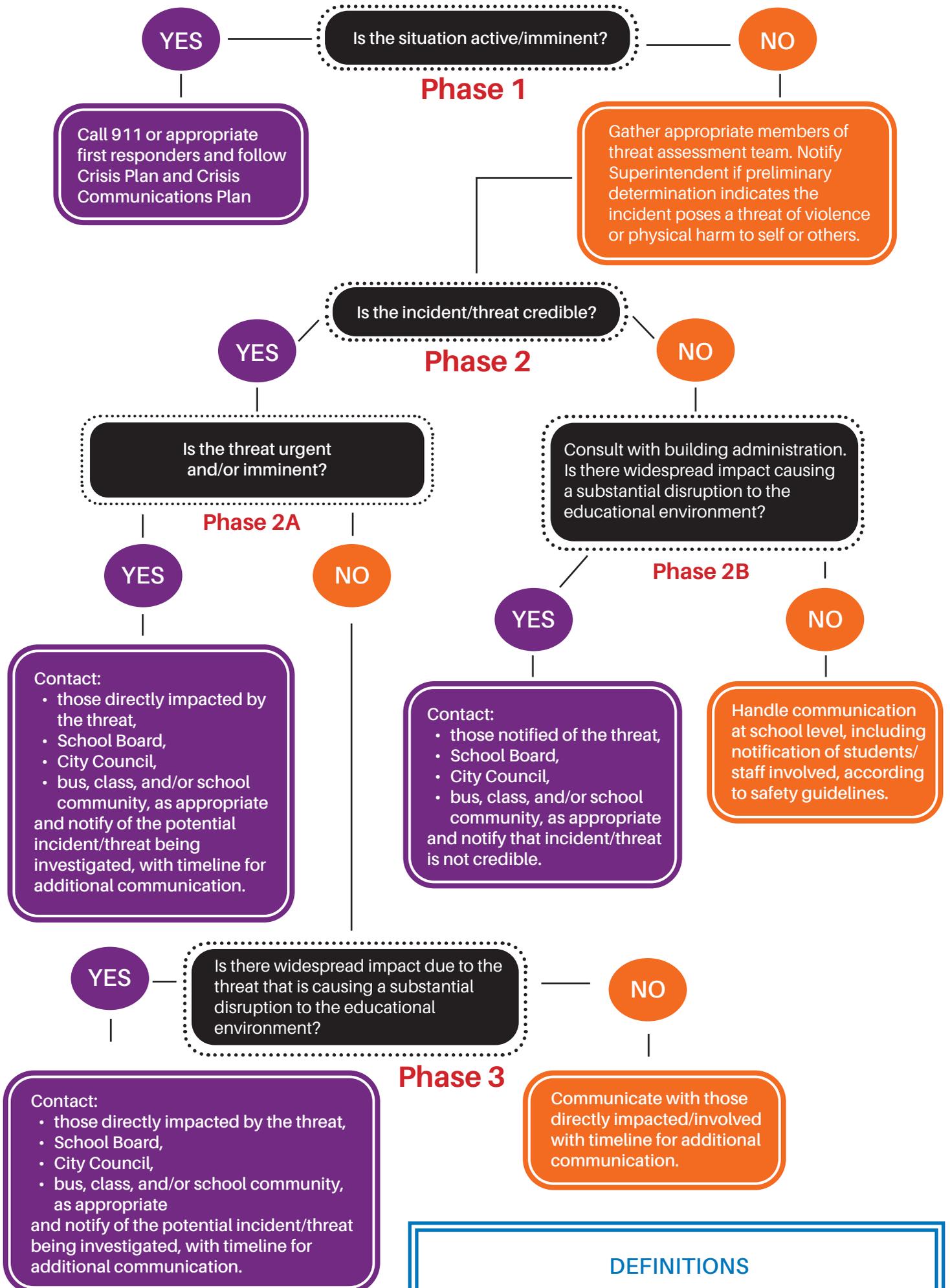


Incident/Threat Communication Guidelines

When a Building Administrator is Notified of an Incident/Threat



DEFINITIONS

Imminent: The threat is immediate or the next school day.

Credible: School's threat assessment team determines there is the ability to carry out the threat.

Urgent: There is action taken that disrupts normal educational activity (such as hold and secure), or action that needs to be taken by students/staff/families to respond to the incident/threat.



*Roanoke City Public Schools may delay communications of an incident/threat in the rare instance that communication would compromise the ability of first responders and emergency officials to manage the incident. Additional information about these guidelines and the threat assessment process is available at www.rcps.info/security.