



# Estes Park School District Emergency Management Plan 2022-23

## **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
- Yellow safety vest

## **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.

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).

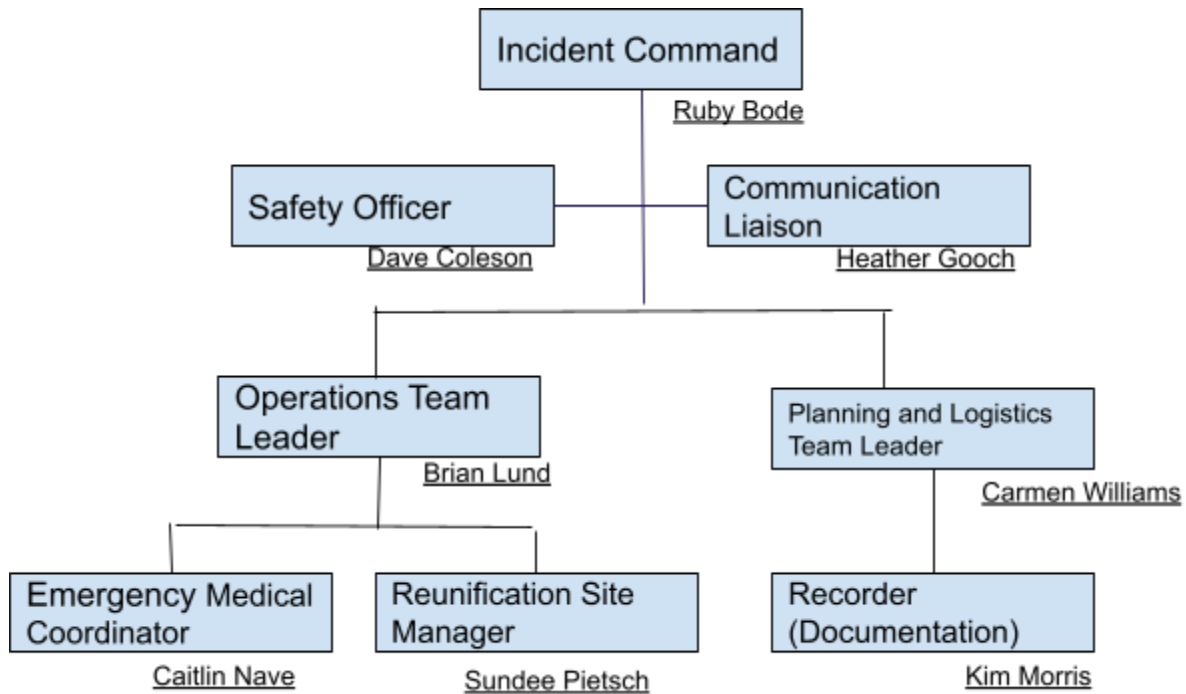
Shelter - Held up by teacher in area of refuge to indicate that assistance is needed, (eg. student/staff/visitor is not accounted for, there is an injury, need to communicate information).

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 and actions. 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.



# SAFETY DRILL CODES



## **CODE RED: ALICE (ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE)**

Present and immediate life-threatening situation on campus.



## **CODE GREEN: EVACUATE**

Dangerous situation in building or on campus. Leave the building as directed.



## **CODE YELLOW: SECURE PERIMETER**

Significant change or incident that may impact school community. Return to classroom.



## **CODE BLUE: SHELTER**

The need to move students and staff from an outside location to safety inside a building due to an immediate danger.





Alert  
Lockdown  
Inform  
Counter  
Evacuate



### **ALERT: your first notification of danger.**

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.



### **LOCK DOWN: Barricade the room. Prepare to EVACUATE or COUNTER if needed.**

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entry.



### **INFORM: Communicate the violent intruder's location & direction in real time.**

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions.

Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lock down and prepare to counter.



### **COUNTER: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.**

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.



