

POLICY: EBCF  
Approved: September 25, 2006  
Reviewed:  
Revised:

## **CRISIS COMMUNICATION**

The School District of Hartford Jt. #1 believes that honest, open and timely communication during a crisis is an essential ingredient of any ongoing program of two-way communications between the School District and its internal and external public.

A crisis, as referred to in this context, refers to any unusual action, activity or incident which could reasonably attract the attention or involvement of law enforcement agencies and/or health officials and/or representatives of the news media. Examples would include, but are not limited to, situations such as criminal activities involving students, staff or Board members; physical injury to students or staff which require hospitalization; violence on a school campus; sexual or physical abuse of students or staff; and the outbreak of communicable diseases on a school campus.

School employees having knowledge of a crisis will, immediately upon learning of the crisis, contact their immediate supervisor. The school employee with the most information about the crisis will describe the nature of the crisis and all details which are known at the time of notification.

Principals are responsible for notifying the District Administrator of any crises that occur on their campus. In addition, the principals will appoint a designee to accomplish this task in the event of their absence from the campus at such times a crisis occurs.

After notification of a crisis has been accomplished, it will be the responsibility of the Administrator or the Administrator's designee, to coordinate and direct all internal and external communication regarding the crisis.

This policy on crisis communication will be reviewed with all employees annually.