evening or over the weekend, use staff phone tree to inform teachers and staff prior to notification of students.
- Meet with staff/crisis team as soon as possible so all understand the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Meet with all staff as soon as possible to share known information.
 - Review process for the day and discuss the notification of students.
 - Discuss availability of counseling support services and referral process.
- Notify students of availability of counseling services and referral process.
- Prepare a parent/guardian letter and distribute it to students at the end of the day.
- Contact parents of students affected by the crisis.
 - Determine the support needed and offer assistance to parents and students.
 - If needed, set up area for crisis team and counselors to meet with students.
- Arrange with family to remove the staff/student's personal belongings from the school.
- Meet with staff/crisis team to evaluate response.
 - Determine what additional resources might be needed.
 - Thank all who assisted.

Earthquake

Earthquakes strike without warning. The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table or against a wall. All other actions must wait until shaking stops.

Principal/Administrator:

During School Hours

- Direct inspection and assessment of school buildings.
- Report building damage and suspected breaks in utility lines or pipes to fire department.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify Safety and Security of school and personnel status.
- Do not re-enter building until it is determined to be safe by appropriate facilities inspectors.

During Non-School Hours

- Inspect building with Operations to assess damage.
- City inspectors and district operations will assess the structural integrity of the building.
- Notify the fire department and utility company of any suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students, parents via automated phone call.
- Arrange for alternative learning strategies if closing is for an extended duration.
- Notify the Public Information Office.

Staff:

- Give drop, cover and hold on command.
- Instruct students to move away from windows, bookshelves and suspended light fixtures.
- Get under table or other study furniture, with back to windows.
- After shaking stops, check for injuries, and render first aid.
- After shaking stops, evacuate building and take Go Kit.
- Avoid evacuation routes with heavy architectural ornaments over the entrances.
- Check attendance at the assembly area.
- Report any missing students to the principal/administrator.
- Warn students to keep a safe distance from any downed electrical wires.
- Do not return to the building until all clear is given.
- Stay alert for aftershocks.

Elevator Incident

If a person is trapped in the elevator:

- Immediately contact the Dayton Fire Department.
- Then contact Facilities Management.
- Contact Safety and Security.

If persons are trapped between two floors:

- Contact Fire Dispatch and Facilities Management immediately.
- If additional assistance is needed, contact the appropriate elevator company.
- Do not attempt open elevator doors.
- Instruct persons to remain calm; advise them that help is on the way.
- Do not attempt to remove someone trapped in an elevator.
- Continue to talk to the person to help them remain calm.
- Unless directed by the on-site crisis supervisor or emergency staff, any individuals trapped in an elevator will be assisted in their removal only by contract elevator company personnel.

Explosion

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.), and proximity to the school. Keep all students away from the explosion and under supervision.

Principal/Administrator:

- Determine the location of the explosion.
- If explosion occurred outside in surrounding area, initiate a lockdown.
- If inside, determine if evacuation is warranted.
- Implement evacuation.
- Dial 911, provide school name, exact location and phone number.
- Secure area to prevent unauthorized access until Fire Department arrives.
- Contact Command Center (x3070); advise Superintendent of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes.
 - Provide school name, address, location within building, your name and phone number.
 - Direct a systematic, rapid search of the building and surrounding areas.
- If parent/child reunification process is implemented, notify staff, students and parents.
- Contact Public Information Office to coordinate media requests for information.
- Return to school building once inspected and determined safe by proper authorities.

Staff:

- If explosion occurred inside the school building, evacuate to outdoor assembly area.
- Take class roster and Go Kit, make sure all students have left the building.
- Keep students and staff at a safe distance from the building(s).
- Remain with students throughout the evacuation process.
- Upon arrival at assembly area, take attendance, report missing students to principal.
- Provide first aid as necessary.
- Return to the building when the emergency response personnel determine it is safe.
- Keep students at a safe distance from the site of the explosion.

Fire (on site)

It is important to act quickly and decisively to prevent injuries and contain the spread of the fire.

Principal/Administrator:

- Sound the fire alarm to implement evacuation of the building.
- Immediately evacuate the school using the primary or alternate fire routes.
- Notify the Fire Department (call 911).
- Check to ensure all students and personnel have left the building.
- Notify Command Center (x3070) of the situation.
- If needed, notify Transportation dispatch for off-site evacuation by bus.
- Contact Public Information Office to coordinate media requests for information.
- Return to the building when the Fire Department declares it is safe.

