



## Estes Park School District Emergency Management Plan

### **Purpose**

In support of EPSD's vision of providing *Excellent Educational Experience for Every Student Every Day* and EPSD's mission to provide a safe and challenging environment that allows for all children to learn and become productive, responsible citizens, it is the goal of this Emergency Management Plan to provide a safe environment for all in our EPSD family. The ability to prevent, mitigate, respond to and recover from school emergency and disaster situations is essential to achieving this goal. The purpose of this plan is to assist school personnel to recognize and respond appropriately to crisis and emergency situations in an effort to maximize the safety and welfare of all. This serves as a general framework for decision making and staff, students and visitors should be confident in their skills to make life preserving decisions.

**If there is an emergency, call 911**

### **School Emergency Supplies “Go Bags” and School “Go Kits”**

“Each public school, at least every academic term, is required to inventory emergency equipment and review communications equipment and its interoperability with affected state and local agencies.” (Senate Bill 08-181)

The Principal or designee should immediately instruct office staff and teachers to access emergency response supplies if safe to do so. This includes the school’s emergency “Go Kit”, visitor’s log, student rosters, and classroom “Go Bags”. Take these supplies with you if the school is evacuated. Schedule and complete, once per semester, an inventory of emergency and communications equipment to ensure readiness and interoperability with the community’s law enforcement/fire responders. The first inventory should occur no later than **September 30** for each calendar year. The second inventory should occur no later than **February 15**, for each calendar year. In order for schools to ensure compliance with the aforementioned requirements, at a minimum, the following emergency equipment shall be inventoried and kept updated and replaced as necessary by each school. Some schools may have additional emergency equipment specific to their individual needs which shall also be inventoried and updated.

#### **Supply Recommendations for the Whole School “Go-Kit”**

- ☐ This District Emergency Management Plan
- ☐ District Radio
- ☐ Laminated building floor plan that identifies: shut-off valves for gas, power, water, HVAC, directional compass, building exits and electronic card readers, fire extinguishers/AED,
- ☐ Bullhorn/extra batteries
- ☐ Documentation materials such as notepads, pens, pencils, markers, etc.
- ☐ First Aid Supplies including a tourniquet, triangular bandages, gauze pads
- ☐ Flashlights/extra batteries
- ☐ Student Rosters and emergency contacts
- ☐ Staff cell phone listing with emergency contact cell phone number
- ☐ Student Medical Plans/special needs
- ☐ List of mobility-impaired staff/students requiring assistance
- ☐ Significant health needs list or student health action plans
- ☐ Telephone numbers/extensions for all classrooms
- ☐ Visitor sign-in log/attendance rosters
- ☐ Hand wash
- ☐ Disposable gloves
- ☐ Crackers
- ☐ Water or juice boxes
- ☐ Fast acting sugar source (frosting/glucose gel)
- ☐ Plastic waste bags
- ☐ Paper towel roll

School personnel may collect student inhalers, Epinephrine, and diabetic supplies if there is adequate time during the evacuation. Otherwise, plan on EMS support to provide for student assessment and medication administration during an emergency.

### **Classroom “Go Bags”**

- ☐ Updated Class Roster
- ☐ Laminated Building Floor Plan & Evacuation Map identifying teacher’s specific location, directional compass, building exits, fire extinguishers, AED location
- ☐ Staff cell phone listing with emergency contact cell phone number
- ☐ Documentation materials such as notepads, pens, pencils, markers, etc.
- ☐ Small flashlight
- ☐ Fast acting sugar source (frosting/glucose gel)
- ☐ Plastic waste bags
- ☐ Basic first aid supplies such as bandages
- ☐ Water or juice boxes
- ☐ Laminated Red Card/Green Card

## **Red Card/Green Card System**

### **Green Card**

Evacuation - Held up by a teacher at an outside assembly or reunification area to indicate that all students/staff/visitors are accounted for and no assistance is needed.

Shelter - Held up by the teacher in an area of refuge to indicate that all students/staff/visitors are accounted for and no assistance is needed.

Hold, Secure, Lockdown - do not use green card

### **Red Card**

Evacuation - Held up by teacher at an outside assembly or reunification area to indicate that assistance is needed, (eg. student/staff/visitor is not accounted for, there is an injury, need to communicate information).

