

# Lockdown



**What is it?** During a lockdown:

- All exterior and interior doors are locked
- No one - with the exception of First Responders - is allowed into or out of the building
- Building phones are not answered

**When is it used?** When the school is informed of a potential threat inside, outside, or near the building, such as an armed person in the area, and it may be more dangerous to leave the building than to stay in a secured area.



# Shelter-in-Place

During shelter-in-place:

- All exterior doors of the building are locked
- Only limited movement is allowed within the building
- No one (except for First Responders) is allowed in or out of the building.

- Building phones will not be answered

**When is it used?** When the school is informed of a situation that may not pose a risk of harm or injury to students or staff but could be cause for extra precautions, such as burglary in the area or a suspect at large in the vicinity of the school.

## Opt In for Emergency Notifications

**Parents automatically get calls and emails about safety alerts, lockdowns, shelters-in-place, school closings, school events and more, but they have to opt in to receive emergency text messages. To opt in, send a text message of "Y" or "Yes" to 67587.**



# What can I do as a parent?

- Information may take awhile to develop and is subject to change. As in any quickly evolving situation, the first information released may be incorrect or fragmented. Please be patient as we collect information and remain discerning as you hear updates in the media or on social media.
- Check with your child's school office before an incident happens to make sure your child's emergency contact information is correct and up-to-date. This is the best way to ensure you receive emergency calls, texts, and emails from your child's school.
- Do not call your child's school or the police department – law enforcement are aware of all critical incidents and are working diligently with school personnel to resolve them.
- Check [www.d51schools.org](http://www.d51schools.org) often for updates or changes in status alerts. Also check the district blog at [www.d51news.org](http://www.d51news.org) and the district's social media accounts for periodic updates and notifications.
- School offices do not answer phones during a lockdown or when in shelter-in-place. If you need information during a lockdown or other situation, call the D51 Security Office at 254-5103 or the D51 Communications Office at 254-5114. Schools can answer phones as soon as either a reunification process is declared or school operations return to normal.
- If a reunification process is announced, send just one family member pick up your child to expedite the reunification process.
- Avoid immediately going to the school – this could hamper the efforts of law enforcement and first responders to resolve the situation and may put your life and other's in danger.

# Reunification

Reunification is when students are reunited with parents after an incident, such as an evacuation or a lockdown lasting past regular school dismissal time. The process ensures all students are accounted for, safely returned to their parents, and only taken home by people they trust. Reunification will take place either at a school or a pre-designated alternate site. Parents are notified of the location prior to pick-up.

Please be patient and remain calm - reunification can take awhile, but it keeps kids safe. Here's how it works:

1. Parents will be directed to a single entry point where they will need to show photo I.D. Only one parent or guardian should enter the reunification site.

2. Once inside the site, the parent or guardian will be directed to a specific location where school staff will confirm a parent or guardian's information.

3. Once their information is verified, the parent or guardian waits in a designated area while their student is escorted to the parent or guardian. At no point should a parent enter a secured area where students are located.

4. Once reunited and the child has been signed out, the parent and student will leave the building through designated doors.

- In the majority of incidents, parents or guardians will have to pick up students who walk or get a ride home from school. Students who ride buses can ride the bus unless parents are otherwise notified. Buses may be delayed due to the incident.

- If a parent/guardian is unavailable to participate in reunification, please call the school as soon as you are notified that reunification is taking place to tell staff who will be picking up your child.

- Students who drive themselves to and from school can drive themselves home after they sign out at the reunification site. Drivers cannot take other students home unless those students' parents have called the school to approve this action.

- At high schools, school staff may ask students to call parents and advise them of their location during an evacuation or reunification. Employees will verify the parent has received the information.

## How to get information about a critical incident

- If there is a lockdown or other urgent situation, information will appear in a banner across the screen when you visit the D51 website at [www.d51schools.org](http://www.d51schools.org). Visitors will have to click out of the banner to view the rest of the website.

- Make sure your child's school has correct and updated contact information for you. That includes your home and cell phone numbers and email address.

- Call the Safety Office at 254-5103 or the Communications Office at 254-5114. Please keep in mind that both of these offices will be busy responding to the incident and staff may be unavailable.

- Check @district51 on Twitter, [Facebook.com/schooldistrict51](https://www.facebook.com/schooldistrict51), and [www.d51news.org](http://www.d51news.org).



**Remember, it's always Safe2Tell**  
Report bullying, school threats, weapons, fighting, and more to:

- [www.safe2tell.org](http://www.safe2tell.org)
- 1-877-542-7233
- By text on the safe2tell app

Crime tips can also be reported to Crime Stoppers of Mesa County at 241-STOP or [www.241stop.com](http://www.241stop.com).



## The Parents Guide: What to do During a Critical Incident

