

Family evacuation site (where will your student go to meet you if they evacuate from someplace other than your home, going home is usually the best option)

How will your student reach the evacuation site?

What will your student do once he/she has reached the evacuation site? (This information should include a means of communication, either phone or text message.)

If your student self-evacuated from a crisis occurring at their school have you or your student checked in with the school so they know the student is safe?

YES or NO

Who will be responsible for contacting the school?

What is the school's phone number?

What is the central administration number in case the school phone is busy?

How will you reunite with your student?

Discussing and answering these questions will begin to prepare your family for a crisis if one were ever to impact your family. Use these topics as a starting point to create your family crisis plan.



Once safety officials determine it is safe to allow reunification, parents will be notified of the details of how and where to reunite with your child via the Adams 12 Five Star Schools Website, www.adams12.org, FSSTV – cable channel 22, local media and a phone call from the rapid call auto dialer.

You need to be prepared when it is time to pick up your child. Parents will need to show a photo I.D. to be reunited with their child. Other steps parents need to follow will be detailed on the district's Website and on a message communicated to you through the auto dialer system.

FAMILY CRISIS PLAN

It is extremely important your family have a crisis plan as well. While we continually work to improve our school plans, there may be situations that occur away from school or after school hours that require your child to follow your family's crisis plan.



Having a family communication and reunification plan is equally as important as the plans in our schools. For example,

- Would your student know what to do if they returned from lunch to find their school in a lockdown or other crisis prohibiting them from entering the school?

- Would they know to go home?
- Would they know to call you and the school?

These are all very important topics to discuss with your child before a crisis occurs.

Additional topics you may want to discuss with your child include:

- self evacuation from school,
- evacuation from a church,
- evacuation from some other public gathering places.

To aid in this process, we've included a worksheet in this guide to help plan for communication and reunification with your child.

PRESENTATION AT YOUR SCHOOL OR CIVIC ORGANIZATION

If you would like to have a representative from the Department of Safe and Secure Environments discuss school safety issues with your school group or civic organization, feel free to call and request an informational presentation by Adams 12 Five Star Schools' Safe and Secure Environments staff. Director **Pat Hamilton** will come to your meeting and speak specifically about Adams 12 Five Star Schools safety and security initiatives. To schedule a presentation please call **720-972-4288**.

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School Crisis Management: A PARENT'S GUIDE



Adams12
Five Star Schools

Adams 12 Five Star Schools

At Adams 12 Five Star Schools, we're always looking for the best ways to keep children safe, healthy and engaged in their learning.



We recognize the essential role parents and community members play in maintaining a safe and secure learning environment. We also realize that in the event of

a crisis, a parent's role is critical in working toward a safe outcome. Simply put, we rely on you, our parents and community members to help keep our children safe.

To assist in providing a safe and secure learning environment for Adams 12 Five Star Schools students and staff, the Department of Safe and Secure Environments created this guide to managing a school crisis for our parents and community. This parent guide aligns with our school crisis management plans, which are at each school and reviewed regularly to ensure they are current with prescribed best practices.

COMMUNICATION

Providing our parents information pertaining to a crisis as quickly as possible is very important to Adams 12 Five Star Schools. We recognize how important it is to make sure you have information as quickly as possible in a crisis situation. We also balance that with the need to make sure that information is accurate – which

can take additional time to gather. Rest assured, we will provide you accurate information as it becomes available. Many students carry cell phones to school for various reasons. Because of the complex nature of a crisis, it's understandable how these cell phones often become a source of misinformation during times of crisis. Therefore, you should always consider the information provided by Adams 12 Five Star Schools as official and the most accurate information.

Adams 12 Five Star Schools has many methods of communication to get accurate information to you in a timely manner. These include the Adams 12 Five Star Schools Website, www.adams12.org, FSSTV – cable channel 22, local media and our rapid call auto dialer system which is capable of making more than 100,000 calls per hour.

The auto dialer system is our means of direct contact with parents of students directly impacted by a crisis. **Therefore it is extremely important our parents keep all of their contact information current at their child's school.** If your contact information changes during the school year, please notify the school as soon as possible. If contact information is outdated, we won't be able to reach you with information we know you'll want.

Responding to the school during a crisis Many parents may feel the need to respond to the school at first notice of any crisis. It is important that parents **not** go to the school



until you receive a request via the district auto dialer or Website instructing you to do so.

When managing a school crisis, student safety is our highest priority. If parents arrive at school during a crisis situation, it forces us to reassign staff dedicated to student safety to help manage parents arriving at the school. Simply put, to receive the most accurate information in a timely manner, it is crucial parents remain close to a phone, computer or media source so you receive accurate information about how to be reunited with your student as soon as possible.



REUNIFICATION WITH YOUR STUDENT

Adams 12 Five Star Schools wants to reunite students with parents as soon as possible during times of crisis. However, depending on the situation, this may not be possible during, or even immediately following a crisis. Adams 12 Five Star Schools will work with our police and fire agencies to determine when it is safe to reunite students and parents. In some cases, our safest option may be to keep students in school while a crisis is being managed in the community. Therefore, the reunification process could be delayed several hours to ensure students are not put in harms way.



FAMILY CRISIS PLAN EXAMPLE

CONTACT INFORMATION:

Parent/Guardian Work Phone

Parent/Guardian Cell Phone

Parent/Guardian Text address

Emergency contact if Parent/Guardian is not available

Emergency contact address

Emergency contact home phone

Emergency contact work phone

Emergency contact cell phone

Emergency contact text address

please see over for more information ...