

Berkeley Unified School District
Administrative Regulation
Communication Protocols for Threats to
Groups

AR XXXX

Background

The District has an existing Board Policy (3516) for Emergencies and Disaster Preparedness. Additionally, BUSD has protocols in place, as documented in every school's Comprehensive School Safety Plan, which are updated annually, and in the District's Emergency Operations Procedures, that have been developed in accordance with applicable Education and Penal Codes. While Education Code and Penal Code guide a school's responses involving student discipline matters, criminal activity, and safety threats that are under the school's jurisdiction, the codes do not provide guidance for communicating information to the community regarding threats that have been made towards groups. The Board recognizes the need for District-wide procedures for communicating information to students, families, staff, and community members regarding threats to groups in order to protect the safety of students, staff and the greater community, and provide timely, accurate updates regarding safety threats to groups, when they occur.

Criteria for Community Notification Regarding Threats to Groups

Types of threats that warrant providing prompt notification to the school community, including students, staff, and parents/caregivers, include:

1. Armed intruder incidents on or near a school campus.
2. Bomb threats.
3. Hate crimes that include threats to inflict serious bodily harm on groups of individuals.

Staff 4/29/16 3:59 PM

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.07" +
Indent at: 0.32"

4. Major earthquakes.

5. Disasters that pose an immediate safety risk to students and staff, including gas leaks, toxic chemical spills, fire, etc.

Upon determination by the Superintendent or designee that a credible threat towards groups exists, the Superintendent or designee shall provide notification to the school community, as soon as practicable.

Staff 4/29/16 4:07 PM

Deleted: has been made

Protocols for Community Notification Regarding Threats to Groups

1. For threats that are made at a school, the Principal or designee shall immediately respond and investigate all reports of threats reported to district personnel. Upon determination by that a credible threat towards a group or groups of individuals has been made, the Principal or designee shall immediately take steps to ensure the safety of students and staff, which may include a school lockdown and/or notification of law enforcement, if an immediate safety threat exists.

Staff 4/29/16 4:16 PM

Deleted: The

As soon as practicable after ensure the safety of students and staff, the Principal/designee shall inform the Superintendent or designee of the threat and steps taken to ensure the immediate safety of students and staff, and provide information regarding the investigation of the threat.

Staff 4/29/16 4:18 PM

Formatted: Indent: Left: 0.32", No bullets or numbering

2. For threats towards students and/or staff that are received directly by the Superintendent/District Office personnel, law enforcement shall immediately be notified, followed by immediate notification to the Principal of the school(s) targeted by the threats.

3. The Superintendent or designee shall immediately inform the Board and provide prompt technology-based notification to the community regarding the threat and provide information updates when available. Methods for notification may include text messaging, e-mail, social media, and/or technology based safety messaging systems such as Nixle. Whenever feasible, notification to the community shall be made within 1 hour of the

Superintendent's/designee's receipt of the threat.

4. In addition to providing notifications to the community regarding threats to a group or groups, the Superintendent or designee shall provide periodic follow-up information regarding the status of the threat, until the incident has been resolved, and information regarding resources for support for individuals who have been impacted by the threat.

Approved XXXXXXXX

DRAFT