### **EVACUATE: When safe to do so, remove yourself from the danger zone.**

ATI provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter. Did you know that you should break a window from the top corner as opposed to the center? Many useful techniques that civilians do not know exist and can save your life.

ALICE trainers teach strategies for evacuating through windows, from higher floors and under extreme duress.



## 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

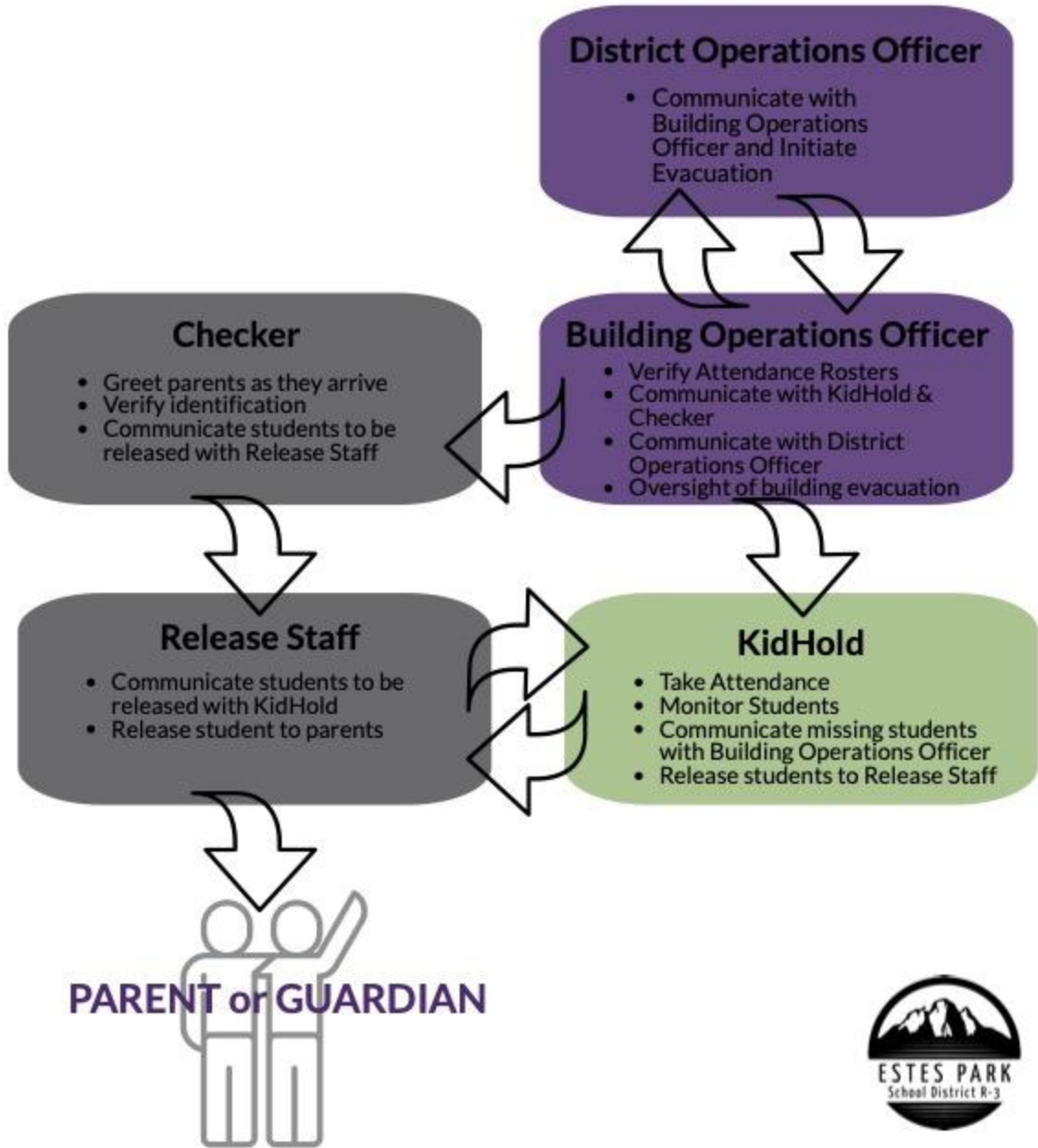
Proceed to office for visitor/volunteer check-in.

