

Emergency Notifications Scripts

The following proposed scripts for emergency notification via text messaging and email for an electronic early alert system (School/District Name) and voice messaging through a VOIP (Voice Over Internet Protocol) system are culled from best practice examples from Schools and universities across the nation. Though VOIP is not yet part of our early alert system, it is included here for future reference, and will be investigated for future inclusion in (School/District Name) early alert toolbox.

We need to determine the method of message delivery for advisories, alerts, watches and warnings (do we use text, voice, email, and/or web?) for these categories. You will also notice some of the suggested messaging is fleshed out for some of the incidents, not for others.

General Guidelines:

- Text messages may not be longer than (160) characters.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices for RAVE Alert text messaging: Emergency and Urgent Situation.
 - **Emergency** – An incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
 - **Urgent Situation** – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.
- Keep in mind the principles of public information officers: Be First, Be Right, and Be Credible. In other words, make sure the messages are timely, accurate, and useful.
- Each message should consist of the following three components:
 - Alerting (Attention management) – calling the user’s attention to the issue at hand
 - Informing (Information transfer) – what is happening, and what the user should and should not do
 - Reassuring (Affective or emotional payload) – be aware of the degree of sensitivity as to the audience.

TEST

TEXT: This is a test of (School Name) Alert, (School Name) emergency alert system. If you have received this in error, send email to (School PIO)

EMAIL: This is a test of (School Name) Alert, (School Name) Emergency Notification Service. This is only a test. In the event of an actual emergency, you would be given brief details and directed to visit the Web at (Emergency Website) for more information and instructions. If you have received this message in error or have difficulty with the transmission of this call, please send email to (School PIO). Thank you for participating in the (School Name) Alert Emergency Notification System.

ARMED INTRUDER/ACTIVE SHOOTER

PA/VOICE: Police Activity – Shooting: _____ on _____ at _____. Avoid the area of _____. All individuals on campus should stay inside their current location. All facilities on campus have been secured. Do not allow building access to anyone without a valid school ID. Police and Security officers have been stationed at certain points on campus to direct traffic and assist individuals. Police are on-scene investigating. Go to _____ for more information and updates on the incident.

TEXT: (School Name) Emergency! A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.

Email: (School Name) EMERGENCY! There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from School officials or local authorities. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from School officials or local authorities. For additional information and updates go to (Emergency Website) {End of message}.

BIOLOGICAL THREAT

TEXT: (SCHOOL NAME) Emergency! (SCHOOL NAME) has received a biological threat. Prepare to evacuate. Follow instructions from authorities.

EMAIL: (SCHOOL NAME) EMERGENCY! A biological threat has been received at (SCHOOL NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). We have received a biological threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (Emergency Website) {End of message}.

BOMB THREAT

TEXT: (SCHOOL NAME) ALERT! (SCHOOL NAME) has received a bomb threat at [building]. Evacuate if in that building. Follow instructions from authorities.

EMAIL: (SCHOOL NAME) EMERGENCY! A bomb threat has been received by (SCHOOL NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). We have received a bomb threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (Emergency Website) {End of message}.

BOMB FOUND

TEXT: (SCHOOL NAME) Emergency! A bomb has been found on campus in [building]. Prepare to evacuate. Follow instructions from authorities.

EMAIL: (SCHOOL NAME) EMERGENCY! A bomb has been found on the (SCHOOL NAME) campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from School officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). A bomb has been found on the (SCHOOL NAME) campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from School officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to (Emergency Website) {End of message}.

CLASS CANCELLATION

TEXT 1: (SCHOOL NAME) ALERT: Classes have been canceled due to_(reason for cancellation)_____. Staff should report at their normal time, safety permitting.

TEXT 2: (SCHOOL NAME) ALERT: Classes are on a (time)____ delay due to _reason for cancellation_____. Staff should report at the designated time, safety permitting.

TEXT 3: (SCHOOL NAME) ALERT: All classes canceled and offices closed due to (reason)_____. Check (School MEMS web pages).

EMAIL: Classes have been cancelled for the following locations _____. Avoid the vicinity of the (location)_____. If you are not in the area, stay away. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (School MEMS web pages) Staff should report at their normal time, safety permitting. {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). Classes have been cancelled for (SCHOOL NAME). Avoid the vicinity of _____(location)_____.

If you are not in the area, stay away. Listen for instructions from School officials or local authorities and follow them quickly and carefully. For additional information and updates go to (List Web Location) Staff should report at their normal time, safety permitting. {End of message}.

