

**Greater Albany SD 8J
Administrative Regulation**

Code: **EBCB-AR(1)**
Adopted: 11/21/90
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1/28/13; 3/10/14
Orig. Code(s): AR 7620

Community Emergency Network Communications

Sometimes an emergency occurs in the district that creates a need for district-wide communication in a speedy manner. The closure of a district facility because of unforeseen problems or a situation involving possible immediate serious threats to the safety of students in the district are examples of such emergencies. The emergency telephone network exists for the purpose of communicating emergency information among district staff. The procedure for sending a message through the network is as follows:

1. The superintendent or designee will start the emergency telephone message. Each administrator/school will contact the persons in their network repeating the emergency message;
2. If contact with the administrator/school person is not made within five minutes, the administrator will call the next administrator/school in the network with the emergency message and the name of the administrator/school not contacted;
3. The last school or administrator in the network chain will call the district office receptionist, and report any administrator/school not contacted.

(A copy of the emergency network with current contact names is distributed to administrators and building office managers before the start of each school year.)

All-School FAX/E-mail Communications

Sometimes events occur in the district, which need to be shared with other administrators/schools in the district as soon as possible but which are not emergencies like school closures or immediate threats to the safety of students. Examples of these events might be a report of irregular or unusual behavior by an unknown adult towards students in the district, a threat communicated by telephone or other electronic means, or an incident at a school that might cause concern around the district. Another example is information that provides an update about an ongoing emergency situation after initial notification has been made. This kind of information can be shared with other schools and/or administrators by use of the district fax/e-mail system. Administrators are asked to help provide information to other schools when they feel it is appropriate.

Community Notification

If an emergency involves an immediate serious threat to the safety of students in the district, then parents or guardians¹ and other community members shall be notified as soon as possible.

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

The superintendent or designee will decide the method of notification used on a case-by-case basis. The district will make every effort to notify all parents or guardians and other community members as quickly as possible. To expedite the dissemination of information, automated delivery methods will be the primary choice for notifications involving emergencies, closures, and delays.

The district utilizes a community notification service called FlashAlert. Parents or guardians, community members, and employees of the district are encouraged to subscribe to the district's alerts by visiting www.FlashAlert.net. Schools may also use a service called School Messenger to communicate information to parents and guardians. This system utilizes the phone number(s) and email(s) given during the student registration process for the delivery of information. It is important that parents or guardians provide, and keep up-to-date, phone numbers and email addresses with their child's school.

The superintendent or designee may decide to call parents or guardians one-by-one to alert them to the situation. The district office staff or school staff members may be directed to make telephone calls. Callers should keep track of the parents or guardians they could not reach so follow-up calls can be made.

Staff may also consider notifying commonly listened to media: KRKT 99.9 FM and 990 AM (541) 926-4723) and KGAL 1580 AM (541-926-5425). Community members seeking information about the situation should be directed to monitor public media outlets for regular updates.