

180 East 600 North
Richfield, UT 84701
435-896-8214



Safety Threat Communication Protocol

1. Threat Identification

Any student, staff, or visitor who observes a threat or suspicious behavior must:

- Report it immediately to a teacher or staff member.
- Staff must contact the principal or building administrator *immediately*.
- If there is an imminent threat, call **911** first.

2. Initial Assessment

- Principal or designee initiates **Threat Assessment Team** response.
- Team includes: Principal, Assistant Principal/School Safety Specialist, School Resource Officer (SRO), local law enforcement, Secretary, Counselor, Custodian, and Mental Health Therapist.
- They assess the credibility and severity of the threat using CSTAG

3. Internal Communication

- If the threat is credible, the school initiates the appropriate emergency protocol using the [I Love You Guys standard response protocol](#):
 - **Hold**
 - **Secure**
 - **Lockdown**
 - **Evacuate**
 - **Shelter**
- Staff are notified via:
 - Intercom/PA announcement, radios, or email (using code phrases where needed)
 - Emergency text alert system (e.g., Remind, SchoolMessenger, Binderly, Text)

4. Law Enforcement Notification

- Local police are contacted immediately if not already involved.
- The School Resource Officer (SRO) coordinates with district and law enforcement.
- A unified command may be established on site if needed.
- Each principal has an app that gives them direct communication to local law enforcement. (BeOn App)

5. District Communication

- The school principal or designee contacts the Superintendent

6. Parent and Community Notification

- When appropriate, the superintendent or designee sends a **parent notification** via one or more of the following:
 - Phone call (School Messenger)
 - Email (School Messenger)
 - Text (School Messenger)

*If you haven't signed up for the School Messenger program, please click here: [School Messenger Link](#)

- Message includes:
 - What occurred (without compromising confidentiality, security, or investigation)
 - Actions taken
 - Assurance of student safety
 - Dismissal/pick-up instructions if necessary

6. Media Relations

- All media inquiries are directed to the Superintendent's Office.
- The Superintendent provides official statements.
- Communication may also be shared via the district website, media, and social media

7. Post-Incident Procedures

- Counseling and support services are offered to students and staff.
- An incident debrief is conducted by the Threat Assessment Team.
- A written incident report is filed and reviewed by district safety officials.
- Adjustments to the protocol are made if needed.