# Emergency Situations at School

## Information for Families

Montrose County School District is committed to ensuring the safety and security of our students, staff and visitors. Please take a moment to review this guide to ensure you are prepared in the event of an emergency situation at school.

## What are the types of actions a school might take in the event of an emergency?

**Montrose County School District follows the Standard Response Protocol (SRP) by the I Love U Guys Foundation**

<table>
<thead>
<tr>
<th>LOCKDOWN</th>
<th>SHELTER</th>
<th>EVACUATION</th>
<th>LOCKOUT</th>
<th>HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered when there is a threat INSIDE the building. Students and staff are secured IN the school. School staff will not answer phones during a lockdown. Parents are NOT allowed on site during a lockdown.</td>
<td>Ordered when personal protection is necessary from dangerous weather conditions. May also be ordered in the event of a hazmat situation in the area.</td>
<td>Ordered when people must exit the building due to unsafe circumstances. If student pick-up or off-site reunification is required, instructions will be communicated by the district.</td>
<td>Ordered when there is an issue OUTSIDE the building, most often due to police activity in the area that could pose a threat, or a wild animal nearby. All exterior doors are locked while “business as usual” continues inside the school.</td>
<td>“Hold in your classroom” is used when there is an issue in a specific part of the building that is under control, but not yet fully removed. Business as usual within the classrooms; doors closed.</td>
</tr>
</tbody>
</table>

- Some situations may require a combination of the actions above.
- School/district staff train yearly on emergency protocols and situation management.
- Students take part in drills throughout each school year.

## What emergencies might impact a school?

### Which actions are taken?

- **Severe weather** – Schools may Shelter until weather passes; could delay release of students at end of day until safe to exit building.
- **Fire or Hazmat Situation in the Area** – Evacuation or Shelter, depending on location and severity of fire/hazmat issue.
- **Threat of Violence or Weapon on a Person** – Lockout, Lockdown, or Evacuation, depending on the situation.
- **Intruder** – Requires an immediate Lockdown; an emergency notification will be sent to parents by the district with any instructions.
- **Police Activity in the Area** – Usually a Lockout; action may be taken at the direction of law enforcement or any staff member at the school.

## What do I need to know, do and not do?

- If you’re at a school and an emergency occurs, follow protocol with students and staff.
- We know families want information right away. Our experience has taught us initial information is almost always incorrect. Please know, our administrative staff are working hard to determine what the real situation is and will communicate with families as soon as information is verified as accurate and next actions have been determined.
- Do not call the school or district office as staff are working on the situation and ensuring your student’s safety.
- Do not go to the school; this may interfere with procedures. Only public safety personnel will be allowed in/near a school during an emergency situation.
- We understand you may want to communicate with your student during an emergency, however, please refrain from calling; it may prevent him/her from hearing important, possibly life-saving instructions.
- It is vital parents and guardians keep their information updated in Parent Portal. We will utilize email, text messaging, and phone calls to communicate with you.
- The fastest way to get information in an emergency situation is to check the main page of the district website, [www.mcsd.org](http://www.mcsd.org). It is our first and fastest means of getting messages out. Also, follow us on Facebook (@montrosecountyschooldistrict) and Twitter (@MCSDRE1J1) for alerts.

[www.mcsd.org](http://www.mcsd.org)

If you have questions regarding our district emergency procedures, contact (970) 249-7726