

Media Press Release

_____ Public School

At _____ (time) on _____ (date) the following accident (incident) occurred:

(If students have been relocated due to school facility emergency)
All students and staff have been evacuated from the school and relocated to the following sites:

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

At this time we have:

(A) No confirmation of injuries or damage:

-or-

(B) Confirmed the following injuries or damage. (Do not identify student/staff by name; merely state the number of students involved and/or any property damage that has occurred).

The prognosis for those involved is (Good) (Fair) (Critical).

The school district is responding in the following manner:

At the current time the incident is being investigated by local authorities and is considered to be a criminal investigation. The school district does not wish to take any action that may interfere with a pending criminal investigation. Therefore information will not be released without the prior approval of local authorities.

We will keep you updated as we learn additional information.

We ask the general public to avoid traveling in this area unless it is absolutely necessary.

We ask that only parents of children in the school contact us with questions at:

Telephone _____

For ongoing information updates check the school Web page at: www._____

Thank you for your cooperation.

School Media Contact: _____

(Courtesy of the Oklahoma State School Boards Association)