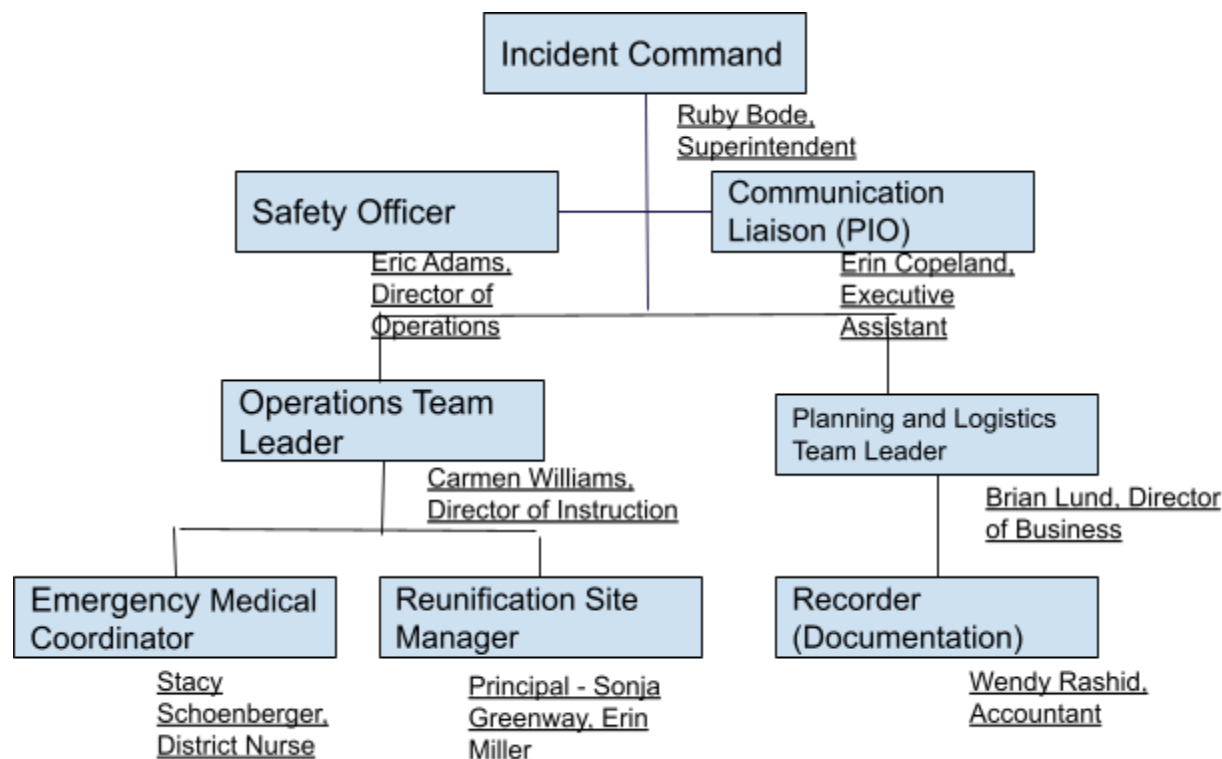
Shelter - Held up by teacher in area of refuge to indicate that assistance is needed, (eg. student/staff/visitor is not accounted for, there is an injury, need to communicate information).

Hold, Secure, Lockdown- do not use red card

### Follow the Incident Command System

We must be prepared to respond in partnership with our local, State, and Federal agencies. As partners, we must respond together in a seamless, coordinated fashion using the same terminology and approach. The Incident Command System, or ICS, is a standardized, on-scene, all-hazard incident management approach. ICS allows school personnel and community responders to adopt an integrated organizational structure that matches the complexities and demands of the incidents without being hindered by jurisdictional boundaries. The ICS structure is flexible. It can grow or shrink to meet different needs. This flexibility makes it a very cost-effective and efficient management approach for both small and large situations. In the event of a school emergency, the Principal or their designee will function as the school Incident Commander (IC). The Principal will also activate the School Response Team (SRT) and refer to the school's Emergency Operation Plan (EOP) for further information and instruction. Principals should expect to transfer incident command to emergency responders as they arrive at the site, including fire, law enforcement, and/or the District Incident Commander. In a fire, the expertise/authority of firefighters will lead the way. In the event of a criminal incident, law enforcement will be in command.

