

## SRP – Standard Response Protocol

Our school is expanding the safety program to include the **Standard Response Protocol (SRP)**.

The SRP is based on four actions: Lockout; Lockdown; Evacuate; and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom:

**Lockout** – “Secure the Perimeter”

**Lockdown** – “Locks, Lights, Out of Sight”

**Evacuate** – “To the Announced Location”

**Shelter** – “Using Announced Type and Method”

### **What to do during an Emergency:**

*Do not call the school*, as we may need to keep the phone lines clear. Tune in to local radio stations for updates and instructions. Check our School or District website for any information or directions that have been posted:

[www.cortez.k12.co.us](http://www.cortez.k12.co.us)

When the all clear is given for parents to pick up their child(ren), **be prepared to show identification.**

### **WHAT YOU CAN DO NOW:**

*Be sure your school office always has updated telephone numbers for your family and emergency contacts. Read this brochure and become familiar with the procedures that are listed here. Please call to share information about harmful behaviors or any concerns you may have.*

MCSD Administration: 970-565-7522

## STUDENT SAFETY

The goal of the District is to prepare our students for the future. That means we need to provide a safe learning environment for them. In the event of an emergency situation, our school has two concerns:

1. To keep our students and staff safe; and
2. To keep parents and the community informed with *accurate* information.

We are striving to be as prepared as possible in order to respond in the best manner possible to an emergency.

The District has developed an emergency response protocol in connection with our local police, fire, emergency medical services and other responding agencies. We plan and execute drills for our students, teachers, staff and administrators.

### WHAT YOU CAN DO TO HELP:

- It is important that you inform the school office of any changes in your family’s work or home telephone numbers or emergency contact numbers.
- Our schools require visitors to check in at the office as soon as they enter the building. This allows us to keep an accurate record of who is in the building at all times. Whenever you will be visiting one of our schools, please sign in and get a visitor pass.
- Communication is important in the identification and prevention of potential issues. We encourage you to call and report any information that is related to the safety and welfare of students and staff in our schools.

# Parent Emergency Guide



Montezuma-Cortez School District RE-1

Information and  
guidelines to follow  
in case of a school or  
community emergency

2014-2015

### What is a Lockout?

During a lockout, school/classes function as usual, within the confines of the building. Students are not taken outside for recess or to classes that would require them to leave the building. A lockout takes place if a threat has been identified in the vicinity of the school. If there is hazardous material released into the atmosphere or if emergency agencies determine that evacuations or early dismissal could potentially place students in danger, the students will be kept within the confines of the building. During a lockout, students will not be released from school until the incident is over.

### What is a Lockdown, and what should I do if one is occurring at a MCSD school?

During a lockdown, all interior doors are locked and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building. A lockdown takes place if a threat or possible threat is identified inside the school.

If you are notified of a lockdown, do NOT go to the school. Stay in a location where you can get further information. Students will not be released until the incident has ended. Please do not call the school as it may be necessary to keep the telephone lines open.

### What is an Evacuation?

During an evacuation, students are sent outside to prevent harm/injury due to an emergency inside or in close proximity to the school, such as a fire.

If students must leave the school grounds for safety reasons, your student will be taken to a safe location.

### What is Parent-Child Reunification?

When students have been removed from the school, or when an emergency has occurred that affects the area around the school (such as a hazardous materials release), MCSD students will be taken to another location. Parents should go that location to pick up their student.

Remember, a student will **ONLY** be released to an adult who is listed as an emergency contact on school records, so **be sure to keep that list updated**. Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, passport or green card).



### Telephone Numbers:

MCSD Administration: 565-7522  
Beech Street: 565-7491  
Kemper: 565-3737  
Lewis-Arriola: 882-4494  
Manaugh: 565-7691  
Mesa: 565-7691  
Pleasant View: 562-4286  
Cortez Middle School: 565-7824  
Montezuma-Cortez HS: 565-3722

Poison Control: 800-222-1222  
Cortez Police Department: 565-8441  
Non-Emergency Dispatch: 565-8454

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