

CRISIS RESPONSE PLAN



Lockout



Lockdown



Evacuate



Shelter

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INTRODUCTION

On any given day, “Safe, welcome and included” is a motto that can be heard at the Aspen Community School.

The first word of this motto, “safe,” was top of mind at the Aspen Community School (ACS) when the school renewed its commitment to school safety in the fall of 2015 by updating the Crisis Response Plan that you are reading today.

The ACS Crisis Response Plan is designed to provide a framework for planning, mitigation, response, and recovery when dealing with a crisis. It allows us to realize our #1 priority: keeping students and staff safe, while at the same time to comply with State law. The plan is based upon the Standard Response Protocol, the gold standard of emergency response models for schools, created by the I Love U Guys Foundation.

This plan was developed by the ACS Emergency Team, all of whom have received training from the Federal Emergency Management Agency (FEMA) in the Incident Command System for Schools and Multi-Hazard Emergency Planning for Schools, as well as basic first aid.

The Emergency Team collaborated with the Colorado School Safety Resource Center, Pitkin County Sheriff and Emergency Management Departments, the Aspen Police Department, and the Aspen School District in the development of the Crisis Response Plan.

ACTION OVERVIEW

It is critical to ensure that clear, practiced and easy-to-follow procedures are in place during a crisis in order to protect and keep safe students, staff and visitors on the ACS campus.

There are four basic “actions”:



Lockout - “**Lockout! Secure the perimeter.**” Used when there is an immediate threat or hazard outside of the school building to bring students and staff into the building as quickly as possible and lock all outside access points.



Lockdown - “**Lockdown! Locks, Lights, Out-of-Sight!**” Used when there is an immediate threat or hazard *inside* of the school building or on school grounds to hide as many students/staff behind locked doors in the quickest time possible.



Evacuation - “**Evacuate! followed by Type/Location.**” Used when there is an immediate need to move everyone from one location to a different location, whether in or out of the building, or off of school grounds, in an orderly manner.



Shelter - “**Take Shelter! followed by Type/Method.**” A *Shelter* action is used when conditions outside are unsafe due to community event/incident or weather and the best means of protection is to take shelter within the school facilities.

Communication is essential in a crisis situation. The executive director, principal, staff, school resource officers, law enforcement, emergency management and the fire department are all primary contacts for others to relay vital information that must be shared.

Response – A critical ingredient in a safe school is the uniform classroom response to an incident at school. This protocol is based not on individual scenarios but on the response to any given scenario. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

Demand – This protocol carries an obligation from all involved. Kids are smart. An implicit part of the protocol is that authorities and teachers tell students what’s going on; certainly, tempered at the elementary school level. But middle school students need accurate information for the greatest survivability, to minimize panic, and to mitigate recovery.

Benefits of using this protocol become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. This protocol also allows for more predictable series of actions as an event unfolds.

LOCKOUT



LOCKOUT

CONDITION

A *Lockout* condition occurs when there is an immediate threat or hazard **outside** of the school building. *Lockout* action uses the security of the physical facility to act as protection.

The purpose of a *Lockout* is to bring students and staff into the building and to lock all outside access points. Where possible, classroom activities would continue uninterrupted.

Any teacher/administrator is empowered to initiate a *Lockout* — often times it is too late to take action if waiting to hear an announcement.

LOCKOUT ACTIONS:

IF YOU ARE THE ONE WHO IDENTIFIES THE INITIAL THREAT:

- Call the principal, secretary or executive director immediately and/or call 911 (preferably with a landline)

PUBLIC ADDRESS (by Front Office staff):

- Script: **“Lockout! Secure the perimeter!”**
- Repeat twice each time the public address is performed.
- Sound the airhorn outside twice.
 - *If you are a designated airhorn operator and hear the airhorn blasts, relay the signal by sounding your airhorn down the line with two blasts.*

EMERGENCY TEAM IS RESPONSIBLE TO:

- The Principal or Executive Director: send a group text to the Emergency Team, summoning them to the Command Center, or to a Command Center conference call.
- Initiate the School’s Incident Command System.

