

Communication Committee

5/10/2023

Agenda

- **Introductions & Norms**
- **Reviewing/Revising the Three Tiers Document together-** The committee reviewed the draft document and made adjustments. The committee determined that one uniform protocol with specific steps for communicating incidents.
- **Next meeting May 22, 2023-**
Student questions
Review Parking Lots
Discuss distribution and communication of plan

Carmel Central School District

Safety Communication Protocols

When an incident involving multiple events listed below occurs, communication will always be based on hierarchy of concern.

Incident	How communication will occur	When
Ambulance called to a school	<ul style="list-style-type: none"> Phone call to entire school 	<ul style="list-style-type: none"> Immediate
Fighting	<ul style="list-style-type: none"> Phone call to families involved Email to entire school involved reminding of policies 	<ul style="list-style-type: none"> Within the same day
Dangerous animal on property	<ul style="list-style-type: none"> Robocall to entire school 	<ul style="list-style-type: none"> Within the same day
Vandalism if it includes hate speech, explicit material, threats	<ul style="list-style-type: none"> Email to entire school 	<ul style="list-style-type: none"> Within one school day
Weather related school closures	<ul style="list-style-type: none"> Robocall, Email and text to entire school involved or entire district if multiple schools 	<ul style="list-style-type: none"> the morning of, or as occurs
Facility issue	<ul style="list-style-type: none"> Email and text with specific info for impact on students to the entire school or entire district if involving multiple schools 	<ul style="list-style-type: none"> the morning of, or as occurs
Alcohol or drugs on property Tier one or two?	<ul style="list-style-type: none"> Phone call to all involved Email reminder regarding drug/alcohol use policy 	<ul style="list-style-type: none"> Immediately
Bus accident including medical and/or law enforcement to scene	<ul style="list-style-type: none"> Phone call to families involved 	<ul style="list-style-type: none"> Immediately
Bus trip incident which causes a 15-minute delay	<ul style="list-style-type: none"> Phone call to families involved 	<ul style="list-style-type: none"> Upon notification of delay
Police and/or Fire Dept. called to school	<ul style="list-style-type: none"> Robocall to entire school 	<ul style="list-style-type: none"> Within one day
Gang related issue	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Within one day
Threat of weapon	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared
Bomb threats	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared
Weapon found on property	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared
Threat to students or staff (verbal, physical, written)	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared
Student related tragedy in the district	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared
Hate Crimes	<ul style="list-style-type: none"> Email, Robocall, text to entire district 	<ul style="list-style-type: none"> Immediately – details as they come shared

Name-

Buildings you or your children attend-

One question to ask students next time-

Name-

Buildings you or your children attend-

One question to ask students next time-