



## Division Emergency Notification Procedures

Some situations sometimes require **Arlington Public Schools** to share information with families, staff and the community about incidents in a classroom, at school, on a bus or in our communities.

When this occurs, the situation will be assessed and information is gathered by school and division leadership, the School & Community Relations Department, and, in some cases, community partners, such as law enforcement. Situations are handled on a case-by-case basis, and many factors decide if, when and how the division communicates.

Sometimes the timing and frequency of communication are dictated by the scope of an incident and its impact on school safety. While it's impossible to plan for every scenario, families, staff and the community should know the general guidelines used when district and school leaders are determining the timing and content of the communications. Below are examples of scenarios. **When in doubt, contact School and Community Relations.**

Impact level	Description	Notification
Low Impact	<p>The situation results in <b>little or no risk to school</b> safety or students. There are no disruptions to school or classroom activities. The situation is an isolated incident and may involve an individual.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>A school bus is involved in a fender-bender. No injuries.</li> <li>Student is disruptive, or dysregulated (not threatening to others).</li> <li>Minor altercation involving two students or a small group where police or first responders are <b>not</b> contacted.</li> </ul>	Phone call, text or email message to individual families or a classroom.
Medium Impact	<p>The situation poses a <b>moderate risk</b> to school safety or students. There are disruptions to school or classroom activities.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>Police or first responders visit a school for a medical emergency and are seen by students or passers-by.</li> <li>A student is found possessing a weapon or illegal substance.</li> <li>Inappropriate and offensive or discriminatory language is seen by students in school materials or in writing within the school.</li> </ul>	Text and/or email messages to a classroom, the entire school, or in some cases, the division.
High Impact	<p>The situation poses a <b>significant risk</b> to the safety or well-being of the school or students and has the potential to escalate or cause significant disruption to school activities. The incident impacts many students.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>There is a lockdown of the school.</li> <li>A credible or substantiated threat is made against a school or a classroom OR a student is found in possession of a weapon or making direct threats to others. .</li> <li>A fire is lit in a bathroom stall or trash can.</li> </ul>	Requires communication to the entire school, with certain information shared district-wide.

*Updated October 2023*