Staff:

- Evacuate students from the building using primary or alternate fire routes.
- Close all doors leading to fire; do not re-enter the area for any belongings.
- If the area is full of smoke, instruct students and staff to crawl on the floor, close to walls it will make breathing easier and provide better direction.
- Before opening any door, place a hand an inch from the door to see if it is hot.
- Take Go Kits.
- Maintain control of the students a safe distance from the fire.
- Take attendance, report missing students to the principal/administrator.
- Provide first aid as necessary.
- Supervise students and return to school when the Fire Department determines it is safe.

Fire (off site)

A fire in an adjoining area, such as a neighborhood building, can threaten school, student and staff safety. The size and location of the fire will determine your response actions.

Principal/Administrator:

- Determine if evacuation of school site is necessary.
- Call 911, fire department and Command Center (x3070); determine the building action.
- If necessary, begin evacuation of school to safe site.
- The Command Center will contact Transportation dispatch for off-site evacuation.
- In the event of evacuation, check to ensure all students and staff have left the building.
- Monitor radio for information.
- Return to the building when inspected and determined safe by proper authorities.

Staff:

- If evacuation is necessary, take attendance before leaving the building.
- Stay calm.
- Maintain control of the students a safe distance from the fire.
- Take attendance at the assembly area.
- Report any missing students to the principal/administrator.
- Remain with students until inspection has determined it is safe to return.

Flood

Flooding could threaten the safety of students and staff whenever storm water or other sources of water inundate school grounds or buildings. If flooding is weather-related, an alert will be broadcast over the weather radio stations.

Principal/Administrator:

- Determine if evacuation is required.
- Call 911 and Command Center (x3070) and notify them of intent to evacuate building.
- Provide location of and route to evacuation site.
- Evacuate; ensure all students have been evacuated.
- Contact PIO to coordinate media request for information.
- If off-site evacuation is needed, contact Transportation dispatcher for bus transportation.
- Notify Superintendent of school status and action taken.
- Return to the building when authorities have determined it is safe.

Staff:

- If warranted, evacuate students using evacuation plan.
- Take the classroom Go Kit; take attendance before leaving campus.
- Remain with students throughout the evacuation process.
- Take attendance upon arrival at the safe site, report any missing students to principal.
- Return to building when inspected and determined safe by proper authorities.

Gas Odor/Leak

Staff should notify operations, safety and security and supervisor immediately when a gas leak is suspected.

Staff/Principal actions:

- Provide a description of the odor and its location.
- If odor emanates from outside the building, close all windows and doors and remain inside.

Operations:

- Operations will notify DP&L and respond appropriately.
- Students and staff should be immediately evacuated upon request.

Hostage Situation

Hostage situations may unfold rapidly in a variety of ways. Specific actions by school staff will be limited pending arrival of law enforcement officers.

Principal/Administrator:

- Call 911; provide all known essential details of the situation:
 - Number of hostage takers and descriptions.
 - Type of weapon(s) being used, number and names of hostage(s), if known.
 - Any demands or instructions the hostage taker has given.
 - Description of the area.
 - Protect building occupants before help arrives by initiating a lockdown.
 - Contact Command Center (x3070).

Staff:

- Protect students by implementing a lockdown.
- If possible, assist in evacuating students to a safe area away from the danger.
- Alert the principal/administrator and account for all students.

Intruder

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and staff, and use cameras to monitor entryways.

Principal/Administrator:

- Initiate lockdown; request intruder to leave the campus.
- Remain calm; be courteous and confident.
- Keep safe distance from intruder.
- Speak in soft, non-threatening manner.
- Avoid hostile actions, except in cases when necessary to safeguard person or property.
- Listen to intruder; give him or her opportunity to vent; attempt to be helpful.
- When talking to intruder, use phrases such as; “What can we do to make this better?” “I understand the problem, I am concerned.” “We need to work together on this problem.”
- When the conversation or actions of person become threatening or violent, call 911.
- Contact Command Center (x3070).
- Keep subject in view until police or law enforcement arrives.

