

## Missoula County Public Schools Emergency Response Guide for Families

This guidance is intended to help families better understand MCPS emergency response protocols.

In the event of an emergency, school and District staff will prioritize the safety of students and staff. This may mean prioritizing communication with emergency response agencies.

Please know that MCPS will communicate important emergency information to families in as timely a manner as possible.

<p><b>ALL CLEAR:</b> This serves as notification that an emergency has been resolved or brought under control. In most cases, this means that normal school operations can resume if they had been disrupted.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. School day will resume as usual.</li> <li>3. Parents/guardians may pick up child from school if they would like.</li> </ol>	<p><b>SECURE:</b> Any staff or students outside move inside the nearest school building immediately. Exterior doors are locked and monitored by school staff. School activities continue as usual inside the building.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. No one will be allowed in or out of the building unless authorized by school or District leadership.</li> <li>3. Parents/guardians will be notified when it is safe for them to pick up their child from school.</li> </ol>
<p><b>EVACUATE:</b> The orderly movement of students and staff from a school building to another area.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. Students and families will not be allowed to enter the evacuated area.</li> <li>3. Parents/guardians will be notified of the pickup location and given further instructions to reunify with their student.</li> </ol>	<p><b>SHELTER:</b> This action is taken in response to an earthquake, severe weather or other environmental hazard. Staff and students will be directed to seek appropriate shelter. Classes will continue as normal if possible. In some cases, classes may be moved to a temporary location until the hazard has passed.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. School activities will continue as usual if possible.</li> <li>3. Students and staff may be moved to a temporary location if needed.</li> <li>4. Parents/guardians will be notified when it is safe for them to pick up their child from school.</li> </ol>
<p><b>HOLD:</b> Students and staff will clear the halls and common areas. They will remain in their classrooms until further notice, even if there is a scheduled class change or dismissal. Further instructions will follow.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. School operations continue as normal inside classrooms, cafeterias, gyms, etc.</li> <li>3. Parents/guardians may pick up students at the Main Office of the school. There may be a delay depending on the nature of the safety concern.</li> </ol>	<p><b>REUNIFICATION:</b> The orderly process by which students are reunited with their families before the end of the scheduled school day. In some cases, it may be necessary to reunify students with families at a location other than the school. Families will be notified of the reunification locations and other important details.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. Parents/guardians will be provided with important reunification information (location, time, etc).</li> <li>3. Only parents/guardians/another adult officially approved by the parent or guardian (and on record as such with MCPS) may pick up a student.</li> <li>4. Bring photo ID to reunification site.</li> </ol>
<p><b>LOCKDOWN:</b> Initiated when there is an immediate threat to a school. All exterior and interior doors are locked with staff and students inside. Only authorized emergency responders are allowed in or out of the building.</p> <ol style="list-style-type: none"> <li>1. Families will be notified by email, text &amp; phone.</li> <li>2. Parents/guardians must stay away from the building. They may not pick up/excuse a student.</li> </ol>	

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### **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 a 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. Parents will be notified by email, text and phone call, and directed to the reunification site.

Whether you are picking up your student from a reunification site or from the school, plan to follow the steps below.

### **STEPS FOR PARENTS:**

- Bring photo identification with you to the reunification site.
- When you arrive, you will be escorted to a reunification intake area.
- Give your name and your student's name to the staff member in charge of student-parent reunification. Show the staff member your photo ID.
- Move to the designated waiting area and remain there until your student is brought to you by a staff member.
- A staff member will ask you to sign your student out before you leave to ensure we keep track of all of our students.
- Once you have signed out, please leave the reunification area immediately.

### **PLEASE NOTE:**

- Reunification can take time.
- We appreciate your patience and your help maintaining an orderly reunification process.
- It is important to remain calm, as children are greatly influenced by the emotional state of their families.



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