

COLORADO
SPRINGS
**COMMUNITY
CENTERS**
Youth Programs Parent Handbook



2021-2022

Meadows Park Community Center
Center Phone: (719) 385-7940
Email: Meadows@coloradosprings.gov
www.coloradosprings.gov/meadows

Deerfield Hills Community Center
Center Phone: (719) 385-5996
Email: Deerfield@coloradosprings.gov
www.coloradosprings.gov/deerfield

WELCOME

THE COLORADO SPRINGS COMMUNITY CENTERS

are committed to providing quality youth programs for your child.
 We look forward to building a successful relationship with you and your child.
 Please let us know how we can be of assistance to your family!

OUR MISSION is to build and strengthen a true sense of community in the neighborhoods we serve by offering free and affordable programs, events, and resources in a positive, safe, inclusive, and healthy environment for children and adults for all ages.

OUR PROGRAM PHILOSOPHY is to empower our participants physically, emotionally, and mentally while strengthening their social, emotional, and cognitive skills through developmentally and age-appropriately designed programs.

BEFORE AND AFTER SCHOOL PROGRAM HOURS

Program follows the Harrison District 2 (HSD2) bell schedule. We offer care and enrichment opportunities for youth grades K-5.

<i>Before School</i>		<i>After School</i>	
<i>Monday</i>	7 a.m.- 9:45 a.m.	<i>Monday-Friday</i>	3:15-6 p.m.
<i>Tuesday-Friday</i>	7 a.m. -8:15 a.m.	<i>*Full Days</i>	7:30 a.m.- 5:30 p.m.

*See Full Days/Break Camp details on page 5

CONTACT INFORMATION

Billing and Registration	
Deerfield Hills Community Center 791-385-5996 4290 Deerfield Hills Road Colorado Springs, CO 80916	Meadows Park Community Center 719-385-7940 1943 South El Paso Avenue Colorado Springs, Co 80905
Site Specific Phone Numbers	
<i>Centennial Elementary Before & After</i> 719-351-1896 1860 South Chelton Road Colorado Springs, CO 80910	<i>Otero Elementary Before & After</i> 719-388-3168 1650 Charmwood Drive Colorado Springs, CO 80906
<i>Giberson Elementary Before & After</i> 719-359-0802 2880 Ferber Drive Colorado Springs, CO 80916	<i>Stratmoor Hills Elementary Before & After</i> 719-338-9954 200 Loomis Avenue Colorado Springs, CO 80906
<i>Turman Elementary Before & After</i> 719-896-0067 3245 Springnite Drive Colorado Springs, CO 80916	<i>Stratton Meadows Elementary Before & After</i> 719-339-9356 1943 South El Paso Avenue Colorado Springs, CO 80905

SAFETY ALWAYS!

Here is what we are doing to protect your family:

We will follow all State and County Health Department guidelines to ensure the safety of participants and staff.

- ✓ **Heightened alert for symptoms and a more stringent sick policy** to avoid having sick children/staff, or children with potential contagious symptoms in the program
 - please keep your child home if they are sick/not feeling well on the day of program
 - parents will be contacted to pick up their child if they exhibit symptoms during the day
 - If a child or staff tests positive for Covid-19, we will work with Public Health officials and follow isolation and/or quarantine protocols. Families will be notified.
- ✓ **Hand washing protocols** (upon arrival and throughout the day in alignment with regular water breaks)
- ✓ **Masks may be required indoors and outdoors for youth and staff per HSD2 and licensing guidelines**
 - Parents will be notified if a mask mandate is re-implemented.
 - Please provide a clean mask for your child each day, if unable, one can be provided.
 - Staff will not be required to wear a mask if it causes adverse health risk such as during active play outdoors, running, or extreme heat. Children with a health risk must have approval from nurse consultant and school administrator.
- ✓ **Physical distancing** will be encouraged and practiced where possible
- ✓ **Opportunity for outdoor play and fresh air** is a regular standard of our program year-round (weather permitting).
 - 80-90% of activities during summer will be held outdoors in the park and playground.
 - Programs utilize the cafeteria and gym at their respective schools as their primary spaces for all indoor activities.
- ✓ **Participants must bring their own refillable water bottle** as water bottle fountains are the only ones available.
- ✓ **Daily sanitizing**
 - Frequent and thorough cleaning/disinfecting inside and outside of program hours.

In the event that the Public Health Order and Covid-19 child care guidelines are modified, we will notify parents of any changes.

1) Closures (No Youth Programs)

In addition to **ALL HSD2 CLOSURES**, Colorado Springs Community Center Youth Programs observe most City Holidays and will be closed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Week of Independence Day (July 4th)
- Labor Day
- Thanksgiving Week
- Christmas Week

We follow HSD2's policy concerning inclement weather. If the District closes, then all youth programs are cancelled for the day. To verify, call the site program phone to listen to a message updated by 6:30 a.m. regarding weather related closures.

Program Closure: In the event the program closes for an extended amount of time due to extenuating circumstances, parents/guardians will be notified with as much notice as possible. Any fees that are paid without care provided for multiple days (5 or more days) will be fully refunded or credited to the account if the closure occurred during a break camp.