Staff:

- Notify the principal/administrator.
- Provide description and location of intruder.
- Visually inspect the intruder for indications of a weapon.
- Follow lockdown instructions.
- Remain inside rooms until the all clear instruction is announced.

Safety and Security:

- Contact Public Information Office.

Irrational Behavior

A risk to the life and safety of students and staff may exist if there is a serious display of disordered thought or behavior. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

Principal/Administrator:

- Keep the individual under continuous adult supervision.
- If the individual actively displays dangerous behavior, call agencies to coordinate emergency mental health services (e.g ., mental health, juvenile court, law enforcement).
- Contact Command Center (x3070).
- Allow school psychologist, counselor or nurse to recommend next steps.
- Provide parent/guardian with phone numbers for mental health support services.
- Recommend parents make immediate contact with a therapist.
- Develop a safety plan prior to the student's return to school.
- Document actions taken on behalf of the student (referrals, phone contacts, etc.).

Staff:

- Take immediate action to isolate the individual and protect the student body.
- Do not leave the irrational individual alone.
- Notify principal/administrator.
- Notify nurse, psychologist, or counselor.
- Protect individual from injury.

Kidnapping

Principal/Administrator:

- Call 911.
- Contact Command Center (x3070).
- Provide a picture and complete information on the student: name, age, description, home address, emergency contact information, and custody information, if known.
- Provide suspect information to the police, if known.
- Contact the parent/guardian of the student involved.
- Conduct a thorough search of the school/campus/bus.
- Relay current information to police, parents and essential school staff.
- When the child is found, contact all appropriate parties as soon as possible.

Staff:

- Notify principal, providing essential details:
 - Name and description of the student
 - Description of the suspect
 - Vehicle information
- Move students away from the area of abduction.

Missing Student

If a student is missing, a search of the school should be initiated immediately. If at any point the child is found, inform everyone notified of the incident that the student is no longer missing.

Principal/Administrator:

- Call 911.
- Contact Command Center (x3070).
- Appoint staff to surveillance points; ask staff to note license numbers and unusual activity.
- Conduct an immediate search of the school campus/bus, as appropriate.
- Gather information about student to provide to law enforcement authorities:
 - Photo, home address
 - Parent contact numbers
 - Class schedule, special activities
 - Bus route/walking information
- Notify parents/guardians if the student is not found promptly.
- If case involves abduction, begin gathering witness information for the police.
- Interview friends, last person to see student, double-check circumstances:
 - Did someone pick up the student?
 - Could the student have walked home?
 - Is he or she at a medical appointment or another activity?
- Assist police with investigation; if missing from bus, provide all bus stop locations.
- Ensure that all parties who know the student speak to police when they arrive.
- Arrange for counseling of students, as needed.

Staff:

- Confirm the student attended school that day; notify principal.
- Provide student description: height, weight, clothing worn, where last seen and when.
- Take attendance in the classroom and report any other missing students to the office.
- Keep students in secure areas until notified to resume regular school activities.

Poisoning/Contamination

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illness.

Principal/Administrator:

- Call 911.
- Contact Command Center (x3070).
- Isolate suspected contaminated food/water to prevent consumption.
- Restrict access to the area.
- Maintain a log of affected students and staff and the suspected contaminated food/water.
- Provide a list of affected students and staff to responding authorities.
- Provide staff with information on possible poisonous materials in building.
- Prepare communication for families advising them of the situation and actions taken.

Staff:

- Notify principal/administrator.
- Seek additional medical attention as needed.

Preventative Measures:

- Keep poisonous materials in locked and secure location.
- Post the Poison Control Center emergency number in the office, clinic and other phones.
- Identify building staff who have CPR, first aid or other lifesaving or life-sustaining training.

Power/Heat/Water/Air Outage

If outage occurs before school-based staff arrive, operations will notify:

- Trade foreman; Custodial and nutrition services staff; Appropriate cabinet member; Safety and security.

If outage occurs after school staff arrives, custodian/principal should notify:

- Operations (x3800); Supervisor

Operations will implement the following emergency outage procedures:

- The operations foreman will contact the appropriate utility company to determine the extent and duration of the outage.
- Operations will inform the Associate Superintendent of situation.
- The Associate Superintendent will determine next steps based on the extent and duration of the outage.