TEACHING STAFF ARE RESPONSIBLE TO:

- Assemble all students and staff inside the closest building. Make sure there is at least one staff person with each group of children.
- Secure and lock all outside building access points, including windows.
- Locate the Go Kit in the building/room.
- Take roll and determine if attendance has changed since the start of class. If there are extra or missing students, notify the front office.
- Remain calm and continue with normal activities/schedule for the day.
- Provide explanation for action taken, taking into consideration the age of your audience.
- Allow students to text a pre-set message to parents/guardians: *“ACS is in a Lockout. I am okay. Please do not come up to school. You will receive an email later today explaining.”*
- Should a medical emergency occur contact someone immediately for help.
- Listen for in-school updates, which will be provided regularly throughout the *Lockout* via the all-call phone system.
- Remain inside the building until the *Lockout* has ended.
- Only the law enforcement has the authority to end a *Lockout*.

CRISIS COMMUNICATIONS TEAM IS RESPONSIBLE TO:

- Notify the Aspen School District Superintendent.
- Distribute update(s) via parent emails, Pitkin County Alert and school website.

LOCKDOWN



CONDITION

A *Lockdown* condition occurs when there is an immediate threat or hazard **inside** of the school building or on school grounds. *Lockdown* action uses classroom security to protect students and staff from the threat.

LOCKDOWN

The purpose of a *Lockdown* is to hide as many students and staff behind locked doors in the quickest time possible. All interior access points should be locked, occupants should be out of line-of-sight and should maintain silence. Exterior access points remain as is.

Any teacher/administrator is empowered to initiate a *Lockdown* — often times it is too late to take action if waiting to hear an announcement.

LOCKDOWN ACTIONS:

IF YOU ARE THE ONE WHO IDENTIFIES THE INITIAL THREAT:

- Call the principal, secretary, or executive director immediately and/or call 911. (Preferably with a landline.)

PUBLIC ADDRESS (by Front Office staff):

- Script: “**Lockdown! Locks, Lights, Out of Sight!**”
- Repeat twice each time the public address is performed.

EMERGENCY TEAM IS RESPONSIBLE TO:

- The Principal or Executive Director: send a group text to the Emergency Team, summoning them to the Command Center, or to a Command Center conference call.
- Initiate the School’s Incident Command System.

TEACHING STAFF ARE RESPONSIBLE TO:

- Secure students and staff inside the closest classroom, office, or closet.
- Lock all access points. Barricade the door. **Do not open the door for anyone!**
- Cover all interior windows with blinds or paper. (Exterior windows if possible as well.)
- Make sure everyone is out of sight from the corridor/Central Area.
- Turn lights off.
- Remain calm and **silent** in secured area.
- Locate the Go Kit in the building/room.
- Quietly take attendance to determine if attendance has changed since class started.
- Provide explanation for action taken, taking into consideration the age of your audience.
- Have all cell phones turned to the silent mode (with vibrate OFF). Allow students to text the following pre-set message to parents/guardians to control inaccurate information: “*ACS is in a Lockdown. I am okay. Do not come up to school. You will receive an email later today explaining.*”
- Lockdown may persist for several hours. Stay in the room and maintain silence. Do not evacuate for any reason (including fire alarm), unless the threat of fire is eminent.
- Should a medical emergency occur **do not leave the room** – contact someone and help will be brought to your location.
- Only law enforcement has the authority to release the *Lockdown*

CRISIS COMMUNICATIONS TEAM IS RESPONSIBLE TO:

- Notify the Aspen School District Superintendent.
- Distribute update(s) via parent emails, Pitkin County Alert and school website.

EVACUATION

CONDITION

Evacuate is called when there is a need to move students from one location to another. There are two types of evacuations: On-Campus and Off-Campus.

The purpose of an *Evacuation* is to move everyone to a designated location in an orderly manner. The decision to evacuate is based on information provided by law enforcement, the fire department, or a school administrator.

Any teacher/administrator is empowered to identify a need to *Evacuate*.

EVACUATION ACTIONS:

IF YOU ARE THE ONE WHO IDENTIFIES A NEED TO EVACUATE:

- Call the principal, secretary, executive director and/or the District SROs prior to initiating an evacuation. (Preferably with a landline.)