CIVIL DISTURBANCE

TEXT: (SCHOOL NAME) Emergency! A violent disturbance is occurring on campus near [building]. Leave the area. Follow instructions from authorities. (135)

EMAIL: (SCHOOL NAME) EMERGENCY! A violent disturbance has broken out on the (SCHOOL NAME) campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from School officials or local authorities. For additional information and updates go to (Emergency Website) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). A violent disturbance has broken out on the (SCHOOL NAME) campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from School officials or local authorities. For additional information and updates go to (Emergency Website) {End of message}.

CHILD ABDUCTION

TEXT: A child has been abducted from _____. For information on the suspect or child go to (Emergency Website)

EMAIL: A child has been abducted from _____. Call the police if the following suspect or child is seen: [type description of suspect and child]

VOICEMAIL: A child has been abducted from _____. Call the police (Number) or School Public Safety (#) if the following suspect or child is seen: [Give description of suspect and child]

EARTHQUAKE

TEXT: (SCHOOL NAME) ALERT: An earthquake has occurred. You should evacuate all (SCHOOL NAME) buildings and remain outside until further notice. (106)

EMAIL: EMERGENCY! An earthquake has just occurred. For you safety, evacuate all (SCHOOL NAME) buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (SCHOOL NAME). An earthquake has just occurred. For you safety, evacuate all (SCHOOL NAME) buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to ([Emergency Website](#)) {End of message}.

EVACUATION

TEXT/EMAIL/VOICEMAIL: This is the (School Name) Public Safety. Officers are responding to a report of (**problem**) at (**location**). Calmly evacuate the building using all available exits. Move away from the building. (**Repeat message three times**)

TEXT/EMAIL/VOICEMAIL: Problem Resolved: This is the (School Name) Public Safety. The incident at (**location**) has been resolved and it is safe to return to normal activity. (**Repeat message three times**)

Building Evacuation to a specific direction

TEXT/EMAIL/VOICEMAIL: This is the (School Name) Public Safety. Officers are responding to a report of (**problem**) at (**location**). Calmly evacuate the building. Avoid (**location**). Go to (**direction/landmark**). (**Repeat message three times**)

TEXT/EMAIL/VOICEMAIL: Problem Resolved: This is the (School Name) Public Safety. The incident at (**location**) has been resolved and it is safe to return to normal activity. (**Repeat message three times**)

EXPLOSION

TEXT: (SCHOOL NAME) Emergency! There has been an explosion on campus. Prepare to evacuate. Follow instructions from authorities. (120)

EMAIL: EMERGENCY! There has been an explosion on the (SCHOOL NAME) campus in the [building]. If you are in the immediate vicinity, you should evacuate as instructed to by School officials or local authorities. If you are not in the area, avoid the area so that emergency units can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). There has been an explosion in the (building). If you are in the building or in the vicinity, you should evacuate as instructed to by School officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

FIRE

TEXT: (SCHOOL NAME) ALERT! There is a fire at (SCHOOL NAME) in [building], evacuate if you are in the building. If you are not in the area, stay clear of the area (136)

EMAIL: (SCHOOL NAME) EMERGENCY! A fire has been reported on the (SCHOOL NAME) campus in [building], if you are in the [building], evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). A fire has been reported in the [building]. If you are in the [building], evacuate immediately. If you are not in the area, stay clear of the [building] so that emergency units and firefighters can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

FLOODING

TEXT: (SCHOOL NAME) Alert: Emergency! (School location) is currently flooding. Please avoid area (Area Name)

EMAIL: (SCHOOL NAME) Alert: (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (SCHOOL NAME). (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

GAS LEAK

TEXT: (SCHOOL NAME) ALERT: There is a gas leak and threat of fire on campus. Extinguish all flammable items. Follow instructions from authorities. (129)

EMAIL: (SCHOOL NAME) EMERGENCY! There is a gas leak on the (SCHOOL NAME) campus in [building], posing a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). There is a gas leak in [building]. It poses a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from School officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

HAZARDOUS MATERIALS

TEXT: (SCHOOL NAME) ALERT! There has been a hazardous spill on campus near [building]. Prepare to evacuate. Follow instructions from authorities. (127)

EMAIL: (SCHOOL NAME) EMERGENCY! There has been a [spill/release] of a hazardous material on the (SCHOOL NAME) campus in the [building]. If you are near the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). There has been a [spill/release] of a hazardous material on the campus at [location]. If you are in the area of the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from School officials or local authorities. For additional information and updates go to ([Emergency Website](#)) {End of message}.