In a large-scale emergency, a unified command structure will be in place, with the District Unified Commander directing District resources and coordinating with city and county command staff and the Principal/School Administrator. With the leadership of the SRT, school staff will be responsible to account for and supervise students, coordinate students reunification with their parent/guardian, and other duties assigned.



School Response Teams must fill out the **Emergency Response and Incident Management Preparedness Template** found in Appendix A and submit it to the Superintendent no later than September 1st each school year.

## **Decision Making Protocol**

### **If there is an emergency, call 911**

#### **Is the building safe? (Evacuate or Lockdown)**

This is a critical decision, and the first decision to be made during an emergency. Should we lockdown, seek shelter, evacuate, secure the perimeter?

#### **Support Health Needs and Provide Emergency First Aid**

Attend to injuries of students, staff, parents, or visitors until emergency responders arrive. Each School's **Emergency Response and Incident Management Preparedness Template** identifies key responders in each building who are trained in CPR and First Aid.

#### **Communicate Accurate and Appropriate Information**

Identify who will be the office source of school and district information and how they will be provided with accurate and appropriate information. Ensure that parents/guardians and community members will receive timely, accurate, and useful information about an unfolding situation. Refer all media inquiries to the **District Communications Point of Contact**.

#### **Document Your Actions**

Identify who will document actions taken during the response. This will provide a record of key decisions, actions and timeline. Keep all original notes and records as these may be considered legal documents. The principal is responsible for collecting and filing all documents.

## **Standard Response Protocols (SRPs)**

The next several pages include EPSDs Standard Response Protocols or SRPs. All staff members must be knowledgeable and trained in the district SRPs and three must be posted and visible in every classroom: Safety Drill Codes, ALICE, and Safe-2-Tell.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults





## If you see something, Say Something...

SAFE2TELL® is designed to help YOU anonymously report any threatening behavior that endangers you, your friends, your family, or your community.

All Estes Park Schools students are provided the Safe2Tell app on their iPads.



See it.



Report it.



Stop it.

**Anonymous Report Concerns 24/7:**

**safe<sup>2</sup>tell  
Colorado**

**1-877-542-7233**

**safe2tellco.org**

**Apple Store & Google Play**




# SECURED FRONT ENTRY

## UNKNOWN PERSON

Must present ID to camera, confirm identity, provide reason for entry/visit to building.

If visitor is unknown without proper ID but gives valid reason for visit, contact principal to meet them at the door.

 If unknown person cannot give you a reason or person they are there to meet, or are suspicious in any way, do not let them in, contact your building principal or designee.

Building principal or designee will contact the Superintendent to report the incident.

Call 9-1-1, SRO/police as appropriate.

## KNOWN PERSON

Activate door and allow entry (after person has been properly identified). Address them by name when possible.

Special Event

Proceed to office for visitor/volunteer check-in.