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 Lockdown, Lockout, or 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 twice.**

### **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 two times)

### **To Initiate the Evacuation of the Building (Code Green)**

“Attention staff, students and visitors! Please listen closely. Evacuate the school immediately. Teachers, take your class folder and attendance roster with you. Proceed to your designated on-site evacuation location outside of the building [name the site] or to the off site evacuation location [name the site]. Please evacuate now!” (Identify the location of any hazards, repeat at least two times)

### **To Initiate a School Lockdown (Code Red or ALICE)**

“Attention staff, students and visitors! Please listen closely.

- Lockdown, turn off lights, lock your doors, and get out of sight!” (Identify the location of any hazards, repeat at least two times) or
- There is a (name hazard) in the building at (location) assess your situation, lockdown, inform, counter, or evacuate if you are able, repeat at least two times.

### **To Initiate a School Lockout (Code Yellow)**

“Attention staff, students and visitors! Please listen closely. All students and teachers return to the inside of the school immediately.” (Identify the location of the hazard, repeat at least two times)

### **To initiate a School Shelter in Place (Code Blue)**

“Attention staff, students and visitors! Please listen closely. Shelter immediately to your designated or closest shelter area due to ....” (specify the weather, hazmat, or other situation)

## **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.

### **SRT Operations Coordinator**

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 Coordinator will:

- Secure a reunification site for arriving students and staff
- 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.

### **Parent Response and Reunification Guidelines**

Parent cooperation is paramount to our emergency response and overall safety of our schools. Please keep this information handy at home. If an actual emergency does occur, every parent must know how to respond. Your cooperation will be essential in the following ways.

#### **How to Check on Your Child**

1. In the event of an emergency, the school will be locked down and will not grant access to anyone but law enforcement. Coming to the school could be potentially

dangerous for parents and take emergency resources away from public safety. Immediately coming to school is not the appropriate response. Do not come to the school.

2. Telephone lines must be kept free for outgoing calls to emergency personnel. In a large-scale emergency, telephone lines may be busy and totally unavailable. Calling the school is not the appropriate response. Do not call the school.
3. Check your phone for calls/text messages from the school with updated information.
4. Check school social media accounts for updated information.
5. Call the School District Office, not the school directly, at 970.586.2361.

### **How to Pick Up Your Child in the Event of a Real Emergency**

1. Instructions for picking up children will be made available via phone or text message. In some cases, the students may be evacuated from the school grounds. The only way you will know where to pick them up is through this information.
2. Again, in most cases, the school will be locked down during and immediately following a crisis. No one, other than emergency personnel, will be allowed to enter until it is determined that conditions are safe. Furthermore, no students will be released to parents until the threat is over.
3. When it is safe to release students, there is a reunification plan. Parents need to be prepared to check in at the reunion point with identification. Students will not be released to anyone other than their parent or guardian unless we have written consent by the parent or guardian. This may seem inconvenient, however, we have learned that it can become very difficult to be aware of the whereabouts of every child, if children are sent with a neighbor or friend without the knowledge of their parents.
4. Information may seem slow getting to you due to the fluid and dynamic situation that will be taking place. Please understand, our first priority will be student safety. Once that is established, we can focus on sending updated information and reunifying parents and students.

Just as we prepare our students to properly respond to a lockdown drill, we feel that getting information to parents/guardians ahead of time will help our community be well prepared in the event of a school emergency. Another way you can help keep our School District safe is by encouraging your child to follow a simple principle taught by our School Resource Officer, "If you see something, Say something." If you or your child hear of concerning behavior or language, let school administration know right away. You never know what information will be the difference in keeping our students safe.



