As a parent, you should feel confident that Jeffco Public Schools has an extensive emergency plan that is modeled on the National Incident Management System. But our plan doesn’t just sit on a shelf. Yearly trainings are conducted, both at the district level and school level, to keep our staff prepared for emergencies. In addition, every school has emergency drills throughout the school year.

We hope this guide helps you be prepared and informed about school emergencies. Through a partnership with students, staff, parents and the community, we can all help keep our schools and our children safe.
Emergency Preparedness

During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. Parents can help by being prepared before an emergency happens. Here are a few critical things you can do:

- Give school officials accurate contact information.
- Talk to your children about what to do, where to meet and how to contact you.
- Provide names and contact information for people authorized to pick up your children.
- Notify school officials if you see a dangerous or suspicious situation at school.
- If your child is on medication, be sure the school has at least a 1-2 day supply.

What to do during a school emergency

In an emergency situation, your first reaction may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of going to the school, you get information from the following sources:

**Call the Jeffco Schools Hotline**
303.982.6600

**Visit the Jeffco Schools Web site**
http://jeffcoweb.jeffco.k12.co.us

**Tune into local TV and radio stations for news alerts**

**Call the Jefferson County Sheriff**
303.271.0211

**Call Jeffco Schools Communications Services**
303.982.6808

What types of emergencies might impact my child’s school?

All emergencies impact schools including local and national events. Here are some examples of emergencies with actions that a school may take in response:

**Severe Weather** (hail, snow, tornado) – may result in a shelter-in-place.

**Missing Person or Student** - may result in a lockdown.

**Fire** - may result in evacuation or shelter-in-place depending on location and severity of fire.

**Weapons** - may result in an evacuation or a lockdown.

**Bomb Threat** - may result in an evacuation.

**Chemical/Hazmat/Biological Materials** - may result in an evacuation or a shelter-in-place depending on the location and type of incident.

**Intruder** - may result in a lockdown or evacuation depending on the circumstances.

School Actions:

**Lockdown** secures the building and safely shelters all students, staff, and visitors inside the school building.

**Shelter-in-Place** is a modification of a lockdown which moves students, staff, and visitors away from rooms on the perimeter to safe areas within the school.

**Evacuation** requires students, staff, and visitors to exit an unsafe school building.

Only public safety officials will be allowed into a building in a lockdown situation.