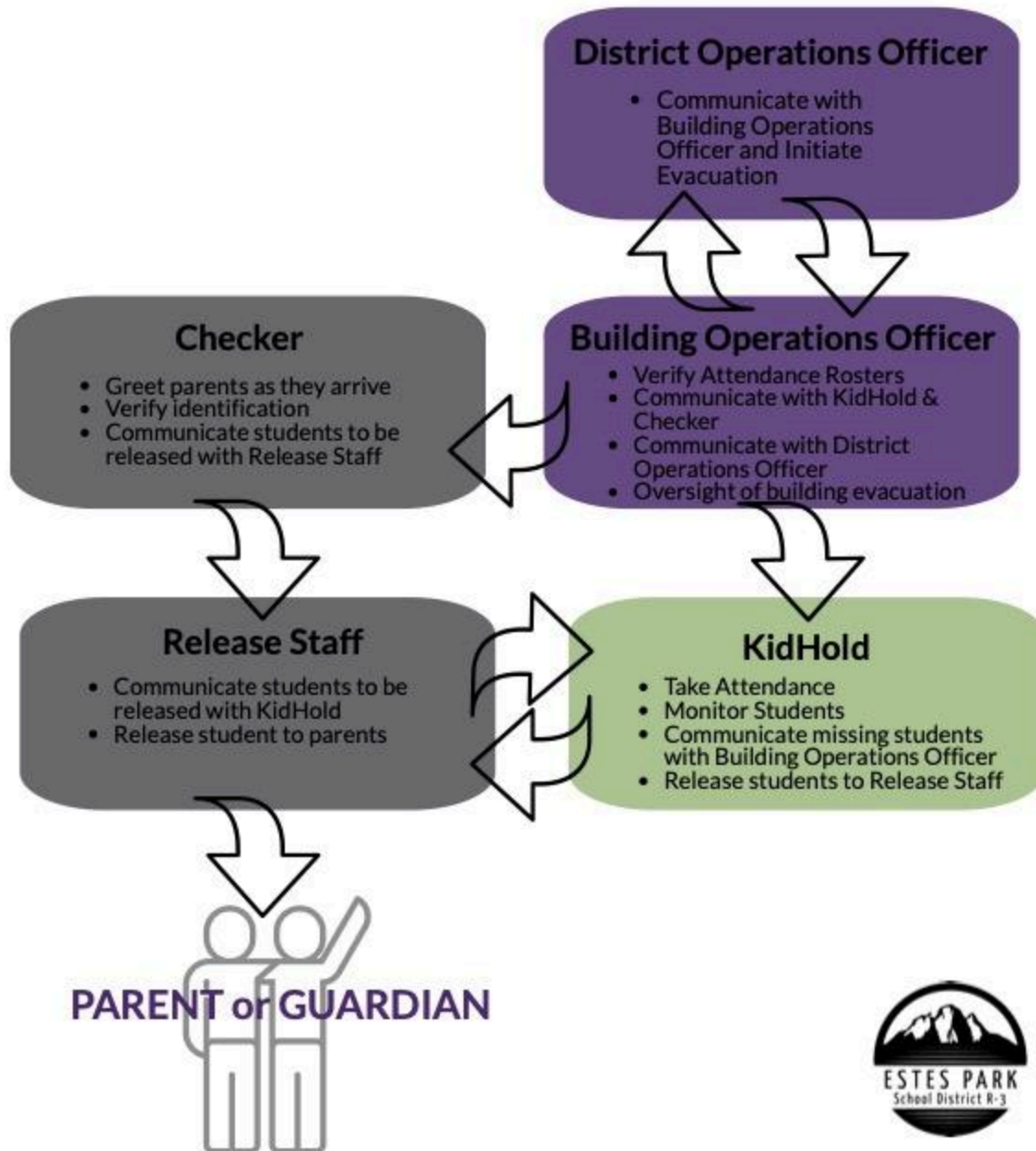
Front door may remain open for limited time with proper staff supervision

**REMEMBER:**  
**Building Safety**  
**is everyone's**  
**responsibility**





# Building Evacuation Protocol



## **Use Common Terminology to give Directives**

Principals or administrators must quickly assess the situation and decide what plan of action will best provide safety and protect property. Determine if the building is safe and can students/staff shelter in the building safely. This will result in a key decision of whether or not to stay in the school or evacuate. If the school building is safe, the decision will be to Hold, Secure, Lockdown or possibly Shelter. If the school building is not safe, the decision will be to Evacuate to your offsite location.

Always use common terminology when directing staff and students during an emergency. **Be Specific and say it 3 times or more.**

### **To Activate the School Response Team (SRT)**

“Attention Staff. Please listen closely. Members of the primary School Response Team (SRT), please come to the main office immediately.” (Repeat at least three times)

### **To initiate the Hold in place “HOLD!”**

- In your room or area. Clear the halls.

### **To Initiate a School Lockout “SECURE!”**

- Get inside. Lock outside doors.

### **To Initiate a School Lockdown “LOCKDOWN!”**

- Locks, lights, out of sight.

### **To Initiate the Evacuation of the Building “EVACUATE!”**

- A location may be specified

### **To initiate a School Shelter in Place “SHELTER!”**

- Use appropriate safety strategy for the hazard

## **Student Reunification**

Student reunification procedures are used to ensure a safe, secure and orderly means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds are unsafe and an unscheduled release or release from an off-site evacuation/reunification area is necessary. The SRT (School Response Team) will coordinate reunification efforts.

The School Principal or their designee will:

- Determine if the planned primary reunification site is appropriate and ensure that there is a safe evacuation route. If not, they will choose the secondary or other reunification site.
- Notify the contact person at the relocation site to prepare for the arrival of students. The person is listed in the School's Emergency Response and Incident Management Preparedness Plan.