Neighborhood outage (restored in less than one hour):

- Foreman will stay in contact with utility company.
- Trade staff will remain on-call and/or on-site awaiting utility to be restored.
- When utility is restored, trade staff will confirm equipment is operating correctly.
- Operations administrator will provide update and final resolution to principal.

Any outage (between 1 and 4 hours):

- Foreman will stay in contact with the utility company.
- Operations will disperse the appropriate emergency supplies (hand sanitizers, power packs, water and fans).
 - If supplies are needed district-wide, items will be delivered within 2-3 hours by the District's Emergency Distribution Team.
 - If supplies are not needed district-wide, items will be delivered within one hour.
- Power packs are restricted to office computer use only as they have a limited 2-3 hour charge.
- During a power outage, calls can be made via and of the four building hot phones.
- When utility is restored, trade staff will confirm equipment is operating correctly.
- Operations will provide hourly updates to building administrator/custodian.

Principal/Administrator:

- Keep hallways and pathways clear at all times.
- Ensure school staff have established alternative teaching methods and plan to be used during outage.
- Ensure students use a buddy system when going to the restroom.
- Do not use candles or gas lanterns.
- Turn off computers, monitors and printers during power outages.
- Open or close windows and doors, as appropriate, for light and ventilation.

Any outage greater than 4 hours:

- Foreman will stay in contact with the utility company.
- The Emergency Dismissal Plan will be implemented along with other steps listed above as appropriate.

Sexual Assault

Sexual assault is any unwanted sexual contact, including:

- Inappropriate touching, fondling
- Vaginal, anal, or oral penetration
- Attempted rape or rape
- Child molestation

Sexual assault is anything that forces a person to join in unwanted sexual contact or attention. It can occur by a stranger in an isolated place, on a date, or in the home by someone who is a friend or acquaintance.

Principal/Administrator:

- Call 911 if the assault is physical.
- Close off the area to everyone.
- Contact Command Center (x3070).
- Assign a counselor/staff member to remain with the victim.
- Consider need for a lockdown until circumstances of the incident are known.
- Notify victim's family. Do not identify the victim to anyone other than security, police or their family.
- If child abuse of any kind is suspected, notify law enforcement and Child Services.
- Notify nurse and counselor, as appropriate.
- The police will coordinate evidence collection, and victim and suspect questioning.
- Cooperate with any law enforcement agency conducting investigations.
- Discuss how to manage emotional effects on staff and students with counselors.
- Plan appropriate school events for next day.
- Be aware that rumors may start from this type of incident; address them immediately with facts. Contact the Public Information Office for assistance.

Staff:

- Determine if immediate medical attention is needed.
- Isolate the victim from activity related to the incident.
- Avoid asking questions except to obtain a description of perpetrator.

Shooting

Immediate response to a rapidly changing incident is critical. Initiate lockdown.

Principal/Administrator:

- Remain calm; do not confront the shooter(s).
- Assess the situation.
 - Is the shooter in the school?
 - Has the shooter been identified?
 - Has the weapon been found and/or secured?
- Initiate lockdown.
- Call 911; provide essential details, i.e. suspect, location, weapons, number of persons involved, motive, injuries/casualties, actions taken by school.
- Contact Command Center (x3070).
- Provide first aid if possible and safe to do so.
- If the shooter has left, secure all exterior doors to prevent re-entry.
- If a firearm is known to exist, do not touch it.
- Keep crime scene secure.
- With assistance of PIO, prepare letter for students to take home to their families.
- Arrange for immediate crisis counseling for students and staff.
- Provide liaison for family members of injured students and staff members.
- Debrief staff and school security personnel.
- Provide updates to staff, students and their families during the following few days.

Staff:

- Remain calm.
- Alert the principal/administrator.
- Take immediate action to prevent casualties; isolate the suspect and/or area.
- Move others to a safe area to protect them from danger.
- Institute lockdown, as appropriate.
- Provide first aid for victims, if needed and safe to do so.
- Account for students.
- Assist police officers; provide identity, location and description of person and weapons.

Storm/Severe Weather

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. Emergency response is required when this type of weather poses any risk to the staff and students. Assure each student's method of returning home is safe and reliable.

