

(SAMPLE ANNOUNCEMENT)  
(GENERAL)

Please read this announcement to your class. The announcement addresses (describe incident). Feel free to take whatever time you need to help the children deal with this tragedy. Let the office know if there are any children who need immediate assistance.

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*I have some very important news to tell you today.*

Describe incident in an age appropriate manner with details that are confirmed and approved for release.

*I know that this incident has affected all of us in many ways. You may feel worried, scared, or confused. This is normal. Many people feel this way in such situations.*

*It is important to talk to someone about your feelings. If you are upset and want to talk to someone, please let me know. I will help you. If you do not have any specific feelings or if you are not upset, that is Okay. Some of us may want to draw a picture or write in our journals about this emergency.*

*We will talk again today about this (SPECIFIC SITUATIONAL DESCRIPTION). I will try to answer any of your questions.*

*A letter will be sent home today to inform your parent(s)/guardian about this incident. When you get home, please talk to your parents about this incident and tell them how you feel. When things upset you, it is important to talk about them. Talking helps us to understand and deal with emergencies.*

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_