### **Operations Leader**

The Operations Section under Incident Command (IC) will coordinate the reunification of students, parents and legal guardians. This may include arranging buses and transportation. All students must be accounted for and reunited with their legal guardians in an orderly manner. Each parent or legal guardian must be identified and sign out their child. The Operations Leader will:

- Secure a reunification site for arriving students and staff with the assistance of law enforcement.
- Set up a student release area where students will be escorted to meet their parents/guardian.
- Set up an adult check-in area for parents/guardians to sign-in and for staff to check identification.
- Direct staff to escort the parent/guardian of any injured, missing, or deceased to a private area for crisis response to provide notification.
- Direct staff to calm waiting parents/guardians and explain that an orderly process is required for safety and accounting of students.

### **Note to Parents/Guardians**

In the event of a school emergency, please refrain from immediately responding to the school, as doing so may impede the timely deployment of emergency services and compromise the safety of students en route to the evacuation site. After the completion of rostering, ensuring that all students are safely accounted for, and confirming that the environment is secure, the reunification process will be initiated. At this point, you will be notified to proceed to either the school or the designated reunification site to be reunited with your child. In a reunification event, all students must be picked up by a parent, guardian, or emergency contact. Only students 18 years or older are allowed to check out themselves.

### **Protocol for Reports of a Suicidal Student**

Students often give warning signs if they are considering suicide. Every situation is different, and the response often requires professional judgment. The complexity of suicidal behavior warrants consultation with appropriate colleagues. Whenever possible, suicidal behavior should be treated as a medical concern rather than a legal concern.

Due to the potentially tragic outcome of a student's actions, District staff is expected to follow the district protocol regarding suicidal behaviors.

### **During School**

- A student comes to the attention of a staff member:
  - Student self-reports suicidality
  - A peer reports that another student is suicidal
  - Staff notices warning signs or has concerns about a student being suicidal
- If the student is with you, escort them to the Counselor's office or front office. *Do not leave the suicidal student alone.*
- If the student is not with you when you get the information, immediately notify the Counselor or Administrator in your building. They will take the appropriate next steps to ensure the student's safety.
- If you are a teacher or non-mental health staff your role in this process ends here. Upon completion of intervention you will be notified of pertinent Safety Plan information.

### **Suicide Screener and intervention:**

- Two qualified staff (i.e. School Counselor, Social Worker, Psychologist, etc.) will conduct a suicide screener with the student to determine the level of risk and intervention needed ([CSSR-S](#)), this may include, but is not limited to:
  - Notify parent/guardian
  - Creation of a Safety Plan with the student and parent/guardian
  - Parent/Guardian taking student to see outside counselor/therapist
  - Parent/Guardian taking student to an ER or Crisis Center for further evaluation
  - SRO or other police staff supporting transportation of student to an ER or Crisis Center
- Additional steps to be taken:
  - Building Administration should promptly be notified if a screener is conducted
  - Parents/Guardians should promptly be notified if a screener is conducted
  - If the student has an IEP, the psychologist should be notified of the situation

### **Post suicide assessment care coordination:**

- Pertinent safety plan information needs to be communicated with teachers and staff who work with the student no later than the next school day
- School staff will follow the Safety Plan for at least 2 weeks. The plan will be reviewed, revised, and updated as needed.

- If the student is taken to the ER, Crisis Center, or has been hospitalized, a signed ROI will be secured from the parent/guardian to gather information and recommendations for a school safety plan. If no plan was created, one should be created upon student's re-entry.

### **After-hours Report**

Steps staff should take if they receive a report after-hours (*staff are not held liable for crisis response after hours. Students and/or caregivers should contact 911 or other appropriate crisis lines.*):

