**Sample Modifiable Messaging for Schools**

**(Thank you to Farmington School District for sharing these templates)**

* **Evacuation (Specific Hazard)**
* **School Threats-General**
* **Lockdowns**
* **Shooting**
* **Toy Gun Messaging**
* **Threats Circulating-Non-Credible Threats**
* **Weather-Spanish, English, Navajo**

**EVACUATION MESSAGING**

* Short updates

(SCHOOL) families: There is a gas leak at the school and students and staff have been evacuated. All students and staff have been accounted for and are safe. Farmington Police and Fire are present. Families will be reunited at a different site, which we’ll announce shortly. Please refrain from going to the school at this time as it is being evaluated by authorities. Please check this page for up-to-date information.

(TIME) UPDATE: All students and staff have been transported to Farmington High School Scorpion Arena by bus. Reunification will start at (TIME). Please enter the north parking lot on Dustin Avenue to park. BRING AN ID. Those students who have not been picked up during the process and who usually ride the bus home will be transported on their bus at the regularly scheduled times. Those students who walk home will be brought back to their school to return home in their typical fashion at the end of the regular school day. All other students will need to be picked up at Farmington High School no later than 2:45 PM. Daycare will be able to pick up students at Farmington High School at the regular pick-up time. Teachers and administrators will remain with students until all the students have been picked up or taken home by bus. If you have any questions, please contact (505) 324-9840.

**(Final Update - Typically from the school)**

Good evening (SCHOOL) Families,

As you are aware, our building had a gas leak today, (DATE). The students and staff did an outstanding job evacuating the building and transferring to (PLACE). We appreciate your patience with the check-out process. We accounted for all students. If for some reason your child did not arrive at their designated location, please call the FMS district office at (505) 324-9840 immediately.

The leak is being worked on and scheduled to be completed on (DATE and TIME) so that we will have a regular school day tomorrow, (DATE).

**SCHOOL THREATS-General**

(AGENCY / FARMINGTON POLICE DEPARTMENT) and Administrators from (SCHOOL) have been made aware of a school threat made for (DATE), circulating on social media. Local law enforcement is actively investigating this threat. The threat has warranted an increased law enforcement presence in and around the School throughout the day on (DATE).

We would like to thank the public for their ongoing vigilance and reporting of suspicious activity. Special thanks to the FMS Safety Team. If you have information to report regarding this incident/investigation, please call non-emergency dispatch at (505) 334-6622.

**Sample E-mail for Families**

(SCHOOL) families and community,

We are working with the (AGENCY / FARMINGTON POLICE DEPARTMENT) regarding a school threat that is circulating on social media. Law enforcement is actively investigating this threat, which has warranted an increased law enforcement presence in and around (SCHOOL) throughout the day on (DATE).

Please know that safety is one of our most important priorities and that we will be following our security procedures as classes resume tomorrow as scheduled. Thank you

**LOCKDOWNS**

* Confirmed information only
* Short updates
* When possible, calls first and communication posts second
* Send a letter to parents via email at the end of the day

(TIME AM / PM): FMS, (SCHOOL) is currently under emergency lockdown, and our local law enforcement partners are on the scene due to students reporting (ADD INFO). Please refrain from going to the school at this time as it is being evaluated by authorities. We'll provide you with more information as it becomes available. Thank you.

(TIME) UPDATE: The emergency lockdown at (SCHOOL) has been lifted. The (AGENCY / FARMINGTON POLICE DEPARTMENT) responded to the school and cleared all buildings on campus. No (SUBJECT WITH A WEAPON/WEAPON) was found.

Our top priority is ensuring our students’ safety and security. An increased police presence on campus and the surrounding areas will remain for (ADD INFO).

**SHOOTING MESSAGING**

* Confirmed information only
* Short updates
* When possible, calls first and posts second
* Send a letter to parents via email at the end of the day

(DATE and TIME): FMS families, (NAME) and (NAME) schools have been placed in an Emergency Lockdown since approximately (TIME) due to police activity in the area/an incident in the area.

All students and staff are safe. Parents **will not** be able to pick up their students until lockdowns have been lifted. Families, please do not come to our schools at this time. Students are receiving meals. More information will follow. You can also check www.farmingtonschools.us for up-to-date information.

During an emergency lockdown, students and staff move to predetermined locations and lock the doors.

