

# Family Communications for Lockdowns, Police Activity, and Potential Threats to Students

ACTION BY:	SITUATION	PARENT EMAIL using Blackboard	ROBO CALL using Blackboard	TEXT MESSAGE using Blackboard	PUSH NOTIFICATION using Blackboard	PRINTED LETTER to parents – kid mail	POST ON SCHOOL WEBSITE Include date
<b>SCHOOLS</b>	<ul style="list-style-type: none"> <li>Police Activity near a school <i>and</i></li> <li>Modified or full lockdown <i>and</i></li> <li>Threat cleared <i>and</i></li> <li>No transportation or release-time impact</li> <li>Schedule for standard 4:30 p.m. activation</li> </ul> <p><i>If you need assistance, please contact the Communications Office x3002</i></p>	✓			✓		
<b>COMMUNICATIONS OFFICE</b>	<ul style="list-style-type: none"> <li>Police Activity nearby <i>and</i></li> <li>Modified or full lockdown <i>and</i></li> <li>Suspect still at large or</li> <li>Delayed Release or change in bus time</li> <li>Send messages as soon as possible and prior to scheduled release</li> </ul>	✓	✓	✓	✓		✓ ASAP through Noon next day
	<ul style="list-style-type: none"> <li>Bomb threat <i>and</i></li> <li>Students aware of it</li> <li>No transportation or release-time impact</li> <li>Schedule for standard 4:30 p.m. activation</li> </ul>	✓			✓		
	<ul style="list-style-type: none"> <li>Bomb threat <i>and</i></li> <li>Students aware of it <i>and</i></li> <li>Delayed Release or change in bus time</li> <li>Send messages as soon as possible and prior to scheduled release</li> </ul>	✓	✓	✓	✓		✓ ASAP through Noon next day
	<ul style="list-style-type: none"> <li>Weapon at school</li> </ul>	✓			✓	✓	
	<ul style="list-style-type: none"> <li>Current or potential risk to students</li> <li>Stalker/lewd behavior – not in custody</li> <li>Send messages as soon as possible and prior to scheduled release</li> </ul>	✓	✓ If confirmed	✓	✓	✓	✓ ASAP through Noon next day