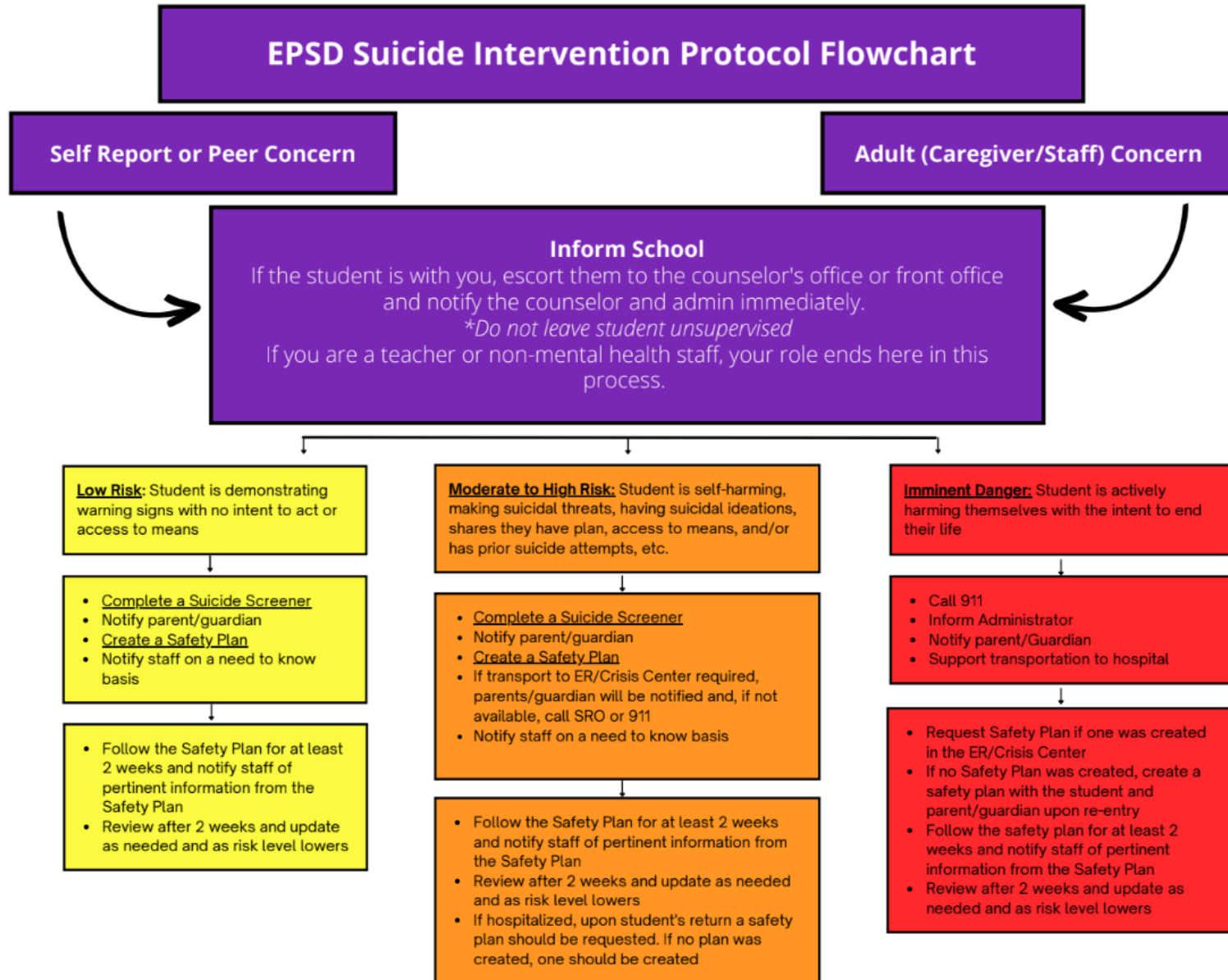
- Notify the building Administrator and/or the SRO of the report, from there, they will take the appropriate next steps. If they are not reachable, contact the EPPD Non-emergency line (970) 586-4000 and they will manage the situation.
- The Administrator or the SRO will notify the student's parent/guardian of the situation
- The Administrator and SRO will coordinate with the police (and if the SRO is not involved, the Administrator will contact the non-emergency police line to conduct this coordination). EPPD Non-emergency line (970) 586-4000.
  - Report any information you have, including past suicide attempts or other concerns you have
  - Police may conduct a welfare check on the student or coordinate with their Mental Health Therapist Co-Responder

### **Trauma Response Team**

The mental health crisis response team is a team of staff members that responds with support and resources for our staff, students, and families during and after a crisis or tragedy.

