



Emergency and Crisis Information Guide for Parents

At Roaring Fork Schools, the safety of our students and staff is our top priority. Our leadership team works directly with the local police departments to ensure coordinated approaches to school safety, and we regularly enact precautionary safety measures to keep our school communities safe. We are grateful for your support to prepare in advance for a crisis or emergency.

How are the Roaring Fork Schools Prepared for a Crisis or Emergency?

- We have a comprehensive crisis plan that details protocols for a variety of crisis and emergency situations. The crisis plan is reviewed and updated regularly.
- We partner with local police, fire, and sheriff's departments in planning efforts, and collaborate regularly with these agencies to share information, plan for situations that may arise, and streamline communication efforts.

What can Families do to Help?

- Talk to your children about school emergency response procedures so they will know what to expect in the event of an emergency or crisis.
- Ensure your child's emergency contact information is up-to-date in the Parent Portal at <https://campus.rfsd.k12.co.us/campus/portal/roaringfork.jsp> in order to receive automated email messages, text messages, or phone calls when there are emergencies at your child's school. Students will not be released from school to unauthorized individuals, and we will not be able to reach you in an emergency if your information is incorrect or outdated.

Schools are Required to Prepare for an Emergency or Crisis by Taking the Following Actions:

- Complete the Roaring Fork School's crisis plan preparedness checklist within the first two weeks of school.
- All building leaders are required to take online classes to cover emergency procedures and submit completion certificates to the district office.
- Conduct all-school emergency drills to ensure all students and staff are responding in a safe and timely manner. The following drills are to be completed during the school year:
 - Shelter x 1
 - Lockout x 2
 - Lockdown x 2
 - Evacuation x 2

What you Need to Know about School Emergencies

The Standard Response Protocol (SRP) is a uniform classroom response to an incident at school. It is not based on the individual scenario but rather on the response to any given scenario. Under the SRP, the following four specific actions can be performed in response to an incident:

Protocol Being Followed



LOCKOUT: Protect the campus from an external threat or event; typically initiated by Law Enforcement. Secure the perimeter. Have a heightened awareness. Control access to campus. Conduct business as usual.

Why Protocol is Being Followed

A lockout takes place when there is a safety concern that is not an immediate threat to a school. For example, the police may be pursuing a vehicle in the neighborhood around a school, and it is determined that the school should enact a lockout as a precautionary measure. In lockouts, students and staff should remain inside the school building, and school activities may continue as normal with students and staff moving securely within the school. A lockout means controlled access in and out of the building, and students and staff are unlikely to notice a difference unless the lockout occurs near a transition time.

Protocol Being Followed



LOCKDOWN: Protect the occupants of a campus from a lethal threat. Collect and account for students.

Teachers may determine evacuation is the best option to preserve life and shall be permitted to instruct their students to evacuate using an improvised evacuation plan.

Or

Teachers should lock classrooms. Turn off lights. Stay quiet and out of sight. **DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement or administrative personnel will enter your classroom and provide evacuation instructions. Be prepared to react to events.

Why Protocol is Being Followed

A lockdown takes place when there is a safety concern regarding a potential threat to a school. For example, the police may be pursuing a suspect on foot and the suspect is on school property. A lockdown will also be enacted if there is a perceived threat within the school. In a lockdown, school business and classroom activities should cease, and everyone should be down, quiet and out of sight. Students remain quiet in their classrooms until the lockdown is lifted.

Note: In both a lockout and lockdown, Roaring Fork Schools coordinates with emergency responders to determine the appropriate time to release a school.

Protocol Being Followed



Evacuate

EVACUATE: Move occupants of the building to a specified location deemed safer, in response to a variety of circumstances.

Why Protocol is Being Followed

An evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside of the school, such as a fire.

Protocol Being Followed



Shelter

SHELTER: Provide safety and cover from incidents or events both natural and man-made.

Why Protocol is Being Followed

Shelter-in-place is when students and staff take shelter in a safe space in the school; that could be a classroom or a hallway. This occurs when there is a hazard, such as a tornado or a severe weather warning, and it has been determined by district administration, with the assistance of outside agencies, that evacuation or early dismissal could place students in danger.

How Will I Know When a Crisis or Emergency is Happening at my Child's School?

Our goal is to communicate accurate and timely information to families without interfering with ongoing emergency responses or jeopardizing the integrity of investigations. We always strive to balance the need to communicate with the risk of creating additional anxiety or concerns for our students, staff and families.

- In the case of a **lockout**, protocol is that the school leader decides the level of communication necessary for their school community. If the lockout occurs near a dismissal time, arrival time or otherwise impacts families, we encourage the school leader to send a communication to families. The type(s) of communication should be determined by the school leader based upon the preferences of families in the school.
- For **lockdowns**, Roaring Fork Schools coordinates parent notifications in collaboration with school leaders. Since a lockdown results in significant disruption to the normal school environment, it is important that families are notified. In most cases, Roaring Fork Schools uses an automated phone dialer, text and email system to notify families of the lockdown. It is important that your child's emergency contact information is up-to-date in Parent Portal.

What Should I Do if a Lockdown or Lockout is Happening at My Child's School?

If you are notified of a school lockdown or lockout at your child's school, **please do not come to the school**. Stay where you are able to be notified with additional information of your child's situation. Although this does not happen often, be prepared to retrieve your child at a reunification site if students have been removed from a school. By keeping your contact information up-to-date in the Parent Portal at <https://campus.rfsd.k12.co.us/campus/portal/roaringfork.jsp>, you will receive an automated email message and/or automated phone call/text when there are emergencies at your child's school. Be sure to choose to receive emergency notifications within your Parent Portal account.

DO's and DONT's in an Emergency or Crisis:

- DO check the Roaring Fork Schools website at www.roaringforkschools.com for updated information. Also, check Facebook @RFSDalerts as it is typically the first line of communication used during crisis situations.
- DO listen for information regarding reunification with your child if students are removed from a school. Remember to bring identification with you to the reunification site. Please note that reunification does not happen often.
- DON'T come to your child's school unless notified to do so. This decreases the security of the perimeter, and could create traffic congestion and hamper efforts of emergency personnel.
- DON'T call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications. Instead, wait for communications from your child's school or look to the website and Facebook for information.