

## Communication

It is understandable that parents will want to get in touch with their children in the event of an emergency. However, trying to call your child's cell phone may prevent them from hearing important, even life-saving information. Students will be able to use cell phones if they need immediate assistance and once they are safe. Please avoid calling the school during an emergency—the school staff will be dealing with the situation and may not be available to answer the phone. Parents should use the communication resources listed in this brochure to get information during an emergency.

During an emergency situation, the school district will use the following means to communicate necessary information:

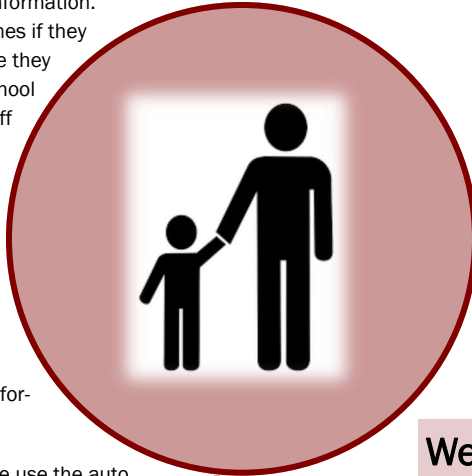
- The Auto-Dialer—As a district, we use the auto dialer to communicate a variety of information. Because this is an automated system, when you answer, there will be a short pause before the message starts playing. Please listen to the entire message instead of hanging up and calling the school.
- Email
- The District's web site: [www.morgan.k12.co.us](http://www.morgan.k12.co.us)
- The District's Facebook page: [www.facebook.com/Morgan-County-School-District-Re-3-191569580856804](http://www.facebook.com/Morgan-County-School-District-Re-3-191569580856804)
- Local News Sources: B106, KFTM, Fort Morgan Times

**My Child's School:**

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**Phone Number:**

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## Finding Your Child After An Emergency

Parents and/or guardians will be informed through one of the above referenced sources about when and where you can be reunited with your child. Please remember to:

- Remain calm
- Bring a photo identification
- Follow directions
- Be patient with us...we want to reunite you with your child as quickly as possible.
- Keep emergency contact information updated. Only people on your child's emergency contact list will be permitted to pick them up.

## We Are Prepared

As a parent/guardian, you should feel confident that the Morgan County School District Re-3 has an extensive emergency plan that is modeled after the National Incident Management System. But our plan doesn't just sit on a shelf. Yearly trainings are conducted, both at the district level and school level, to keep our staff prepared for emergencies. In addition, every school has emergency drills throughout the school year.

We hope that this guide helps you be prepared and informed about school emergencies. Through a partnership with students, staff, parents/guardians, and the community, we can all keep our school and our children safe.

## Morgan County School District RE-3

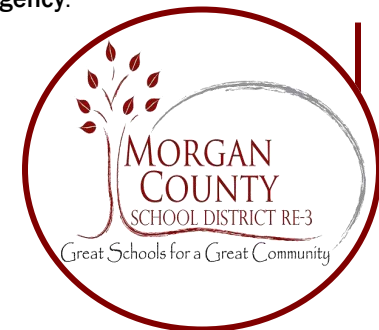
715 West Platte Avenue  
Fort Morgan, Colorado 80701  
Phone 970-867-5633  
Fax 970-867-0262  
[www.morgan.k12.co.us](http://www.morgan.k12.co.us)



Parents' Guide to:

## EMERGENCY SITUATIONS At Schools

Morgan County School District Re-3 is committed to ensuring the safety and security of our students, staff and visitors. This guide contains useful information that we hope every parent will become familiar with in the event of an emergency.



## Emergency Preparedness

During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. Parents can help by being prepared before an emergency happens. Here are a few critical things you can do:



- Give school officials accurate contact information.
- Talk to your child(ren) about what to do, where to meet and how to contact you.
- Provide names and contact information for people authorized to pick up your child(ren).
- Notify school officials if you see a dangerous or suspicious situation at school.
- If your child is on medication, be sure the school has at least a 1-2 day supply.

In an emergency situation, your first reaction may be to call or come to school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that you get information from the resources listed in this brochure.

## School Actions:



### Lockdown

A lockdown is used when a threat is inside the school, or suspected of being in the school. The purpose of the lockdown is to get as many students and staff in a safe location in as little time as possible. The key to remembering what to do in a lockdown is, "Locks, lights out-of-sight."



### Lockout

A lockout is utilized when the threat is outside the school and is usually initiated by law enforcement or district administration. When a lockout is initiated, students are brought inside, exterior doors and windows will be locked with no outside activities being conducted. Inside the building, it will be business as usual.



### Evacuate

An evacuation requires students, staff and visitors to exit an unsafe school building to a safer location. It is important to listen carefully to the directions that are being given and do as asked by staff.



### Shelter

Sheltering can be used when conditions are unsafe outside that require the school to use the best means of protection within the building. This could be a variety of situations—tornadoes or hazmat situation to name a few. It means to stay in place and take cover, including, "Drop, cover and hold."



### Hold All Classes

Hold All Classes is used when there is a situation in the building that requires students to be contained in the classroom until the situation has either been contained or cleared. This response may be necessary in a medical emergency or in an administrative or law enforcement situation that does not pose a threat to students and staff.

## What types of emergencies might impact my child's school?

All emergencies impact schools including local, state, and national events. Here are some examples of emergencies with actions that a school may take in response:

**Severe Weather** (hail, snow, tornado) - may result in a shelter in place.

**Missing Person or Student**—may result in a lockdown.

**Medical Emergency**—May result in a hold all classes.

**Fire**—may result in evacuation or shelter depending on location and severity of the fire.

**Weapons**—may result in a lockdown and/or evacuation.

**Chemical/Hazmat/Biological Materials**—may result in an evacuation or a shelter-in-place depending on the location and type of incident.

**Intruder**—May result in a lockdown or evacuation depending on the circumstances.

**Law Enforcement Activity** (escaped prisoner) - may result in a lockout.



*Only public safety officials will be allowed access into a building in emergency situation.*