Trauma Response Team	
Sundee Pietsch	Director of Student Services
Christian Woods	Social Worker
Ashley Silva	EPES Counselor
Korinna Light	EPES Counselor
Stacey Fair	EPMS Counselor
Stephanie Mabry	EPHS Counselor
Stacy Schoenberger	District Nurse
Stefanie Hudson	District Psychologist
Kim Bessette	Board Certified Behavior Analyst
Eve Medina	District Behavior Interventionist & Coach





**After School Hours:**  
If there is an immediate threat Call 911. Notify Administration via Safe2Tell, phone call, text, or email.  
Provide all information that may relate to other students to your School Counselor the following school day to ensure all students are safe and have appropriate support.

### **Threat Assessment Protocol**

The Safe School Initiative began in 1999 to help prevent targeted school violence. The Safe School Initiative promotes actions that educators, law enforcement and other community members can use to respond and be proactive to the problem of targeted school violence. EPSD, in collaboration with community resources, has a threat assessment process in place that includes:

- Evaluating available information that indicates that there is a risk of a threat by using the CDE Safety Resource Center Threat Assessment Screening Tools
- Use the CDE Safety Resource Center Full Threat Assessment Protocol to develop strategies to prevent potential threats to individuals or school attacks from occurring.
- Use the CDE Safety Resource Center Response Management Plan to create intervention plans for everyone involved.

### **FERPA and Threat Assessments**

There are exceptions under FERPA for schools when student information is related to preparing for and addressing situations that threaten the health or safety of the campus community. An educational agency or institution may disclose personally identifiable information from education records without consent to threat assessment team members who are not employees of the district or institution if they qualify as “school officials” with “legitimate educational interests” under § 99.31(a)(1)(i)(B). To receive the education records under the “school officials” exception, members of the threat assessment team who are not school employees must be under the direct control of the educational agency or institution with respect to the maintenance and use of personally identifiable information from education records. For example, a representative from the city police who serves on a school’s threat assessment team generally could not redisclose to the city police personally identifiable information from a student’s education records to which he or she was privy as part of the team during the initial discussions about a particular student. However, once the threat assessment team determines that a health or safety emergency exists, he or she may disclose personally identifiable information from a student’s education records to appropriate officials under the health or safety emergency exception under §§ 99.31(a)(10) and 99.36.

### **Timely Warnings and Emergency Notification**

Under the Clery Act, postsecondary institutions must provide timely warnings to alert the campus community of certain crimes in a manner that will aid in the prevention of similar crimes. These crimes include all of the Clery Act crimes under 34 CFR § 668.46(c)(1) and (c)(3)7 that are reported to campus security authorities or local police agencies and that are considered by the institution to represent a threat to students or employees

