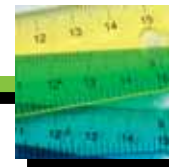


Notification Letter for Intruder on Campus/School Lockdown



(DATE)

Dear School Community:

This letter is to inform you that an incident involving an intruder on campus (or a lockdown) has occurred. *(Insert information here with appropriate details regarding the intruder on campus and/or lockdown that took place and any other information that can be provided without causing further anxiety and /or without obstructing any investigation that may be a result of the incident).* I want to assure you that all efforts were made to remove the intruder and keep the students and school community safe.

A variety of emotions, including shock, sadness, fear, and anger could affect us. I want you to know that we, the **(SCHOOL NAME)** staff, care about the feelings our students, families, staff may be experiencing.

The school's Crisis Response Team has made plans to respond to the emotional needs of the students. *(Clarify what is being done: grief counseling, counseling related to anxiety, trauma, etc., classroom support activities, referrals. In addition, list the school support services and collaborating agencies that are available for the child/family).* In addition, the San Francisco Police Department is conducting an investigation into this case. As the investigation unfolds and we are able to release information to families, I will do so.

This recent school emergency may prove stressful for your family, especially if your family has experienced a trauma or loss recently. This recent incident may trigger feelings about your trauma or loss, and is a normal experience. Please inform your child's **(teacher or counselor)** if there is additional information the school should be aware of so we can provide the support your child needs.

Please feel free to call me at **(SCHOOL TELEPHONE NUMBER)** if you have any questions or concerns.

Sincerely,
(PRINCIPAL'S NAME)