



FAMILIES FIRST

A Parent's Guide to Emergency
Communications



wps.org/alerts

[@westminsterpublicschools](https://twitter.com/westminsterpublicschools)





SAFETY FIRST

Your child's safety is our highest priority. Westminster Public Schools works closely with the Westminster Police Department and Adams County Sheriff's Office, to prepare and train for various emergencies on a regular basis.



STAY HOME, STAY INFORMED

Emergency personnel can better respond to a situation when they have a clear route to the school — less traffic means better access for responders. Information will be shared with impacted families as soon as possible and will be updated regularly.

HOW WE REACH YOU



Be sure to use the Parent Portal to confirm that your email and phone number are up to date.



wps.org/alerts



Cell phone text



Email



Phone call



Preparation is the key to effective response in case of an emergency. Drills help our staff and students respond quickly, calmly, and safely to a variety of hazards.



Hold

Hold is called when the hallways need to be kept clear due to a situation. Students and staff are instructed to clear the halls and remain in a classroom until the situation is resolved.

Examples:

- Medical situation in hallway allowing responders clear access

DISTRICT ACTION:

Monitoring

PARENT ACTION:

Remain home unless told otherwise

How will you know?



Further communication if situation impacts daily operations.



Secure

Building locked, students brought inside as a precaution due to activity in the area.

Examples:

- Law enforcement activity nearby
- Report of dangerous wildlife in area

DISTRICT ACTION:

Monitoring

PARENT ACTION:

Remain home unless told otherwise

How will you know?



Further communication if situation impacts daily operations.



LockDOWN

Danger inside or very near building. Locks, Lights, Out of Sight.

Examples:

- Threat inside school
- Emergency or dangerous situation very near the building

DISTRICT ACTION:

Active with district and emergency responders

PARENT ACTION:

Remain home unless told otherwise

How will you know?



Updated communication as situation progresses.



Evacuate

Students and staff moved to a new or safe location.

Examples:

- Gas leak in school
- Unsafe situation near school affecting release time

DISTRICT ACTION:

Active with district and emergency responders

PARENT ACTION:

Remain home unless told otherwise

How will you know?



Updated communication as situation progresses.



Shelter

Students and staff take safe shelter.

Examples:

- Tornado, earthquake or other natural events

DISTRICT ACTION:

Active with district and emergency responders

PARENT ACTION:

Remain home unless told otherwise

How will you know?



Updated communication as situation progresses.



Reunification

As a result of any of the above scenarios, students may need to be reunified with parents through a controlled release at the school or a reunification at an identified location.

DISTRICT ACTION:

Active with district responders

PARENT ACTION:

Once told, meet at specified location

How will you know?



Updated communication as situation progresses.



OUR COMMITMENT



Westminster Public Schools, the Westminster Police Department, and the Adams County Sheriff's Office share a strong commitment to keeping our students, staff, and schools safe. This responsibility is one we take seriously, and it is strengthened through ongoing communication, collaboration, training, and coordinated emergency planning.

Whenever a safety concern is reported, our school and law enforcement teams work together to evaluate the available information and determine the appropriate response. Every report is taken seriously. Although circumstances may vary, our shared priority remains the same: protecting students and staff while providing accurate, timely information to families.

During an emergency or developing situation, some details may not be immediately available or may need to remain confidential while law enforcement conducts its work. Westminster Public Schools will communicate confirmed information through official district channels and provide updates as additional details become available.

Families and community members are essential partners in school safety. We encourage everyone to report concerning behavior, threats, or unusual activity to school officials, law enforcement, or Safe2Tell Colorado. During an active emergency, families can further support the response by remaining away from the school, keeping phone lines open, monitoring official communications, and following any instructions regarding dismissal or student reunification.

Together, Westminster Public Schools, the Westminster Police Department, and the Adams County Sheriff's Office remain committed to maintaining safe, welcoming learning environments throughout our community. We appreciate your trust, vigilance, and continued partnership.

