

Public Information/Press Release

PUBLIC INFORMATION RELEASE

Date: _____ Time: _____

NOTE: Use this script as a guide to write your public information release.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

The (students/employees) [(are being) or (have been)] accounted for.

No further information is available at this time.

Emergency medical services [(are here) or (are on the way) or (are not available to us)].

Police [(are here) or (are on the way) or (are not available to us)].

Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

Reunification center (s) for parents (is/are) being set up at _____

Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#) _____ reported injured.

Students have been taken to a safe area, and are with [(classroom teachers/staff) or (_____)].

(#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____

(#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.

Structural damage has been reported at the following sites: _____ .

Release restrictions No Yes
If yes, what?

Released to the public as Public Information Release # _____
(Date/Time: _____)