## **Suicide Behavioral Protocols**

Troubled 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.

- Staff members should familiarize themselves with the general warning signs of suicidal behavior. Following is a list of the most common signs:
  - Suicide threats
  - Previous suicide attempts
  - Statements revealing a desire to die
  - Sudden changes in behavior such as withdrawal, apathy, moodiness, anger
  - Depression, which may manifest itself in crying, sleeplessness, loss of appetite, and statements about hopelessness and worthlessness
  - A preoccupation with and asking questions about death
  - Trouble concentration and making decisions
  - Loss of interest in appearance
  - Taking unnecessary risks
  - Acquiring a weapon
  - Failing to take prescribed medications or follow required diets
  - Making final arrangements, such as giving away personal possessions
  - Sudden appearance of happiness and calmness after a period of some of the characteristics listed above
- All threats or warning signs must be reported immediately to the appropriate mental health professional in the building (counselor, social worker/mental health clinician, psychologist, nurse)
- Concerns must also be reported immediately to the building administrator
- The building administrator or designee should immediately notify parents of the concern/threat and recommend the parents have the student evaluated by an appropriate medical or mental health professional
- The building administrator or designee should document the parental notification in writing. Documentation should include the name of the person notifying, the date and time of notice by the school district employee, and the name of the parent/guardian. If multiple attempts to notify the parents/guardians are required, each attempt should be documented.
- The building administrator should notify those teachers or other staff members with a need to know so they are aware of the issue and can observe the student

for behaviors of concern. Those behaviors should be reported immediately to the designated mental health professional working with the student.

- The building administrator or designee should consider referring the student and their family to the school counselor, nurse, psychologist, social worker/mental health clinician, or additional outside mental health professionals for further discussion and resources.

If the student shows suicide warning signs, immediately:

- Escort the student to the office in a confidential manner.
- Ensure the student is seen as soon as possible by the appropriate mental health professional in the building (counselor, social worker/mental health clinician, psychologist, nurse).
- Remain with the student until appropriate contacts are made and they have been handed off to that appropriate contact.

If a staff member shows suicide warning signs, immediately:

- Bring the staff member to the main office in a confidential manner, offer support, voice concerns honestly and openly.
- Contact the Principal/School Administrator.
- Contact the spouse or appropriate family member.
- Contact a mental health professional in the building if appropriate (counselor, social worker/mental health clinician, psychologist, nurse)
- Document the situation and the response.

### **Mental Health Crisis 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.

2022-23 Mental Health Crisis Response Team	
Sundee Pietsch	Director of Student Services
Courtney Carroll	Mental Health Coordinator
Glen Mayes	Student Engagement Liaison
Ashley Silva	EPES Counselor
Samantha Becker	EPMS Counselor
Stephanie Mabry	EPHS Counselor