Severe storm:

Principal/Administrator:

- Monitor weather forecasts and communications for onset of storm.
- Report to site by 3 a.m. to check for power outages, flooding ,etc.
- Contact Command Center (x3070) who will notify Superintendent of school status.
- District Public Information Officer will post school status on website and social media.
- Notify Facilities Management of any break or suspected break in utility lines.
- Take appropriate action to safeguard school property.
- Upon passage of the storm, return to normal routine.

Windstorm:

Principal/Administrator:

- Monitor weather forecasts for onset of storm.
- Contact Command Center (x3070) who will notify Superintendent.
- Notify Facilities Management of any break or suspected break in utility lines.
- If warranted, shelter-in-place and keep staff and students in the interior areas of the building.
- Monitor weather forecasts and emergency responder communications.
- Take appropriate action to safeguard school property.
- Continue normal operations or release to parents when all clear is given.

Staff Actions:

- Evacuate any classrooms bearing full force of the wind.
- Move to lower floor of school building near inside walls.
- Initiate duck, cover and hold on in the interior areas of the building.
- Close all blinds and curtains; stay away from windows.
- Take attendance; report any missing students to Principal/Administrator.
- Avoid auditoriums, gymnasiums and other structures with large roof spans.
- Remain with students near an inside wall or on lower floors of the building.
- Arrange for special needs, snacks and quiet recreational activities.

Suicide Attempt

Suicide, attempted suicide and suicidal gestures have a significant detrimental effect on students and the community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, talk about life not being worth living, and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interests of the student whose health, life or safety may be endangered.

Principal/Administrator:

- Call ambulance in event of overdose or injury requiring any medical attention.
- Call 911 if immediate threat exists to the safety of the student or others.
- Contact Command Center (x3070) and Crisis Care.
- Calm student by talking and reassuring them until first responders arrive.
- Try to have student relinquish devices for, and means of, harming self.
- If individual is armed with any type of weapon, use extreme caution.
- Contact parents/guardians and inform them of actions taken.
- Arrange for medical or counseling resources that may provide assistance.
- Contact the PIO.

Staff:

- Inform the principal of what was written, drawn, spoken and/or threatened.
- Move students away from the immediate area.
- Remain with troubled student until assistance arrives.
- Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g., gun, knife, drugs, etc.). If possible, calmly remove devices from the student and the immediate environment; do not struggle if you meet resistance.
- Calmly move the student to a pre-arranged, non-threatening place away from other students where a Crisis Intervention Team member and a telephone will be close by.

Suspicious Package

Do not touch or pick up package.

Principal/Administrator:

- Call 911.
- Contact Command Center (x3070).
- Make a list of all persons who were exposed to the package.
- Prevent others from entering the area.
- Ask everyone who came in contact with the package to remain until released by emergency responders.
- If powder spills out, shut down all HVAC systems, first responders will determine the need for decontamination.
- Advise staff when the emergency is over.
- Go home, take a shower and wash clothes.
- Do not use bleach on skin.

Staff:

If package is unopened and not leaking:

- Do not touch package.
- Move students/staff a safe distance from the occupied areas.
- Leave the room promptly and prevent anyone from entering
- Notify principal/administrator.

If package is leaking:

- Do not touch package.
- Move staff/students a safe distance from the occupied areas.
- Leave the room promptly and prevent anyone from entering.
- If you came into contact with spill, wash hands thoroughly with soap and water.
- Do not use bleach on skin.
- Notify principal/administrator.

Terrorist Attack/War

A terrorist attack may result in the following:

- Damage beyond school boundaries
- Victims who are contaminated or seriously injured
- Widespread fear or panic
- A crime scene to protect

Principal/Administrator:

Warning of possible enemy attack:

- Move students to closest suitable shelter.
- If the above is not advisable, remain in school building.
- Follow instructions of local authorities having jurisdiction.

Staff:

Warning of possible enemy attack:

- Keep students calm.
- Close all curtains and blinds.

Enemy attack without warning:

- Keep students calm.
- Close all curtains and blinds.
- Instruct students to duck and cover.

Utility Failure

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such as loss of service will be short of duration and require no special action other than notifying staff of the temporary interruption of service.

Principal/Administrator:

- Notify utility company and Facilities Management; provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
 - Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
- Contact the Public Information Office.
- Notify Command Center (x3070).
- Implement plan to provide services without utilities or with alternate utilities. School may need to be closed until service is restored.

