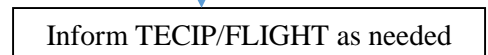
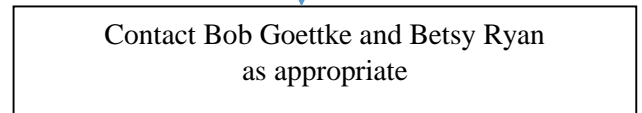
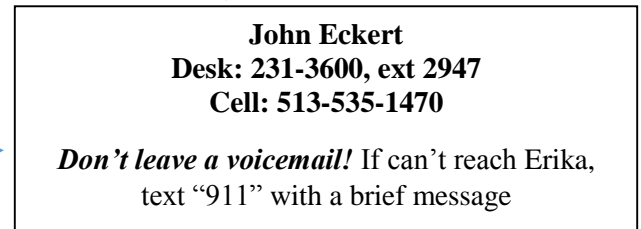
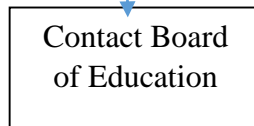
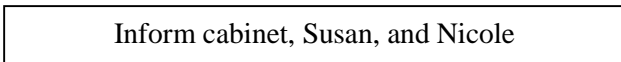
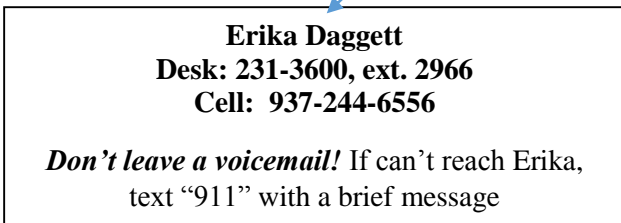
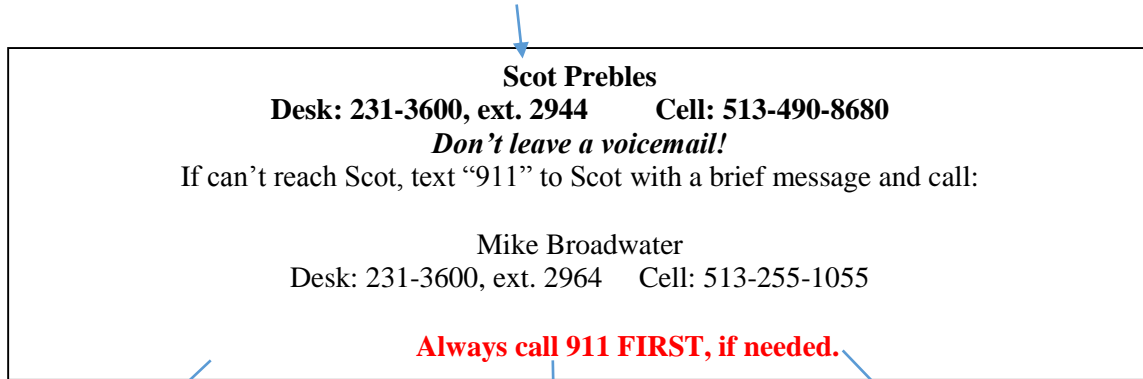


# INCIDENT COMMUNICATION CHAIN

Follow the communication chain below any time a situation

- may transcend a building or department
- creates a concern with **LIFE, SAFETY, COMMUNICATION, TRANSPORTATION, FACILITIES,**
- dispatches **EMS** to a school
- calls for an **EVACUATION, LOCK-DOWN** or **SHELTER-IN PLACE.**

## Building principal, department chair, or designee call



## CHECKLIST

<b>SCOT</b>	<input type="checkbox"/> Maintain lines of communication with those involved
	<input type="checkbox"/> Relay information to Erika for media purposes and to post announcement on website
	<input type="checkbox"/> Inform Board/designate someone to inform Board
<b>MIKE</b>	<input type="checkbox"/> Put transportation on notice that we have an incident and may need bus transportation to evacuate to another location or send students home. Find out how much time it will take to get buses ready for transport. Communicate that information to Superintendent and Assistant Superintendent.
	<input type="checkbox"/> Keep in contact with building principal – assessing the situation and information about his/her students and staff. Share new information with Communications
	<input type="checkbox"/> Identify the student release to parent area and the process to be followed.
	<input type="checkbox"/> Continue to talk with the emergency respondents (police and fire) and each other sharing information back and forth.
<b>ERIKA</b>	<input type="checkbox"/> Craft a parent message, call Superintendent for any edits, give to Superintendents Admin Asst./School sec to distribute
	<input type="checkbox"/> Write talking points, if needed
	<input type="checkbox"/> Work with building principal, counselors to craft follow-up messages
	<input type="checkbox"/> Address media, reporting to scene if needed
	<input type="checkbox"/> Identify location for media to congregate
	<input type="checkbox"/> Write press release if needed.
<b>SUSAN</b>	<input type="checkbox"/> Send message to staff and/or parents per Erika's guidance
	<input type="checkbox"/> Carefully edit Erika's message
<b>NICOLE</b>	<input type="checkbox"/> Carefully edit Erika's message
	<input type="checkbox"/> Monitor social media, informing Erika of issues and responding as appropriate
	<input type="checkbox"/> Address incoming phone calls

## CHECKLIST

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