

The guidelines below will be followed by the Superintendent or designees for how, what and to whom to communicate to and with during an emergency response:

SCENARIO	METHOD	TO WHOM
Lockdown Emergency	Robo Call	All
Lockout Emergency	Robo Call	All
Specific Bomb Threat/Police Intervention	Robo Call	All
Weather Related Incident/School Closings	Robo Call	All
Threatening Social Media Posts/Police Intervention	Email & Website Posting	All
Non-Specific Bomb Threat	Email & Website Posting	All

Note:

“Robo Call” describes an automated message made to everyone in the District’s database. This includes phone calls to all numbers on file, text and email. This communication will be provided by the District as soon as possible.

The guidelines below will be followed by the Superintendent or designees for how, what and to whom to communicate to and with during an emergency response:

SCENARIO	METHOD	TO WHOM
Minor Bus Accident	Call & Email	Student Specific Parent/ Guardian
Missing or Abducted Students	Evaluated on a case-by-case basis	TBD
Fire	Evaluated on a case-by-case basis	TBD
Health Emergency	Evaluated on a case-by-case basis	TBD
Power Failure	Evaluated on a case-by-case basis	TBD
Building Malfunctions	Evaluated on a case-by-case basis	TBD

Note:

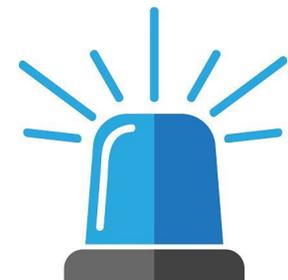
The lists do not represent all emergency issues that can occur. Additionally, the District reserves the right to revise either the method or communication as deemed necessary.



Oceanside Schools
Anchored Together
 BY PURPOSE, PASSION, AND PEOPLE

Emergency Preparedness: *Communication Protocols*

IMPORTANT INFORMATION FROM THE OCEANSIDE SCHOOL DISTRICT REGARDING THE SAFETY OF OUR STUDENTS



INTRODUCTION

By law, all schools have detailed safety plans and conduct regular drills. We work closely with safety experts including the fire and police departments to make sure that our plans align with best practices. We review these plans periodically and, since no two situations are alike, we discuss our potential responses in depth.

Communication with parents is a vital part of every plan. Our first priority, however, is the safety and well-being of our students and staff. In an unfolding situation, we may not have staff available to take phone calls from parents.

Please know that we will provide timely and accurate information to you in one of the following ways:

ROBO CALL

EMAIL AND WEBSITE POSTS

PERSONAL PHONE CALL

ROBO CALL

A message will go out to the entire district at once via voice, text and email. The more avenues we have to reach you, the more likely you will receive the message quickly.

Robo calls are reserved for situations in which parents require immediate information and/or need to take action, such as when we close schools for weather-related reasons. Therefore, if you receive a Robo call from the school district, it will contain information you need to know.



EMAIL AND WEBSITE POSTS

We will send an email to all parents to inform you of situations that are not emergencies, require no action from you, yet are important for you to know. Additionally, information will be posted on the District website.



PERSONAL PHONE CALL

Your child's teacher, principal or other staff member will personally call or email you in situations specific to your child, e.g. picking up a child who is ill, informing you of a significant school bus delay, etc.



AN IMPORTANT NOTE

Should you hear via the grapevine or on social media about a school or district-related situation, please do not make any assumptions. We ask you to check your phone and email for messages from us and visit our website for the most accurate and up-to-date information from the actual source.