Plan for Loss of Water:

- Toilets:
- Drinking water:
- Food service:
- Fire Suppression:
- Other:

Plan for Loss of Electricity:

- Ventilation:
- Emergency Generator:
- Emergency Light:
- Computers:
- Other:

Plan for Loss of Natural Gas:

- Heat:
- Food Service:
- Other:

Weapon

Any weapon poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected but not in use.

Principal/Administrator:

- Remain calm, initiate lockdown. Do not confront the suspect.
- Call 911, provide essential details of the situation, i.e. suspect, location, weapons, number of persons involved, motive, actions taken by the school.
- Contact Command Center (x3070).
- Gather information about the incident for the police:
 - Name of the student with weapon
 - Location of witnesses when weapon was seen
 - What did the student do with the weapon after it was displayed?
 - What is the current location of the student with the weapon?
- Police officer should take possession of and secure any weapon located.
- Search all student's belongings, such as backpack, purse, locker and vehicle.
- Notify parents/guardians.
- Follow procedures for student disciplinary actions; take photo of weapon to be included in the expulsion proceedings.
- Secure a detailed written statement from witnesses including staff.
- Provide post-event trauma counseling for students and staff, as needed.
- Provide updates to staff, students and families for the next few days to quell rumors.

Staff:

- Make no effort to intervene.
- Remain calm; take immediate action to prevent casualties.
- Move others to a safe area to protect them from danger.
- Alert the principal/administrator.
- Allow a law enforcement officer to take possession of the weapon.
- Provide first aid for victims, if needed.
- Account for all students.
- Assist police officers; provide identity, location and description of individual and weapons.

SAMPLE LETTERS TO PARENTS AND AUTOMATED PHONE CALL SCRIPTS

Sample letters and automated phone call scripts provided in this guide can be adapted to multiple situations. In emergencies or very serious situations, the Superintendent and Public Information Office will send out all communication. The PIO will contact the principal for details about the situation when crafting messages to parents and the community.

Principals may communicate to parents about non-emergency situations without consulting the PIO.

It is important to use discretion when determining what information about an incident should be released. Do not disclose information about staff or students that would violate the Family Educational Rights and Privacy Act (FERPA).

Abduction attempt

(DATE)

Dear (SCHOOL NAME) Families,

Your child's safety is our highest priority. I am writing this letter to inform you about a recent event that requires your attention.

(BRIEFLY DISCUSS THE INCIDENT WITHOUT DISCLOSING WHICH STUDENT(S) WERE INVOLVED)

(STATE WHETHER THE INCIDENT IS UNDER INVESTIGATION AND WHAT THE SCHOOL IS DOING TO PREVENT SITUATIONS LIKE THIS FROM HAPPENING AGAIN.)

Please help us by reminding your child to:

- Never talk to strangers.
- Always walk or play in groups with other students or adults.
- Never get in a car with someone they do not know.
- Trust his or her instincts. If something or someone does not seem right, run away.

If your child encounters a suspicious situation, please notify the police — and the school — immediately so we have a record of the occurrence and can proceed accordingly.

Sincerely,

Principal
(SCHOOL NAME)

Abduction Attempt Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). (GIVE A BRIEF DESCRIPTION OF THE INCIDENT, ANY INVESTIGATION THAT MAY BE UNDERWAY, OR SAFETY PRECAUTIONS THE SCHOOL WILL TAKE GOING FORWARD). Please help us keep our students safe by reminding them never to talk to strangers, always walk in groups, never to get in a vehicle with someone they do not know, and to trust his or her instincts if they feel something is wrong. Thank you.

Bomb Threat (evacuation)

(DATE)

Dear (SCHOOL NAME) Families,

This letter is to inform you that at approximately (TIME) today, our school received a bomb threat via (PHONE CALL, SOCIAL MEDIA, ETC.)

DPS Safety and Security, along with the (NAME OF LAW ENFORCEMENT AGENCY) were immediately notified; staff and students evacuated the building as directed.

(DESCRIBE WHAT ACTION LAW ENFORCEMENT TOOK.)

(BRIEFLY DESCRIBE WHAT ACTION IS BEING TAKEN AS A RESULT OF THIS THREAT.)

News of a bomb threat can be alarming, and I wanted to make certain that you had the facts. Your child's safety is our top priority, and I will keep you updated about this and any other issue that concerns our (SCHOOL NAME) family.