HAZARDOUS MATERIALS FOR FOLLOW-UP AND WEB POSTING

TEXT/EMAIL/VOICEMAIL/WEB: At approximately (time) today, a potentially hazardous material was released on the (School Name) in Building “?”. As a result, Building “?” is being evacuated while School and Environmental Health & Safety officials are conducting a thorough investigation.

Occupants of Building “?” should take shelter in (location here) until further notice. All other members of the campus community should avoid the area.

Building “?” will be re-opened once it is determined that the building is safe for occupancy.

An update will be posted on this site at (time).

HOSTAGE INCIDENT

TEXT: (SCHOOL NAME) ALERT– A HOSTAGE INCIDENT is unfolding in (location)____. Evacuate immediately and avoid this area. Check (School MEMS web pages)

EMAIL/VOICEMAIL/WEB: To be determined.

ISOLATED SHOOTING / STABBING EVENT, SUSPECT NOT IN CUSTODY

TEXT: (SCHOOL NAME) Alert: A [shooting/stabbing] has occurred at [building]. A suspect is NOT in custody, Shelter in place. See email for more information. (138)

EMAIL: (SCHOOL NAME) Alert: A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information on the case. Wait for the all clear from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (SCHOOL NAME). A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information on the case. Wait for the all clear from School officials or local authorities. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

ISOLATED SHOOTING / STABBING EVENT, SUSPECT IN CUSTODY

TEXT: (SCHOOL NAME) Alert: A [shooting/stabbing] has occurred at [building]. A suspect is in custody. Police are on scene. See email for more information. (138)

EMAIL: (SCHOOL NAME) Alert: A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information regarding the crime. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

VOICEMAIL: This is [name, title] with an emergency alert from (SCHOOL NAME). A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Public Safety (Public Safety Campus phone number) if you see anything suspicious or have information regarding the crime. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

LIGHTNING

TEXT: (SCHOOL NAME) Emergency! Electrical storm! Lightning is striking on or near campus. Stay inside and away from metal objects.

EMAIL: (SCHOOL NAME) EMERGENCY! Electrical storm lightning is striking on or near campus. Stay inside and away from metal objects until the storm has stopped. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). A major electrical storm with powerful and frequent lightning strikes is hitting (SCHOOL NAME). Seek cover, stay away from metal objects, and remain inside until the storm has stopped. For additional information and updates go to ([Emergency Website](#)) {End of message}.

MICRO BURST

TEXT: (SCHOOL NAME) Emergency! Micro Burst! Micro Bursts are striking on or near campus. Stay inside and away from doors and windows.

EMAIL: (SCHOOL NAME) EMERGENCY! Micro Bursts are striking on or near campus. Stay inside and away from doors and windows until the storm has stopped. For additional information and updates go to ([Emergency Website](#)) {End of message}.

VOICEMAIL: This is [name and title] with an EMERGENCY alert from (SCHOOL NAME). A major storm with powerful and frequent Microbursts is hitting (SCHOOL NAME). Seek cover, stay away from doors and windows, and remain inside until the storm has stopped. For additional information and updates go to ([Emergency Website](#)) {End of message}.

MISSING PERSON

TEXT: (SCHOOL NAME) ALERT__ has been reported MISSING. CONTACT Public Safety (#) with any information. For further information, go to (School MEMS web pages).

PROTESTS (PRIOR TO EVENT)

TEXT/EMAIL/VOICEMAIL/WEB: (School Name) Public Safety have learned that Protesters are preparing for action on (date). Exact location is unknown. Report suspicious activity to police.

PROTESTS (DURING EVENT)

TEXT: Protestors are gathering in front of the XXX campus. Do not confront. (School Name) Public Safety is monitoring the situation.

SEVERE WEATHER

TEXT/EMAIL/VOICEMAIL: (School Name) Alert: A Severe Weather report indicates potential impact to (School Name). The campus is now closed. See [\(Emergency Website\)](#) for details

WEB: (School Name) Alert: A severe weather report indicates potential impact to (School Name) The campus is closed for (duration of time).

Web Follow-up

WEB: At approximately (time) today, a report of severe weather was received that indicates potential impact to (School Name) As a result; the campus is closed for (duration of time).

An update will be posted on this site at (time).

EMAIL/VOICEMAIL: This is a (School Name) Alert emergency message for the (School Name). At approximately (time) today, a severe weather report was received that indicates potential impact to (School Name) Building “?” is closed for (duration of time). For more details and updates, visit the Web at [\(Emergency Website\)](#).

SEVERE ACCIDENT

TEXT/EMAIL/VOICEMAIL/WEB: (SCHOOL NAME) ALERT severe ACCIDENT has occurred at _____. Check School MEMS web pages.

