Sample Public Information Release

Check as appropriate:

_____ District Wide Information Release

_____ School Information Release

Note: If this is used as a script, only read the checked items. Make no other comments (Check off, fill in, and cross off as appropriate).

School: _____ has just experienced _____

_____The (students/employees) [(are being) or (have been)] accounted for.

_____No further information is currently available.

_____Emergency medical services [(are here) or (are on the way) or (are not available to us)].

_____Police [(are here) or (are on the way) or (are not available to us)].

_____Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ _____ [(are here) or (are on the way) or (are not available to us)].

_____Communication(s) to guardians (is/are) being posted (on the school's website and social media channels) and delivered by phone (and/or email) through _____.

_____ Reunification center(s) for guardians to pick up their student(s) (is/are) being set up at _____

_____Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders)

_____ (#) _____ reported injured.

_____ Students have been taken to a safe area _____and are with (classroom teachers/staff) or (_____).

_____ (#) ____students have been taken to the local emergency room for treatment of serious injury.

_____ Guardians of injured students should go to the emergency room at _____.

_____ (#) ____Confirmed deaths have been reported at _____.

_____ Structural damage has been reported at the following sites: _____.

Names cannot be released until families have been notified.

Release restrictions:

_____No

_____Yes explain _____

Date and Time of Release: _____

Other Resources:

[National Center for School Crisis and Bereavement](#)

[Readiness and Emergency Management for Schools Technical Assistance Center: Information Sharing for Schools](#)

[Readiness and Emergency Management for Schools Technical Assistance Center: Understanding the Role of Families and Parents in Supporting School Safety Before, During, and After an Emergency](#)