PUBLIC ADDRESS (by Front Office staff):

- Script: “**Evacuate! To _____ (insert location).**”
- Repeat twice each time the public address is performed.
- Alternately, the Fire Alarm may be the *Evacuation* signal.

EMERGENCY TEAM IS RESPONSIBLE TO:

- The Principal or Executive Director: send a group text to the Emergency Team, summoning them to the Command Center, or to a Command Center conference call.
- Initiate the School’s Incident Command System.
- Send a staff member in reflective vest to the bottom of the driveway to stop access (all but emergency vehicles from coming up) until relieved by public safety
- Operations Chief/School Secretary: bring Medical Go Kit with student emergency medications and plans for oxygen transportation
- Incident Commander/School Principal: prior to exit, “sweep” the building to make sure no persons remain.

ON-CAMPUS EVACUATION:

TEACHING STAFF ARE RESPONSIBLE TO:

- Remain calm, listen to instructions, and evacuate with students to the designated location.
- Grab your “Go Kit” before leaving.
- Make sure students and visitors exit in an orderly manner and single file. Tell students to keep hands visible. Younger students should hold hands.
- Should a medical emergency occur contact someone immediately for help.
- Take attendance and use card system to identify your status:
 - **GREEN CARD** (OK) all students are accounted for, NO assistance is necessary.
 - **RED CARD** (HELP) if you have extra or missing students, or have vital information that must be shared.
 - **RED AND WHITE CROSS CARD** (MEDICAL) if you need immediate medical assistance.
- Remain at your evacuation location until instructed to return to your building/classroom or another designated location.

EVACUATION Cont'd.

OFF-CAMPUS EVACUATION:

TEACHING STAFF ARE ALSO RESPONSIBLE TO:

- In addition to the steps above:
- If you are notified that bus transportation is required, listen for evacuation instructions to the buses at the drop-off loop in front of the school.
- Evacuation locations are situational, however the following locations have been identified as *possible* off-site evacuation locations:
 - District Theater at Aspen Elementary School
 - Basalt Middle School
 - Colorado Mountain College

CRISIS COMMUNICATIONS TEAM IS RESPONSIBLE TO:

- Notify the Aspen School District Superintendent.
- Distribute update(s) via parent emails, Pitkin County Alert and school website.

SHELTER



CONDITION

A **Shelter** condition occurs when conditions outside are unsafe due to community event/incident or weather. **Shelter** action occurs when personal protection is necessary. In our area there are two types of shelter conditions: Weather and Hazmat.

SHELTER

The **Shelter** action is called when the best means of protection is to take shelter within the school facilities. The decision to call for a **Shelter** action is based on information provided by law enforcement, the fire department, weather conditions, or the school and/or Compass administrator.

SHELTER ACTION:

PUBLIC ADDRESS (by Front Office staff):

- Script: “**Shelter! The hazard is: a _____ (insert hazard). The safety strategy is: _____ (insert action).**”
- Hazards may include: wildfire, severe storm, HAZMAT, tornado.
- Safety strategies may include: evacuate to shelter area, seal the room, drop-cover-hold.
- Repeat twice each time the public address is performed.
- Sound the airhorn outside twice.
 - *If you are a designated airhorn operator and hear the airhorn blasts, relay the signal by sounding your airhorn twice down the line.*

EMERGENCY TEAM IS RESPONSIBLE TO:

- The Principal or Executive Director: send a group text to the Emergency Team, summoning them to the Command Center, or to a Command Center conference call.
- Initiate the School’s Incident Command System.
- Send a staff member in reflective vest to the bottom of the driveway to stop access (all but emergency vehicles from coming up) until relieved by public safety
- Direct students and staff:
 - K-4 students and teachers to their main classroom
 - 5-8 students and teachers to their advisory classroom
 - Teacher X covers for Teacher Y on the Emergency Team and his/her advisory students
 - Non-primary teachers (Music, Art, Reading, Woodshop, Special Services) escort students into main school building and report to front office for assignment

TEACHING STAFF ARE RESPONSIBLE TO:

- Assemble all students and staff inside the closest building. Make sure there is at least one staff person with each group of children.
- Close all doors and exterior windows. Lower exterior window blinds. Avoid taking shelter near exterior walls and windows.
- Remain calm, listen to instructions, and take shelter in the designated location.
- Business-as-usual may continue or you may be directed to move to a designated location within the building.
- Building maintenance staff will shut off HVAC (Hazmat condition only).
- Grab your “Go Kit” if you are instructed to leave the classroom to go to another designation location.
- Should a medical emergency occur contact someone immediately for help.

SHELTER Cont'd.

- Take attendance and use card system to identify your status:
 - **GREEN CARD** (OK) all students are accounted for, NO assistance is necessary.
 - **RED CARD** (HELP) if you have extra or missing students, or have vital information that must be shared.
 - **MEDICAL CROSS** (MEDICAL) if you need immediate medical assistance.
- Remain at your location until instructed to return to your building/classroom or another designated location.

CRISIS COMMUNICATIONS TEAM IS RESPONSIBLE TO:

- Notify the Aspen School District Superintendent.
- Distribute update(s) via parent emails, Pitkin County Alert and school website.

ADDITIONAL ACTIONS

There are several other **Additional Actions** that should be considered when ever a crisis situation occurs. These actions include:

- Parent/Guardian Notification
- Controlled Release
- Media Management

PARENT/GUARDIAN NOTIFICATION

In a crisis, it is critical to provide parents/guardians accurate and timely information. In some instances, ensuring the accuracy of information may result in a delay of information being released. There are many methods of communication and often students will text their parents/guardians based on circumstances information. Therefore, during a *Lockout* and *Lockdown* action a preauthorized text message is available for students to send to parents/guardians. Official communication will be sent only by school staff or law enforcement to parents/guardians via email and/or the Pitkin County Alert System. Updates will be provided as necessary with as much detailed information as required to inform parents/guardians while keeping students, staff and emergency responders as safe and secure as possible.

CONTROLLED RELEASE

The purpose of a Controlled Release is to have established protocol for **large-scale events** in handling student-to-parent/guardian reunification from the school or from an off-site location. Official communication will be sent by school staff to parents/guardians via email and/or the Pitkin County Alert System explaining where, when, and how students will be released. A Controlled Release is only used when a safe, secure, and timed release of students is required at a designated location. Often a Controlled Release will involve law enforcement to help maintain safety and control of the area.

MEDIA MANAGEMENT

In the event of a critical incident on school property, all communication of the incident to the public and/or media will be done through the school staff or law enforcement. All communication to the public will come from the Command Center location once information has been verified for accuracy. Protocol for **large-scale events** will allow members of the news media reasonable access, when ever possible, to a designated staging area of the Command Center so long as it does not disrupt operations or jeopardize any responding personnel to the critical incident and/or the safety of students, staff, emergency responders, or citizens. All members of the media will be treated equally and fairly, and will receive accurate accounts of the critical incident, in light of its particular circumstances.

REUNIFICATION

Colorado has experienced a number of high profile acts of school violence. One critical aspect of crisis response is the accountable **Reunification** of students with their parents or guardians in the event of a school crisis or emergency. **Reunification** occurs when events at the school or in the neighborhood demand students are physically returned to parents. In the event of criminal activity, injury or death, additional time may be needed for law enforcement interviews or crisis counseling.

The purpose of a **Reunification** plan provides the ACS Emergency Team proven methods for planning, practicing and achieving a successful reunification; and ensures the reunification process will not further complicate what is probably already a chaotic and anxiety-filled scene. By adopting, communicating, and practicing a “known” procedure, the school removes some of the uncertainty; and as a result, better decisions occur, leading to a successful reunification.

REUNIFICATION PLAN:

EMERGENCY TEAM IS RESPONSIBLE TO:

- Identify reunification area. Evacuation/reunification locations are situational, however the following locations have been identified as *possible* off-site evacuation locations:
 - District Theater at Aspen Elementary School
 - Basalt Middle School
 - Colorado Mountain College
- Establish a parent check-in location and a student staging area.
- Bring student lists with custody restrictions to reunification area.

STAFF ARE RESPONSIBLE TO:

- Listen closely to instructions and deliver students to the appropriate reunification area.
- Deliver students to the staging areas, beyond the field of vision of parent/guardians.
- Maintain calm demeanor and keep track of their students until all have been released.
- Greeters welcome parents and direct them to the parent check-in location and help them understand the process.
- Assume the role of a greeter or runner once all their students are gone until every student has been reunited with a parent and/or guardian.
- Parent/guardians complete reunification cards. Proper ID is required.
- Runner will recover student from the staging area and escort him/her to the designated reunification area.
- Parent/guardian and student meet at the designated reunification area.
- Remain on duty until all students have been reunited AND you have been released by Principal/Incident Commander

APPENDICES — Definitions

Additional Actions: Additional actions that should be considered when a particular Response Action (i.e. Lockout, Lockdown, Evacuation and Shelter) is ordered. These include Parent/Guardian Notification, Controlled Release, Media Management and Death Notification.

Command Center: A specific location established to manage incoming and outgoing information and direction during an incident.

Controlled Release: Procedure implemented by school districts for student/parent/guardian reunification if the school is evacuated or closed due to a hazardous situation (i.e. hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, school violence, bomb threat, terrorist attack or other local hazard). This process may occur on-site or off-site.

Crisis Response Plan: A plan of action for any crisis situation that may occur in or out of a school building or on school district property. The plan will include detailed information with regard to communication, action responses, and responsibilities for staff and students.

Death Notification: An additional response action describing recommended procedures to follow in any occurrence of a death of a student, staff member, or visitor on school property or during a school sponsored event.

Emergency Response Team: A group made up of district employees and community emergency responders that can be notified in the event of a crisis situation.

Evacuation: A response action used to move students, staff and visitors from one location to a different location inside or outside of the school building and/or district facilities.

Go Kit: A portable collection of emergency supplies and information that may be classroom or school specific. When preparing a Go-Kit, schools/staff should consider their specific needs (i.e. population, climate, facilities and resources). Go-Kits should come in the form a backpack that are stored in a secure and readily accessible location. Minimum recommendations for Go-Kits include the following: Crisis Response Plan booklet, which includes all appendices, and basic first aid kits.

Green Card: Utilized to indicate that all students/staff are accounted for, safe and uninjured.

Hazardous Materials (Hazmat): Any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Incident Command Center (ICC): The standardized on-scene emergency location where crisis management personnel from a number of different agencies gather for organizational structure and collaborative communications. This location is identified when a crisis occurs.

Lockdown: A response action utilized when a violent life threatening person is **inside** the school, or suspected of being in the school. The purpose of a *Lockdown* is to hide as many students and staff behind locked doors as quickly as possible. The phrase to remember in a *Lockdown* action is “Locks, Lights, Out-of-Sight!”

Lockout: A response action utilized when there is a dangerous threat **outside** of the school. The purpose of a *Lockout* is to keep everyone safe within the building and keep the threat outside. Any staff or students outside of the building should be brought inside immediately,

exterior doors and windows and closed and locked. The phrase to remember in a *Lockout* action is “Lockout, Secure the Perimeter!”

Media Management: All communication with the media during an incident is done by the principal or executive director, or their designee, or law enforcement and is done through the Command Center.

Medical Cross Card: Utilized to indicate an immediate need for medical assistance.

Modified Dismissal: Releasing students from school in a way that differs from standard procedures in one or more ways, but that does not require the level of attention to student/parent/guardian reunification as a full Controlled Release.

National Incident Management System (NIMS): A set of principals that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. (www.fema.gov/emergency/nrf/glossary.htm)

New Release Coordinator: Creates press releases for print and broadcast media and verifies information to be released with the proper authorities. The person is typically the superintendent, or superintendent’s designee, or law enforcement.

Red Card: Utilized to indicate a need for additional help.

Response Actions: Four key crisis response procedures (Lockdown, Lockout, Evacuation and Shelter) designed to provide consistent, clear, shared language and actions among students, staff and first responders.

Reunification: Controlled release of students to parent/guardian.