

**MEDIA CONTACT DURING SCHOOL EMERGENCY**

The School District of New London has developed specific guidelines to be used by their schools if they are contacted by the media during an emergency situation. School officials are expected to assess the safety problem or emergency situation to determine if it is ongoing, if it has passed, or if it is under control. Before dealing with the media, the building administrator is to contact the District Administrator.

1. Ongoing situation:
  - a. In cases where the police are called and they are continuing to investigate a problem situation in the building, or in cases where the situation is still ongoing, members of the media should NOT be allowed to enter the school building in order to photograph the situation or ask questions of the staff members and students.
  - b. Media should be assigned to a specific location outside of the building and across the street. District Administrator or designee should tell the media why they cannot come into the building at that time and provide the media with an approximate time when more information will be available. School staff's responsibility is to cooperate with the police and handle the crisis. Under no circumstances will the staff talk to the media.
2. Situation under control:
  - a. If the situation is under control, the District Administrator or designee will answer questions from the media.
  - b. Media requests to enter the school building after a safety problem or emergency is under control will be made on a case-by-case basis. The District Administrator or designee will make the decision. The School District of New London will limit access to the students, teachers and/or building by the media or press.

ADOPTION DATE: March 10, 1997

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: