

Parent Crisis Communication Plan - Goldendale Middle School

A. Pre-Crisis Communication

- a. **Method:** Parent Newsletter and District Website.
- b. **Protocol:** This document gets sent home in a pamphlet at the beginning of the school year, advising parents what to do in the event of an emergency at the school. It is also located on the district website under Family Resources. This site is maintained by the district Technology Department.

B. Crisis Communication

- a. **Method:** Facebook, Blackboard or the District Website.
- b. **Protocol:** An administrator, or Secretary will call a lock down or safety alert over the intercom. They will state what we are in (lockdown, Shelter-in-place, Secure and teach). The Head/Assistant secretary will notify the district office through radio or phone and notify law enforcement. Signage will be posted for families. Principal will send out a notification to families via automated call or by social media. In the event that a crisis impacts multiple school's social media messages will be posted through either the Superintendent's office or by the district technology director.

C. Post-Crisis Communication

- a. **Method:** *Website* (The superintendent or superintendent designees), Automated Phone call (from Principal), Letter from Principal.
- b. **Protocol:** A final update and summary of the event will be sent out through the School District Website. A letter will be sent home with students detailing the events of the crisis. The Principal will also send out an automated phone call.

D. Drill Communication

- a. **Method:** Automated Phone Call (Principal)
- b. **Protocol:** Parents will receive an automated phone call from the Principal explaining that we had a drill and what we do during the drill(s) to ensure their student's safety while at school. They will receive a phone call, text message, and an email of this notification.