SHELTER IN PLACE

TEXT/EMAIL/VOICEMAIL This is the (School Name) Public Safety. Officers are responding to a report of **(problem)** at **(location)**. Get to a safe place and take precautions until given the all clear. **(Repeat message three times)**

TEXT/EMAIL/VOICEMAIL **Problem Resolved:** This is the (School Name) Public Safety. The incident at **(location)** has been resolved and it is safe to return to normal activity. **(Repeat message three times)**

STRUCTURAL FAILURE

TEXT/EMAIL/VOICEMAIL (SCHOOL NAME) ALERT STRUCTURAL FAILURE occurred in _____. Evacuate immediately and avoid this area. Check (Emergency Website) for further details.

SUSPICIOUS PACKAGE

TEXT/EMAIL/VOICEMAIL (SCHOOL NAME) ALERT A SUSPICIOUS PACKAGE found in _____. Evacuate immediately and avoid this area. Check (Emergency Website)

SUSPICIOUS PERSON

TEXT/EMAIL/VOICEMAIL (SCHOOL NAME) ALERT Find a SECURE LOCATION, lock doors, and stay away from windows. Check (Emergency Website)

TORNADO

TEXT: (School Name) Alert: A tornado warning has been issued for (School Name). Visit (Emergency Website) for more details.

EMAIL: (School Name) Alert: A tornado warning has been issued for the (School Name). A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. Stay away from windows, doors and walls that face the building's exterior.

- Go to a shelter area, such as a basement or the lowest level in the building;
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls;
- Put as many walls as possible between you and the outside;
- Get under a sturdy table and use your arms to protect your head and neck
- Do not open the windows.

If a tornado hits and you sustain injuries, or witness others being injured, call School Public Safety at (Public Safety Campus phone number)

If the tornado warning is extended or lifted, an update will be posted at [\(Emergency Website\)](#)

VOICEMAIL: This is a (School Name) Alert emergency message for the (School Name). A tornado warning has been issued until (time) today. A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. For more details and updates, visit the Web at [\(Emergency Website\)](#).

UNKNOWN SITUATION

Text Message

(SCHOOL NAME) ALERT! Police are investigating an incident at [building /location]. Please avoid the area. See email for more information (126)

E-mail Message

(SCHOOL NAME) EMERGENCY! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more information, we will provide further updates. Again for your safety avoid [building location] until you have been advised its All Clear. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

Voicemail Message

This is [name and title] with an EMERGENCY alert from (SCHOOL NAME)! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more

information, we will provide further updates. Again for your safety avoid [building location] until you have been advised its All Clear. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

WILDFIRE EVACUATION

Text Message: (SCHOOL NAME) Alert! There is a fast moving wildfire near (SCHOOL NAME). If you are on campus, evacuate immediately head towards [location]. (120)

E-mail Message

(SCHOOL NAME) Emergency! There is a fast moving wildfire near (SCHOOL NAME). Evacuations have been ordered. If you are on campus, evacuate immediately to [Location]. If you are not in the area, stay away. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

Voicemail Message: This is [name and title] with an emergency from (SCHOOL NAME). There is a fast-moving wildfire near (SCHOOL NAME). Evacuations have been ordered. If you are on campus, evacuate immediately to [Location]. If you are not in the area, stay away. For additional information and updates go to [\(Emergency Website\)](#) {End of message}.

UTILITIES FAILURE

TEXT/EMAIL/VOICEMAIL: (School Name) Alert: A utilities failure has occurred in Building “?” on (School Name) Building “?” “is temporarily closed. See [\(Emergency Website\)](#) for details (160 characters with spaces)

WEB: (School Name) Alert: A utilities failure occurred in Building “?” on the (School Name). Building “?” is temporarily closed until power is restored and the area is safe for re-entry.

EMAIL/WEB: At approximately (time) today, a utilities failure occurred in Building “?” on the (School Name). Building “?” is being evacuated and will be closed until power is restored and the area is safe for re-entry.

An update will be posted on this site at (time).

The School appreciates your patience, cooperation and understanding during this incident

This is a (School Name) Alert emergency message for the (School Name). At approximately (time) today, a utilities failure occurred in Building “?”. Building “?” is temporarily closed until power is restored and the area is safe for re-entry. For more details and updates, visit the Web at [\(Emergency Website\)](#) The School appreciates your patience, cooperation and understanding during this incident.

ALL CLEAR

TEXT: (SCHOOL NAME) Alert ALL CLEAR: The situation is all clear, see campus email for more information.

EMAIL: Will need to be written real time after event to include summary of event and any safety tips (if applicable)

VOICEMAIL: This will be written real time after event include summary of event and any safety tips (if applicable)