



SCHOOL EMERGENCY INFORMATION

Guide for Families

A FAMILY'S ROLE

In a school emergency, the first instinct as a parent is to pick up the phone and call the school or to rush to the school to get your child(ren). The truth is, this only complicates matters from a safety and security standpoint. Family members too close to an incident often hinder the rescue attempts of police and fire officials. The best action parents and guardians can take in an emergency is to stay close to their phone and/or email and to monitor local radio/TV reports.

WHAT TO EXPECT & HOW YOU CAN HELP

Be prepared.

Make sure your contact information and your child's emergency contacts are accurate and up to date. In the early stages of an incident, the school's primary focus is to protect the students and employees inside the building. As soon as we are able to communicate with families to provide factual information, we will. We use Infinite Campus as our mass notification system and will communicate using phone, text, and email.

REUNITING WITH YOUR CHILD

Parents and guardians will be directed by school or public safety officials via phone, text, and email to their child's specific location. Students will ONLY be released to adults who are documented as emergency contacts. The reunification process can be time consuming, so parents are urged to be patient.

Be patient.



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CSDB SAFETY TERMS AND PROCEDURES

In the event of an emergency at your child's school, it is important to know the reasoning behind the response and the terms associated. A school crisis can take a number of different forms including a weather emergency such as a tornado, an environmental event such as a chemical spill, a dangerous or criminal event in the immediate area, or something at the school such as an intruder. The nature of a school crisis dictates whether school officials will put a Hold, Secure, Lockdown, Evacuate, Shelter or any combination of these protocols in place to protect our students and staff.

HOLD

Hold is followed by the Directive: “**In Your Room or Area**” and is the protocol used when hallways need to be kept clear of occupants.

SECURE

Secure is followed by the Directive: “**Get Inside. Lock Outside Doors**” and is the protocol used to safeguard people within the building.

LOCKDOWN

Lockdown is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep occupants quiet and in place.

EVACUATE

Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.

SHELTER

Shelter states the **hazard and safety strategy** for group and self-protection.

