

## Missoula County Public Schools Emergency Actions/Definitions for Families

These definitions distinguish between emergencies and urgent situations. The timeliness of communication from the school will depend on the type of situation and the circumstances of each event. Please know that emergency personnel, the school, and the district staff are doing everything that is needed to protect your child, then we will communicate with you.

- a. **Emergency** – An incident or condition, expected or unexpected, that threatens **life or safety** and requires immediate action.
- b. **Urgent Situation** – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly **affect the well-being of the recipient**.

<p><b>ALL CLEAR:</b> Used to conclude other immediate emergency actions and to notify staff and students that normal school operations can resume</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be unlocked</li> <li>3. Follow normal attendance dismissal</li> <li>4. Parent/guardian may pick up child and excuse them at that time</li> <li>5. Follow up email, text &amp; phone with details of incident</li> </ol>	<p><b>DROP/DUCK/COVER AND HOLD ON</b> The action taken during an earthquake to protect students and staff from flying and falling debris.</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be unlocked</li> <li>3. Follow normal attendance dismissal</li> <li>4. Parent/guardian may pick up child and excuse them at that time</li> <li>5. Follow up email, text &amp; phone with details of incident</li> </ol>
<p><b>EVACUATION:</b> The orderly movement of students and staff from school buildings to another area when conditions outside are safer than inside</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be unlocked</li> <li>3. Follow up email, text &amp; phone with details of incident after students have returned to the building</li> </ol>	<p><b>LOCKDOWN*:</b> Initiated when there is an immediate or imminent threat to occupants of a school building and movement within will put students and staff in jeopardy. Lockdown involves a “no one in, no one out” scenario</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be locked-sign will indicate NO ENTRY</li> <li>3. Students will <b>not</b> be dismissed until ALL CLEAR</li> <li>4. NO PARKING WILL BE ALLOWED IN MAIN LOOP OR NEAR ENTRANCE</li> <li>5. Follow up email, text &amp; phone with details of incident</li> </ol>
<p><b>REUNIFICATION:</b>The orderly movement of students and staff from school buildings to another location away from campus when conditions there are safer than on campus.</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Parents will arrive at reunification site to checkout student(s)</li> <li>3. Follow up email, text &amp; phone with details of incident</li> </ol>	
<p><b>PERIMETER LOCK-IN:</b> Implemented to isolate students and staff from the outdoor environment and provide greater protection from external situation.</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be locked-sign will indicate NO ENTRY</li> <li>3. Students will not be dismissed until ALL CLEAR</li> <li>4. NO PARKING WILL BE ALLOWED IN MAIN LOOP OR NEAR ENTRANCE</li> <li>5. Follow up email, text &amp; phone with details of incident</li> </ol>	<p><b>STAND BY</b> Notifies students and staff that further instructions will follow shortly.</p> <ol style="list-style-type: none"> <li>1. Parents notified by email, text &amp; phone</li> <li>2. Main Doors will be locked-sign will indicate NO ENTRY</li> <li>3. Students will not be dismissed until ALL CLEAR</li> <li>4. NO PARKING WILL BE ALLOWED IN MAIN LOOP OR NEAR ENTRANCE</li> <li>5. Follow up email, text &amp; phone with details of incident</li> </ol>

**Release of students during the school day:**

Whenever possible, it is preferred that students remain at school during the academic day. We know that sometimes parents may choose to pick up their student(s) from school given the perceived threat to their safety.

In the event that an evacuation to an alternate site is required, MCPS will transport students to a reunification location that has been predetermined in the building crisis plan. Parents will be notified by email, text & phone and directed to the reunification site.

Whether you are picking up your student from a reunification site or from the school, plan to follow these steps for release of students.

**THREE STEPS FOR PARENTS**

1. Show photo ID at Attendance Office.
2. Move to Main Office to wait for student.
3. Leave campus immediately after student is released to your custody.

Please be aware that reunification can be time consuming, and we appreciate your patience. It is important to remain calm as children are greatly influenced by their family's sense of well-being. Anything that families can do to reassure students will be helpful.

