

Crisis response & management in PSD

- Mitigation & Prevention
- Preparedness
- Response
- Recovery

Mitigation & Prevention, Preparedness, Response, and Recovery are the four main components of the Poudre School District *Crisis Management Plan* which aligns with national standards.

In addition to the district plan, each school has its own plan that revolves around these four components. Every year, these crisis response plans are reviewed and updated as necessary.



Poudre School District
Emergency Contact Number:

970-490-3333

This *In case of an emergency* brochure gives parents an overview of crisis response systems currently in place. Each school also has specific procedures in place that are designed for that site.

If you have questions, please contact your school, or call the PSD Security Department at 970-490-3523.



Security Department
Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80521
970-490-3523
www.psdschools.org

The contents of this *In Case of Emergency* brochure were developed under an Emergency Response and Crisis Management grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education and you should not assume endorsement by the Federal Government.

Design & Layout by Graphic Services 9/10/10

For parents and students in
Poudre School District

In case of an emergency...



What to expect in the event
of a school emergency
or crisis situation



Educate...
Every Child, Every Day



Stay or Go?

Poudre School District, along with local police, fire and emergency medical agencies, has developed a series of plans to use in emergencies and crisis situations. The plan and type of emergency or situation determine whether students and/or staff members remain inside a building (stay) or are evacuated from the building (go).

Stay

When it is not safe to leave the building, “stay” is the instruction or command given to the school site. There are three stay commands: “shelter-in-place,” “lockout” and “lockdown.”

Shelter-in-place – Students and staff stay in a safe area. Used during severe weather.

Lockout – Normal activities take place inside the school. Exterior doors are locked. Used when there is an incident outside the school, such as police activity nearby.

Lockdown – Students and staff are directed to a safe location inside the building. Exterior and

interior doors, windows, and access points are closed and locked. Used when a potential threat has been identified and containment may be necessary.

Go

“Go” is the command given for evacuating the area.

A District-wide Crisis Response Team (DCRT) works with the school's own CRT to help in emergency situations.

There are many situations where a school may be evacuated. In the event students and staff cannot re-enter the building in a short time, all school sites have procedures in place to evacuate to nearby facilities if necessary.

What to expect after a crisis occurs

The “Reunification Process” is a systematic approach to bring parents and students back together in the event of an emergency.

Once it is safe to reunite parents with students, parents and students go through the check-out process at a designated location.

Connecting parents with their children is a high priority and will be done as soon as it is safe.

Parents are notified of the designated location through one of the PSD communication sources.

Each school maintains a list of people authorized to pick up and transport your student. Whether you are a parent, guardian, or other “authorized person,” you must have proper identification in order to pick up your student(s).



Communicate

Parents have several ways to access information from Poudre School District in emergency situations:

- Access the PSD website www.psdschools.org
- Call PSD’s Customer Support Center at 970-490-3333
- Receive a call or voice mail from the school’s auto-dial message system
- Listen to local radio and TV stations
- Check your e-mail
- Watch PSD Channel 10 (Cable TV)

Many of these communication sources rely on accurate parent contact information. Please be sure your school has information that is up to date.

Know the plan

As with any good strategy, it is most effective when everyone knows the plan.

Schools practice a variety of “stay or go” drills throughout the year so that students and staff members will know how to respond in the event of a real emergency.

As a parent, you can learn more about the plan by checking with your school about their specific procedures, crisis response plans, and reunification process.



Depending on the emergency, students may or may not be allowed to use cell phones during a crisis situation.