### **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

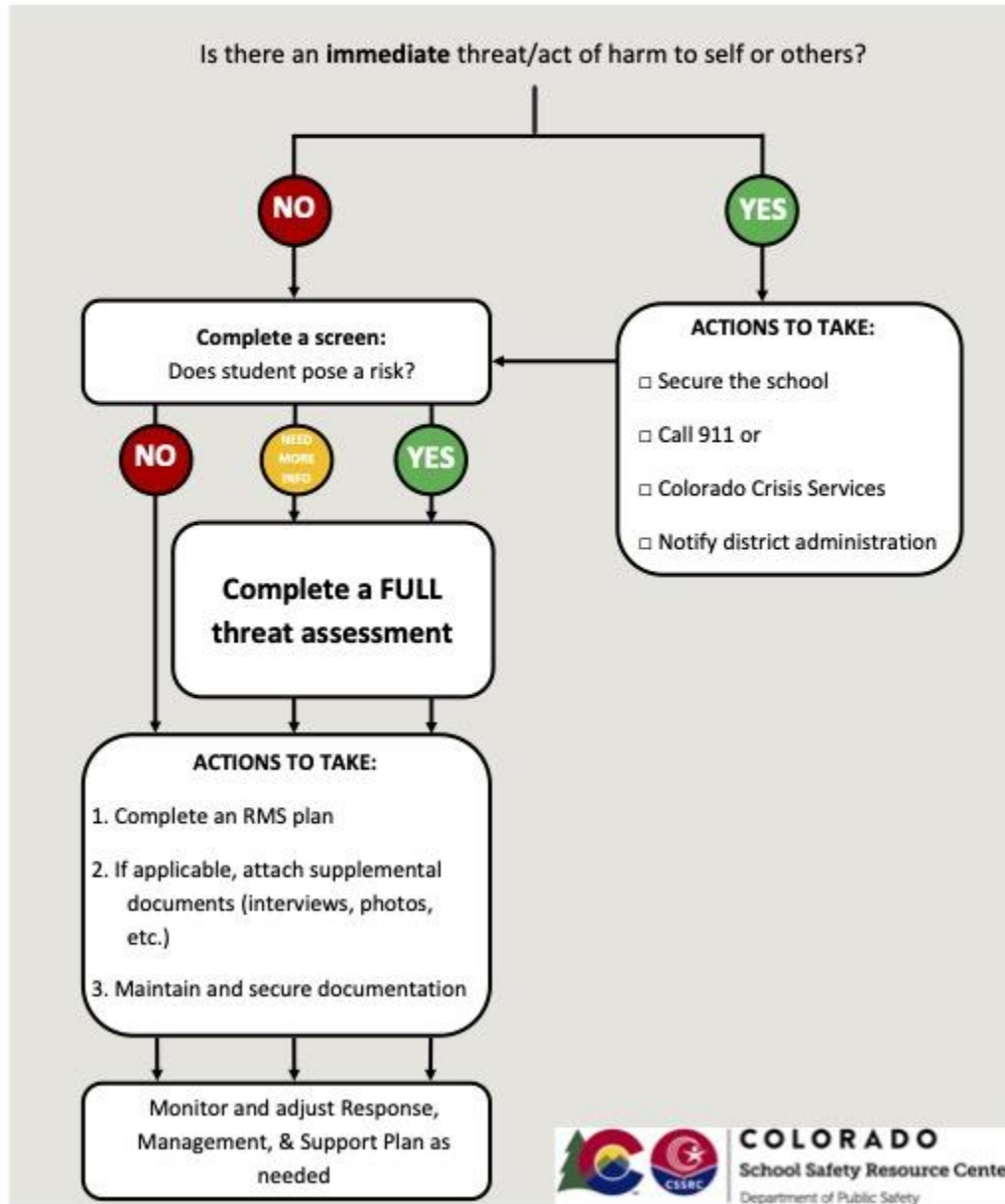
crimes. These crimes include all of the Clery Act crimes under 34 CFR § 668.46(c)(1) and (c)(3)7 that are reported to campus security authorities or local police agencies and that are considered by the institution to represent a threat to students or employees (e.g., an active shooter on campus or a 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.

2022-23 District Threat Assessment Team	
Sundee Pietsch	Director of Student Services
Paul Mieszala	School Resource Officer
Courtney Carroll	Mental Health Coordinator
Erin Miller	P-2 Principal
John Bryant	EPES 3-5 Principal
Sonja Greenway	EPMS Principal
Mary Barron	EPHS Principal
Dave Coleson	Operations Manager
Ashley Silva	EPES Counselor
Samantha Becker	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
Superintendent	970-556-4362
Superintendent Designee	970-290-6674
Facilities Management	970-481-0929
Telecommunications	970-481-1895
Information Technology/Cyber Security	970-481-1788
Mental Health Coordinator	361-772-2695
Bilingual Liaison (District)	719-321-5062
Communication Liaison	970-203-5458