(DATE and TIME UPDATE): The preventative lockdowns have now been lifted. Students will be released. Busses will pick up students and drop them off following their normal runs. Thank you for your cooperation, Name of School

families.

**TOY GUN MESSAGE**

Dear \_\_\_\_\_ families and staff,

Today, around \_\_\_\_ AM/PM, after school had finished for the day, one of our school buses was running late because of a report about a **possible** weapon. We want to reassure you that our students and staff are safe, and there was no weapon found on the bus. We are cooperating with the local police, and we will keep you updated with more information as needed.

Sincerely,Name of School

**Threats Circulating / Non-Credible**

**Subject: Important Safety Update for Our Families**

(Name of School) families and staff,

We understand that many of you may have seen or heard about threats circulating on social media this morning. We want to reassure you that, currently, there is no credible threat to our schools. The posts seem to be affecting several school districts both in our area and across the state. Please know that student and staff safety is always a top priority. We closely monitor information posted and are in regular contact with local law enforcement. Our safety protocols remain in place, and we are taking every precaution to ensure the safety of all students and staff.

Thank you for your trust and support as we work together to keep our schools safe.

Name of School

**Subject: FMS Safety Update**

(Name of School) families and staff,

This morning, we were made aware of a general threat circulating on social media. This message is like others that have been shared across schools in our state in the last week and does not specifically target any school.

As a precaution, we are working closely with the Farmington Police Department, and you will notice an increased police presence at our schools to ensure the safety of our students and staff.

Thank you for your continued trust and support as we prioritize the safety of our school community.

Name of School

**WEATHER MESSAGING TIMES (ENGLISH, SPANISH, AND NAVAJO)**

* Weather messages can start at 5:00 a.m. with a call to commuters from Durango and nearby towns.
* Calls to parents and staff start to take place between 5:30 and 6:00 a.m.
* Transportation has a call list for Transportation staff ONLY.
* Transportation also has a community list.

**1. Bad Weather Cancellation Post**

FMS, due to bad weather conditions, ALL SCHOOLS WILL BE CLOSED TODAY (ADD DATE). Thank you. Stay safe.

Familias de Farmington, debido al mal clima de hoy, TODAS LAS CLASES QUEDAN CANCELADAS. Tengan cuidado. Gracias.

Farmington Schools Jí, Tł'óó'óh óhoot'éhígíí biniinaa, dííjį́ t'áá ałtsoh ólta' dá'da'deeskaal. Ahéhee'dóó ádaa áhólyą́.

**2. Bad Weather Delay Post**

FMS, due to bad weather conditions, THERE IS A 2-HOUR DELAY TODAY (ADD DATE). Thank you. Stay safe.

Familias de Farmington, debido al mal clima de hoy, tendremos un RETRASO DE DOS HORAS en todas las clases. Tengan cuidado. Gracias.

Farmington Schools Jí, Tł'óó'óh óhoot'éhígíí biniinaa, naaki ahéé'ílkidgo íinda, ólta hahodoolzhizh. Ahéhee' dóó ádaa áhólyą́.

**3. Other Bad Weather Messages (Typically for the day before)**

* Messages can wait until a decision has been made, but if approved early they should go out between 4:30 and 7:00 p.m. the day before.

Hello FMS! A quick note regarding the current Winter Storm Warning that is set to start on (DATE and TIME) and expected to continue until (DATE and TIME). We recommend you check the FMS website, www.farmingtonschools.us, and social media channels as well as local television and radio for updates.

¡Hola FMS! Una breve nota sobre la Alerta de Tormenta de Invierno que podría comenzar en los próximos. Les recomendamos que visiten nuestra página web, www.farmingtonschools.us, nuestros medios sociales, y la radio y televisión local para obtener la información más actualizada.

Yáʼátʼééh FMS. Tʼó tsʼííłígo nihiłchʼíhoodoʼtááł, aadę́ę́ʼ yichííł baa haneʼígíí baa. Tʼáá shǫǫdí, kweʼé dínííłʼįįł, www.farmingtonschools.us, dóó łahgóó beesh bee haneʼé biyijį dahaneʼígíí, índídah níłchʼih naalkidí dóó níłchʼih halneʼé biyijį dah haneʼígíí haʼíísíníłtsʼą́ą́ʼ dooleeł.