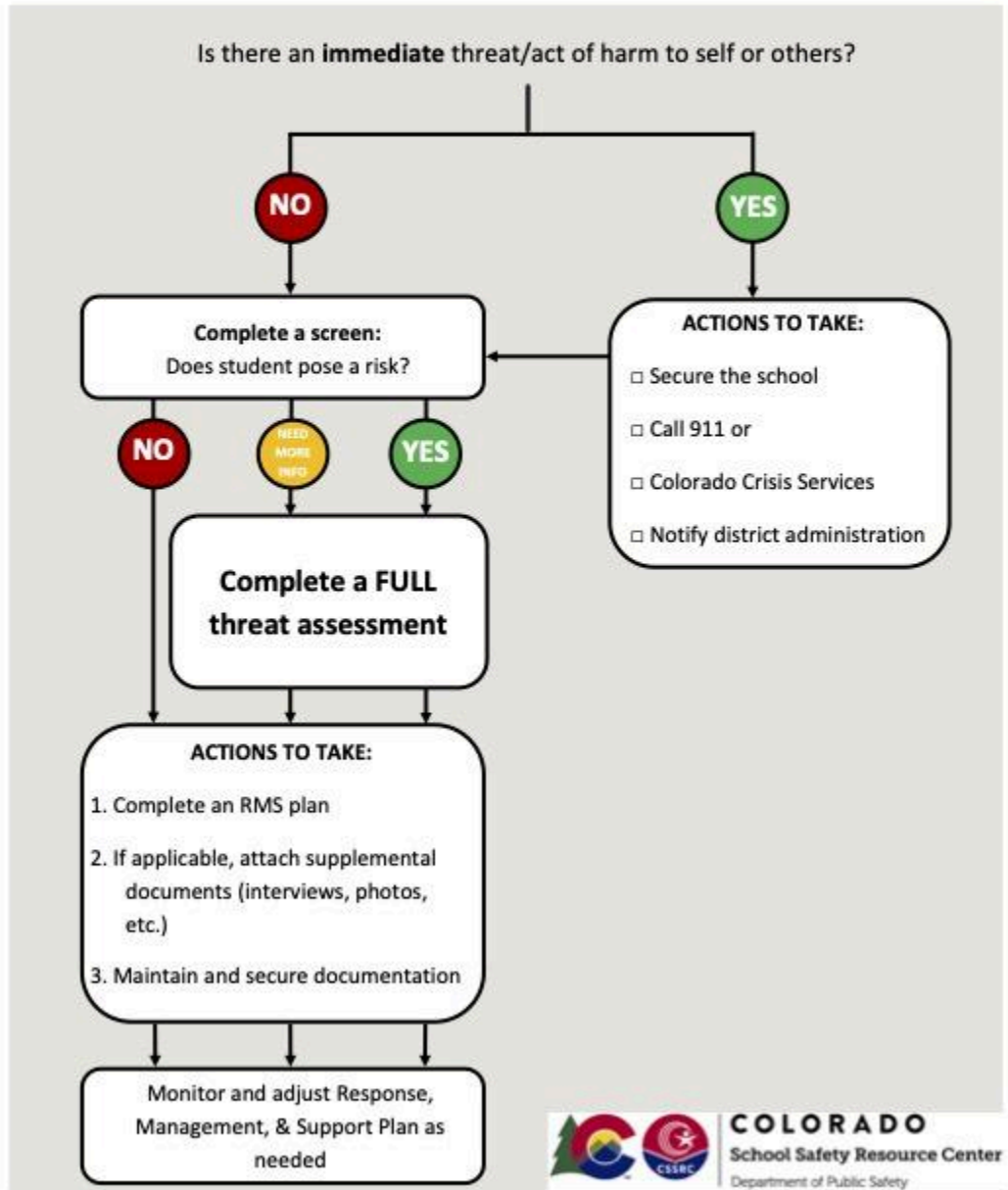
(e.g., an active shooter on campus or a string of robberies in an area frequented by students). Under the HEA, postsecondary institutions must develop and disclose a statement of policy describing how the institution will handle emergency situations occurring on the campus that present an immediate threat to the health or safety of students or employees. Under 34 CFR § 668.46(g), an institution must include a number of elements in its policy statement, such as the procedures that the institution will follow upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus; the process the institution will use to inform the campus community of the situation; and the procedures for disseminating emergency information to the larger community. The emergency situations covered by this requirement include natural and other emergencies and not just criminal activity. FERPA does not conflict with the timely warning or emergency notification provisions of the Clery Act. FERPA allows the release of personally identifiable information in the case of an emergency without consent when needed to protect the health and safety of others. When a postsecondary institution sends out a timely warning in response to an emergency, or sends out an emergency notification in accordance with its stated emergency notification procedures, the FERPA health or safety emergency exception would apply.

Staff members from every school are included on the District Threat Assessment Team. All members of the Threat Assessment Team are trained by CDE School Safety Resource Center.

District Threat Assessment Team	
Sundee Pietsch	Director of Student Services
Paul Mieszala	School Resource Officer
Stefanie Hudson	District Psychologist
Christian Woods	District Social Worker
Erin Miller	EPES Principal
Sonja Greenway	Principal of Secondary Schools
Andrea Sporleder	EPES Assistant Principal
Mary Barron	EPMS Assistant Principal
Ryan Harris	EPHS Assistant Principal
Eric Adams	Operations Manager
Ashley Silva	EPES Counselor
Korinna Light	EPES Counselor
Stacey Fair	EPMS Counselor
Stephanie Mabry	EPHS Counselor

# Threat Assessment Flowchart

Follow the steps below to determine how to assess a threat or act of harm to self or others.



Make a Report. Make a Difference: Anonymously report any issues that concern or threaten you. Safe2Tell: Call 1-877-542-SAFE (7233)

**For Emergencies Call 911**

**Critical Contact Information**

Non-Emergency Police	970-586-4000
Safe-2-Tell	1-877-542-7233
Poison Control	1-800-222-1222
Child Protective Services	1-844-CO-4-Kids
Larimer County Public Health	970-498-7000
Colorado Crisis Services	1-844-493-8255
Estes Valley Crisis Advocates	970-577-9781