

# Emergency Situations at School

## Information for Families

Jeffco Public Schools is committed to ensuring the safety and security of our students, staff, and visitors.

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?

Jeffco Public Schools follows the Standard Response Protocol established by the [I Love U Guys Foundation](#).

#### LOCKDOWN

Ordered when there is a threat **INSIDE the building**. Students and staff are secured IN the school. School staff does not communicate during a lockdown. Parents are not allowed on site during a lockdown.

#### SHELTER

Ordered when personal protection is necessary from dangerous weather conditions such as a tornado, blizzard, or hail. May also be ordered in the event of a hazmat situation in the area.

#### EVACUATION

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.

#### LOCKOUT

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.

#### HOLD

"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.



- Some situations may require a combination of 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 security and 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 security staff, as they 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 hearing important, possibly life-saving, instructions.
- It is *vital* parents and guardians keep their information updated in [JeffcoConnect](#). 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 follow us on Twitter ([@JeffcoSchoolsCo](#)) and Facebook ([@JeffcoPublicSchoolsColorado](#)). It is our **first** and **fastest** means of getting messages out. Also, check our website for alerts posted on the main page.