

EMERGENCY NOTIFICATION SCRIPTS

These scripts are meant to be used for general school-wide announcements over a PA or phone system in the event of the following emergency situations

Lockdown:

“Lockdown, Lockdown, Lockdown. This is NOT a drill. Follow Lockdown procedures now. Lockdown, Lockdown, Lockdown.”

Secure Campus:

“Attention on campus, we are moving into Secure Campus procedures. This is NOT a drill. Please make your way indoors and keep students in classrooms. Do not send anyone to the bathrooms at this time. Indoor classroom activities may continue, listen for further instruction.”

Shelter-in-Place:

“Assalaamu ‘Alaykum. Attention on campus, because of _____ we will be moving into a Shelter-in-Place. Please keep doors and windows closed, do not transition between buildings, and turn off HVAC systems if possible. Outdoor activities will not be taking place at this time. We will continue with indoor activities and provide continued updates throughout the day.”

Fire:

The fire alarm should sound, if not -

“A Fire has been reported in the building, evacuate immediately to the assembly area. This is NOT a drill. Close doors and turn off lights as you exit your room.”

Earthquake:

“This is an earthquake, Drop, Cover, and Hold until the shaking stops. This is NOT a drill. Drop, Cover, and Hold.”

COMMUNICATION TEMPLATES

These templates are basic messages that, depending on the situation, may need to be modified.

EMERGENCY LEADERSHIP USING CONFERENCE LINE OR SIMILAR

Email/Text/Voice:

We are currently experiencing an emergency, please contact the Incident Command Team at ***-***-**** and enter code ***** immediately.

ACT OF TERRORISM/

Email/Voice:

Assalaamu 'Alaykum. The leadership team at SCHOOL NAME is currently in the process of determining the safest next steps in response to the _____ that occurred at _(time)_ in _(location)_. Please do NOT contact or come to campus at this time. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. SCHOOL NAME has experienced a _____. We will update you within the next [xx] minutes with further instructions. Please do not come to campus until requested. Jazakum Allahu Khairan

EARTHQUAKE

Email/Voice:

Assalaamu 'Alaykum. There has just been an earthquake in our area and our students, faculty, and staff have evacuated to the field. Please do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions as we prepare to reunite students with their families. Your family's safety is our top priority and we ask you to follow the instructions we provide so that we can continue to keep our entire community safe. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. In response to the recent earthquake, we have evacuated to our outdoor meeting location _____. Please do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly. Jazakum Allahu Khairan

FIRE

Email/Voice:

Assalaamu 'Alaykum. **SCHOOL NAME** has just experienced a fire on campus and our students, faculty, and staff have evacuated. The fire department is on site and is providing the school with the support and direction needed to keep everyone safe. Please do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. **SCHOOL NAME** has just experienced a fire, we have evacuated to our outdoor meeting location **_____**. Please do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly. Jazakum Allahu Khairan

FIRE - Off-Site Evacuation

Email/Voice:

Assalaamu 'Alaykum. **SCHOOL NAME** has just experienced a fire on campus and our students, faculty, and staff have evacuated to **_____**. The fire department is on site and is providing the school with the support and direction needed to keep everyone safe. Please do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update you shortly with further instructions. The safety of our community is our top priority and we thank you for your cooperation in helping us keep everyone safe at this time. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. **SCHOOL NAME** has experienced a fire on campus. We have evacuated to **_____** and ask that you do NOT come to school nor contact us at this time as we need to keep roadways and phone lines open for emergency responders. We will update with more information shortly. Jazakum Allahu Khairan

LOCKDOWN INITIATED

Email/Voice:

Assalaamu 'Alaykum. **SCHOOL NAME** is currently in Lockdown. If you are on campus, please lockdown immediately. Take cover in an office, classroom, or other safe location, turn off lights, silence your cell phone and ensure that your door is locked. If you are away from campus, please stay away until further notice. We will provide additional information and instruction as soon as it is safe to do so. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. **SCHOOL NAME** is currently in Lockdown. If you are away from campus, please stay away until further notice. We will be contacting you again within 10 minutes. Jazakum Allahu Khairan

LOCKDOWN MESSAGE #2A

Email/Voice/SMS:

Assalaamu 'Alaykum. **SCHOOL NAME** is still holding in Lockdown. Law Enforcement is on site, assessing the situation. At this time it is still not safe to enter campus and we will send out additional information within 10 minutes. Jazakum Allahu Khairan

LOCKDOWN Message #2B - LOCKDOWN LIFTED SCHOOL CONTINUING

Email/Voice:

Assalaamu 'Alaykum. The lockdown at **SCHOOL NAME** has now been lifted and the campus is safe, Alhamdulillah. We are releasing classrooms from the lockdown and school will continue for the rest of the day. Dismissal will occur at the regular time. We will send additional information to provide you with a detailed explanation of the situation. The safety of our students remains our top priority. Jazakum Allahu Khairan

SMS / Social Media:

Assalaamu 'Alaykum. **SCHOOL NAME** is no longer in lockdown and the campus is safe, Alhamdulillah. School will continue and dismissal will occur at the regularly scheduled time. We will be sending out additional information to provide you with a detailed explanation of the situation. Jazakum Allahu Khairan

LOCKDOWN #2C - LOCKDOWN LIFTED REUNIFICATION NEEDED

Email/Voice:

