

KCAA Elementary Emergency Response Procedures

There are four types of security drills at KCAA and in a serious emergency school administrators may need to decide to lock down/out, shelter-in-place or evacuate. KCAA completes these drills on a regular basis as required by DPS. KCAA will communicate via email and phone app about the current emergency situations which affect the safety of the entire school. Below are the actions we take for each type of drill along with some important bullets that parents need to know:

Lockdown Procedures

This is our highest level of drill and security measure we take. **A lockdown means that there is a very real threat near or inside the school.** At that time school administration will secure the building to maintain the safety of everyone INSIDE the building.

Lock Down Drill: Parents will receive an email notification and text that a Lock Down Drill has taken place.

Lock Down: Parents will receive an email and/or phone communication when possible at the end of a Lock Down.

What will happen?

1. Your student will hear over the PA that we are in a lockdown;
 2. Staff and students will go to the nearest classroom(s);
- Teachers stay with the group of students. **School business and classroom activities stop.**
 - **NO** person is allowed to enter or leave the building. Doors will be locked.
 - **Staff and Students are DOWN, QUIET and OUT OF SIGHT. If you are in the building you will be expected to comply with this instruction.**

Lock Out Procedures

This happens if there is a danger or problem outside of the building. **In this case the threat is definitely away from the school.** At that time school administration will secure the building to maintain the safety of everyone INSIDE the building.

What will happen?

1. Your student will hear over the PA that we are in a lock out;

2. **NO** person is allowed to enter or leave the building. **If you are in the building you will be expected to comply with this instruction. Students will not be released for pick up during a lock out until the all clear is given.**
3. **School business and classroom activities continue as normal.**

Fire Drill Evacuation

This is when it is necessary to evacuate the building entirely.

What will happen?

1. The fire alarm will sound;
2. All students will follow and stay with their teacher as they exit the building. When teacher and students arrive in designated area, teacher will take attendance.
3. When all students are accounted for and it is safe to re-enter the building an external bell will sound for re-entry.
4. **School business and activities will stop. If you are in the building you will be expected to comply with this instruction. Students will not be released for pick up during a fire drill until the all clear is given.**

Evacuation Procedures

Evacuation may occur as a result of a fire drill or if students are outside of the school building during a lock down or lock out or in the event it is unsafe for students, staff or visitors to remain inside the building.

What will happen?

1. All students, staff and visitors will exit the school and go to the designated location on the school grounds.
2. Everyone will remain outside until the “all clear” message is given.
3. If students and staff must leave the school grounds we will walk to the two off-site evacuation locations:
 - Harvey Park Recreation Center, 2120 S. Tennyson Way, Denver CO 80219
 - Forefront Church at 2112 S. Patton Court, Denver CO 80219

Students will be released to parents or guardians who are listed on the emergency contact list and have proper ID.

In the Event of a School Emergency

- **Check the DPS webpage for updated information** (<http://www.dpsk12.org> and tune into local news;
- **Stay tuned for information including any updates regarding school status and reunification (DPS Communications 720.423.3414);**
- **Please do not come to the school.** We realize this is often our first instinct, however, to ensure the safety of all we ask that you wait until the district or school has sent an all call. This will help with traffic congestion.
- **Please do not call the school.** Excessive phone calls could jam the phone system and interfere with emergency communications.
- **Please refrain from calling your student directly.** During a Lock Down students will not be allowed to use their phones. During a Lock Out students will be engaged in the normal day of learning and instruction.