# EXAMPLES OF LTSD EMERGENCY COMMUNICATION IN POTENTIAL SITUATIONS

Each situation is assessed individually to identify the most effective means of communication while balancing the requirement for student privacy. Please note that the information provided below is not exhaustive and should not be regarded as definitive. Rather, this chart is intended to offer families a foundational understanding of when, how, and with whom LTSD might communicate potential situations.

| EXAMPLES OF SITUATIONS | EXAMPLES OF WHO MIGHT RECEIVE LTSD COMMUNICATIONS IN A SPECIFIC SITUATION | | | | | | HOW LTSD COMMUNICATION MIGHT BE DISTRIBUTED | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | All LTSD families | Families at affected school | Families of students involved in the situation | Families from one classroom | Families of one grade level | Families from or buses involved | Email, phone, and/or text via messaging system | Website pop-up alert | Social media | Local news outlets | School admin will contact identified families | Potential criminal activity reported to law enforcement |
| **FACILITIES & OPERATIONS** | | | | | | | | | | | | |
| School building closure or event cancellation due to weather | *If widespread* | ✓ | | | | | | ✓ | ✓ | *If time permits and only if necessary* | | |
| Bus accident or breakdown | | | | | | ✓ | ✓ | | | | *If there is a student medical concern* | *For safety and support at scene, as needed* |
| Power, phone, internet outage, and water shut-off/flood | *If widespread* | ✓ | | | | | | ✓ | | | | |
| Building evacuation (fire alarm, gas leak, etc.) | | ✓ | | | | | | ✓ | | | | *For safety and support at scene, as needed* |
| Lockdown, secure-in-place, or severe weather status at a school. | *If widespread* | ✓ | | | | | *If widespread* | ✓ | | | | *For safety and support at scene, as needed* |
| **STUDENTS & STAFF** | | | | | | | | | | | | |
| Physical altercations | | *Some instances may require whole-school notification* | ✓ | | | | | | | | ✓ | *Situation dependent* |
| Threats | *Some instances may require whole-district notification* | *Some instances may require whole-school notification* | ✓ | *Situation dependent on assessment and response protocol* | *Situation dependent on assessment and response protocol* | *Situation dependent on assessment and response protocol* | ✓ | *If widespread* | | | ✓ | *Situation dependent* |
| Discovery of a real or toy weapon in school or on a bus | *If widespread/ situation dependent* | *Class, grade, bus, or school, based on situation* | ✓ | *Class, grade, bus, or school, based on situation* | *Class, grade, bus, or school, based on situation* | *Class, grade, bus, or school, based on situation* | ✓ | *Only if the situation necessitates* | | | | ✓ |
| Student or staff death | | *Attempts first made to obtain family permission* | | | | | ✓ | | | *ONLY upon request and with family permission* | | |
| Substance abuse/overdose, or other reported criminal activity | | | *Information shared only as allowable per HIPAA/FERPA* | | | | | | | | ✓ | ✓ |