

FAMILY COMMUNICATION MATRIX

Lockdowns, Police Activity and Threats



HIGHLINE
PUBLIC SCHOOLS

ACTION BY: COMMUNICATIONS OFFICE ✓ SCHOOLS ✓

SITUATION	FAMILY EMAIL	ROBO CALL	TEXT MESSAGE	PRINTED LETTER	SCHOOL POPUP AND/OR NEWS FEED	STAFF FYI EMAIL
<ul style="list-style-type: none"> • LOCKDOWN - modified or full <i>and</i> • No transportation or release-time impact • <i>Timing: Send 4:30 p.m.</i> 	✓		✓			✓
<ul style="list-style-type: none"> • LOCKDOWN - modified or full <i>and</i> • Delayed dismissal or change in bus time • <i>Timing: Send ASAP and prior to dismissal</i> 	✓	✓	✓		✓	✓
<ul style="list-style-type: none"> • BOMB THREAT <i>and</i> • Students aware of it • No transportation or release-time impact • <i>Timing: Send 4:30 p.m.</i> 	✓		✓			✓
<ul style="list-style-type: none"> • BOMB THREAT <i>and</i> • Students aware of it <i>and</i> • Delayed dismissal or change in bus time • <i>Timing: Send ASAP and prior to dismissal</i> 	✓	✓	✓	✓ Principal's discretion. Communications writes for schools to send.	✓	✓
<ul style="list-style-type: none"> • WEAPON AT SCHOOL • <i>Timing: Send 4:30 p.m.</i> 	✓		✓			✓
<ul style="list-style-type: none"> • THREAT TO SAFETY • Current or potential risk to students • Ex: stalker/lewd behavior, nearby robbery • <i>Timing: Situation Dependent</i> 	✓		✓	✓ Principal's discretion. Communications writes for schools to send.		✓
<ul style="list-style-type: none"> • ACTIVE/CONFIRMED THREAT TO SAFETY • Ex: Active shooter, major fire • <i>Timing: Send ASAP</i> 	✓	✓	✓	✓ Situation dependent. Communications writes for schools to send.	✓	✓

Questions: Call or email the Communications Office at 206-631-3002, communication@highlineschools.org