Sincerely,

Principal
(SCHOOL NAME)

Bomb Threat Sample Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). Today we received a bomb threat via (PHONE/MAIL/SOCIAL MEDIA, ETC.). We take threats very seriously, and police were immediately called to investigate the incident. Students were evacuated for their safety until police said it was safe to return to class. At no time was your child in danger. If you have further questions, please call (SCHOOL PHONE NUMBER). Thank you.

Bomb threat (hoax; no evacuation)

(DATE)

Dear (SCHOOL NAME) Families,

This letter is to inform you that at (TIME) on (DATE) Dayton Public Schools received a bomb threat targeting (SCHOOL NAME).

(BRIEFLY DESCRIBE WHICH AGENCIES WERE NOTIFIED AND HOW/WHEN IT WAS DETERMINED TO BE A HOAX.)

Students were never in any danger.

News of a bomb threat can be alarming, and I wanted to make certain that you had the facts. Your child's safety is our top priority. I will keep you updated about this and any other issue that concerns our (SCHOOL NAME) family.

Sincerely,

Principal
(SCHOOL NAME)

Bomb Threat Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). Today we received a bomb threat via (PHONE/MAIL/SOCIAL MEDIA, ETC.). The threat was quickly determined to be a hoax. At no point were students in any danger. We take the safety of students very seriously and will always notify you of events such as this. Please do not hesitate to call if you have questions. Thank you.

Chemical Spill

(DATE)

Dear (SCHOOL NAME) Families,

(BRIEFLY DESCRIBE THE NATURE OF THE SPILL, WHEN IT HAPPENED, WHERE IT HAPPENED AND WHO WAS AFFECTED.)

The school followed all guidelines established by the Ohio Environmental Protection Agency and Poison Control.

Should you have questions, please contact _____.

Sincerely,

Principal
(SCHOOL NAME)

Chemical Spill Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). Today there was a chemical spill when (BRIEF DESCRIPTION OF INCIDENT). Staff acted quickly to clean the spill at the direction of Poison Control. At no time was your child in any danger. The safety of students is our top priority; please do not hesitate to contact the school if you have any questions. Thank you.

Criminal Act

(DATE)

Dear (SCHOOL NAME) Families,

On (DATE) (TYPE OF CRIMINAL ACTIVITY) occurred in our school.

(BRIEF DESCRIPTION OF THE EVENTS THAT UNFOLDED/ACTIONS THAT WERE TAKEN).

We want to emphasize that at no time was your child in any danger. We are taking every step to ensure this type of behavior does not happen again.

News like this can be alarming, and I wanted to make certain that you had the facts. Your child's safety is our top priority. I will keep you updated about this and any other issue that concerns our (SCHOOL NAME) family.

Sincerely,

Principal
(SCHOOL NAME)

Criminal Act Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). Today a criminal act of (DESCRIPTION -- VANDALISM/THEFT/ASSAULT/ETC.) occurred in our school. We are taking every step to ensure this type of behavior does not happen again. Your child's safety is our utmost priority; we will always notify you of events such as this. Please do not hesitate to contact the school with any questions. Thank you.

Drug Search

(DATE)

Dear (SCHOOL NAME) Families,

This morning (SCHOOL NAME) had a safety drill and also participated in a drug sweep in cooperation with (NAME OF AGENCY).

All classrooms were locked down while police checked the building. Our goal here at (SCHOOL NAME) is to do whatever we can do to ensure we are a drug-free school.

Thank you for talking to your student about the dangers of drugs, and for keeping our school safe.

Sincerely,

Principal
(SCHOOL NAME)

Drug Search

Hello, this is Principal (NAME) at (SCHOOL NAME). Today we had a safety drill and also participated in a drug sweep in cooperation with (NAME OF AGENCY). All classrooms were locked down while police checked the building. Thank you for helping us keep our school drug-free.

Drugs Found in School

(DATE)

Dear (SCHOOL NAME) Families,

(BRIEFLY DESCRIBE THE INCIDENT).

Our staff acted promptly and according to district policy. We also notified (POLICE AGENCY).

We ask that you please help us prevent future incidents and keep our schools safe by talking to your child about the dangers of drugs.

If you have any questions, please contact_____.

Sincerely,

Principal
(SCHOOL NAME)

Drugs in School Phone Script

Hello, this is Principal (NAME) at (SCHOOL NAME). I am calling to inform you about an incident that happened in your child's school today. (BRIEF DESCRIPTION OF INCIDENT). Our staff acted quickly and (POLICE AGENCY) was called to the school. We are taking steps to ensure (SCHOOL NAME) is drug-free, and appreciate your help in talking to your child about the dangers of drug use. Thank you.

Gas Leak

(DATE)

Dear (SCHOOL NAME) Families,

(BRIEFLY DESCRIBE GAS LEAK LOCATION AND ANY PERTINENT DETAILS).

(STATE WHICH AGENCY RESPONDED AND THE STATUS OF THE LEAK NOW.)

(STATE WHETHER STUDENTS WERE EVACUATED, WHETHER SCHOOL WILL BE ON REGULAR SCHEDULE TOMORROW, ETC.)

Your child's safety is our top priority at (SCHOOL NAME). I will keep you updated about this and any other issue that concerns our (SCHOOL NAME) family.

Sincerely,

Principal
(SCHOOL NAME)

Gas Leak Phone Script

Hello, this is Principal (NAME) of (SCHOOL NAME). Today (AGENCY NAME) inspected our building after a gas leak was discovered. Students were evacuated until an all clear was given to return to the building. The leak has been repaired and there is no threat to students. School will operate on a normal schedule tomorrow. Thank you.

Intruder in School

(DATE)

Dear (SCHOOL NAME) Families,

At (TIME) on (DATE), an intruder entered (SCHOOL NAME). (BRIEF DESCRIPTION OF THE EVENTS THAT UNFOLDED).

(IF STUDENTS WERE NEVER IN ANY DANGER, SAY SO HERE.)

We are taking extra precautions, such as (LIST PRECAUTIONARY MEASURES), to ensure no one other than students and authorized personnel enter the school building.

Your child's safety is our top priority at (SCHOOL NAME). If you have any questions do not hesitate to call us at (PHONE NUMBER).

Sincerely,

Principal
(SCHOOL NAME)

Intruder in School Phone Script

Hello, this is Principal (NAME) of (SCHOOL NAME). Today an intruder entered our building and (BRIEF DESCRIPTION OF INCIDENT). (POLICE AGENCY) was called and took care of the matter quickly. I want to emphasize that at no point was your child in any danger. Thank you.

Lockdown

(DATE)

Dear (SCHOOL NAME) Families,

At (TIME) on (DATE), (SCHOOL NAME) went under a shelter-in-place lockdown because (BRIEFLY STATE REASON).

Your child's safety is our top priority at (SCHOOL NAME). If you have any questions do not hesitate to call us at (PHONE NUMBER).

Sincerely,

Principal
(SCHOOL NAME)

Lockdown Phone Script

Hello, this is Principal (NAME) of (SCHOOL NAME). Today we had a shelter-in-place lockdown between (TIME AND TIME) because (BRIEFLY STATE REASON). If you have questions please call the main office at (PHONE NUMBER). Thank you.

Power Outage

(DATE)

Dear (SCHOOL NAME) Families,

Around (TIME) on (DATE), (SCHOOL NAME) experienced a loss of power as the result of _____.

Power was restored at (TIME).

Your child's safety is our top priority at (SCHOOL NAME). We appreciate the manner in which our teachers and staff continued their school day, and we thank those who assisted the school working to ensure our students' comfort.

Sincerely,

Principal
(SCHOOL NAME)

Power Outage Phone Script

Hello, this is Principal (NAME) of (SCHOOL NAME). Around (TIME) today our building lost power as a result of (BRIEF DESCRIPTION OF INCIDENT OR CAUSE). Power was restored at (TIME) and the school day continued as usual. Thank you.

EMERGENCY CONTACTS

DPS Operator: (937) 542-3000

DPS Command Center: (937) 542-3070

DPS Safety and Security: (937) 542-7000

DPS Public Information Office: (937) 542-3054

DPS Transportation: (937) 542-4010

Police/Fire emergency: 911

Police non-emergency: (937) 333-COPS (2677)

Fire non-emergency: 333-FIRE (3473)

Public Health — Dayton and Montgomery County: (937) 225-5700

