

Protocol to Report Activities or Events Considered an Emergency and/or of High Importance- Private, Parochial and Independent Schools

School-related emergencies – from weather-related to intruder lock downs - impact all kinds of schools: public, private, parochial and independent. In an effort to maintain the best possible communication, Marin County schools agree to distribute and share information, as they deem appropriate, in a timely manner regarding emergency situation using the following protocol:

- A. School leaders, at their discretion, will contact the Marin County Office of Education (MCOE) with information on the event/emergency:

Mary Jane Burke, Marin County Superintendent of Schools
mjburke@marinschools.org
415-499-5801

Ken Lippi, Assistant Superintendent
klippi@marinschools.org
415-499-5803 – office
415-497-2324 - cell

- B. As soon as possible, an e-mail will be routed to private, parochial and independent school list serve by MCOE.
- C. E-mail will be marked "High Importance"
- D. Each school leader will share with staff, parent and community as they deem appropriate, considering but not limited to, such factors as type of emergency/alert, location, and age group affected.

As part of this protocol and depending on if the event is local (affecting one school), or regional (countywide), actions taken by the Marin County Superintendent of Schools could include:

- Notification of status of schools to the Marin County Emergency Operations Center (EOC), if activated.
- Communication with local media.
- Obtain technical support to assist districts with their response and recovery from the event/emergency.