

# **District Emergency Communication Procedures & Protocols**

## **Commack School District**

During an emergency situation, Commack Schools will use the following channels to communicate with stakeholders:

- Website posting(s)
- Email message(s)
- Recorded telephone message(s)
- Text message(s)
- Push Notifications on our Commack UFSD App
- Media Communication (radio and/or television announcements)

### Serious Incidents:

For those situations such as those listed below, all available communication methods listed above will be used to communicate with parents:

- External Emergencies: Weather related closings, chemical incidents, school lockdowns due to external police activities, significant criminal misconduct (as legally permissible)
- Internal Emergencies: Building issues including fire, smoke, unplanned evacuation to another site, intruders (sheltering procedure or lockdown necessary), bomb threats, shootings, weapons, intruder (based on police recommendation)

### Moderate Incidents:

For those situations such as those listed below, the following forms of communication will be utilized: website posting, email, and depending on the circumstances, a telephone call (optional), push notification (optional), and/or text (optional)

- External Emergencies: weather-related early dismissal, cancellation of after-school activities, death of a staff member, stranger alert, etc.
- Internal Emergencies: power outage, phone and/or internet outages, temporary evacuation of building, flood, bus accidents

### Informational Matters:

For situations such as those listed below, the following forms of communication will be utilized: Website posting, email, and/or text or push notification (optional)

- Matters that Significantly Disrupt the Learning Process or Operation of the School/Rumor Control: Disciplinary matters, matters involving the police that cause a disruption of the learning process and/or school day, other matters as identified by the administration

- Biological/Disease/Health issues: (dependent on severity as determined by administration)  
i.e. Pertussis – follow building delineated procedures; other diseases, the director of nursing will issue guidance on communication(s) related to other diseases, some of which are guided by the Suffolk County Department of Health

Death of a Student:

- Dependent upon parental wishes and legal guidelines and/or other matters as determined by the administration

Change of Scheduled Event:

- Immediate (within 24 hours): email, text, telephone message, posting on website, push notification (optional)
- Future date: email, posting on website or calendar
- Include in principal's newsletter or other written communication to homes

Police and/or Other Emergency Personnel Involved:

- Some situations require police and/or other emergency personnel involvement, guidance and/or intervention and are related to situations that the District will not broadcast.