2) REGISTRATION

Online or in-person registration is available for all programs, please review specific flyer or call in for details. Program entry is welcome to youth regardless of race, color, national origin, religion, sex, or physical ability. Prior to program attendance, all youth must have a current participant form, immunization record, as well as medication forms (if applicable). Parents/ legal guardians of new-to-program participants must meet with the Program Site Director in order to complete the registration process. Admission for all programs is based on space, availability, and completion of registration process.

3) PARTICIPANT FORMS/CAMPDOC

At the time of registration and prior to attendance in program, participant forms with completed medical information (known drug reactions and allergies, any medications being taken, special diets, etc.), authorized pick-up names and photos must be added to the "Trusted Contacts" section in CampDoc, emergency contacts (must have at least two), and bus permission must be submitted for review to staff. We currently utilize the online system, CampDoc, for these important documents. Participant forms and information must be updated annually.

4) IMMUNIZATIONS

Immunization Records in accordance with the Colorado Department of Public Health and Environment must be submitted annually for each child at time of enrollment on the Colorado State approved immunization form. Immunizations must be updated and recorded as specified on the certificate of immunization. Colorado law requires proof of immunization to be provided prior to the first day of admission. Community Center Youth Programs permits children to attend who have not been immunized; however, parents/guardians must have a non-medical exemption (religious or personal) on file. Parents/legal guardians wishing to submit non-medical exemptions must do so online at www.colorado.gov/vaccineexemption.

5) BEFORE & AFTER SCHOOL FEES SPONSORED BY HSD2

The Before and After School program hours are sponsored by Harrison School District 2. Eligible families are required to apply for CCCAP (see Parent Agreement). A copy of the program fee schedule is available upon request at the community centers. All locations are limited in capacity. Registration is first come, first served and waitlists will be created for those not enrolled due to program reaching maximum capacity.

OPTIONAL AND PAID BY PARENT

Full-Day Break Camps are NOT sponsored by HSD2

- October 11-15, 2021
- December 27-30, 2021 and January 3-5, 2022
- February 22-25, 2022
- March 21-25, 2022
- June 6-July 28 (no program week of July 4th)

Full-day break camps will be offered on select dates. Full-day break camps are the financial responsibility of the parent and are NOT sponsored by HSD2. Approved parents will be able to utilize CCCAP for payment. Programs will survey parents to determine anticipated enrollment. If necessary, program may consolidate to one location to meet minimum participant numbers. Parents will be required to register at least one week in advance for any break camp they would like their student to attend. Break camps will be limited in capacity and registration will be first come, first served. Please contact us to receive program specific information. For all break period/full day care programming, a deposit of 50% is due at registration with the balance due prior to the first day of program. The Community Centers will not be responsible for your child's care if payment is not made in full by said date or arrangement with CCCAP is not in place.

6) PARENT AGREEMENT: HSD2 – CCCAP Requirements

All participants who meet the Colorado Child Care Assistance Program (CCCAP) program requirements in the before and after school program must apply for CCCAP and are required to utilize this service if approved. Please visit the El Paso County website, review the information, and complete the CCCAP Application Package, if applicable.

Link to CCCAP Information, click [HERE](#).

Link to CCCAP Application, click [HERE](#).

7) WITHDRAWAL

Parents/ legal guardians must communicate in person, through phone call, or in writing with community center staff when they are going to withdraw their participant from program. Failure to communicate with office staff may result in an outstanding program balance to be paid by the parent. Due to limited program capacity, attendance will be reviewed monthly. If a child did not attend, we will contact the parent to discuss withdrawal to make space for another child in need of daily care.

8) YOUTH WITH SPECIAL NEEDS

The Colorado Springs Community Centers support the standards set forth in the Americans with Disabilities Act and is committed to creating inclusive programming for all. Within the abilities of our programs, we aim to meet all reasonable accommodations for students with disabilities. Please contact us to make an appointment to discuss the specific needs of your child.

9) ACTIVITY CALENDAR

A calendar of activities and an informational newsletter will be provided on a monthly/ program basis via the provided email on file. Please be sure your email is kept current. Hard copies can be made available upon request.

10) LATE PICK-UP PROCEDURE & FEE

If you are going to be late picking up your child, please contact the Program Site Director as soon as possible. If we have not heard from you, our staff will attempt to contact the late parent/legal guardian or next authorized adult listed on the participant form to pick up your child. If staff is unable to contact an authorized adult within 30-minutes after the scheduled end of program, the local authorities will be notified for recommendations concerning the safety of the child. Our late fee is \$1/minute after the first five minutes.

11) NOTIFICATION OF ABSENCES

We worry when your child does not come on time, so we require that a parent/legal guardian notify the staff when your child will be absent from the program. If a child does not arrive when scheduled, a parent/legal guardian will be notified in a timely manner and a plan will be put into place to locate any missing child which will include contacting the local police if it cannot be verified that the child is safe.

12) FILING A COMPLAINT

To file a complaint regarding one of the Colorado Springs Community Centers, please call a Parks Operations Administrator for either Deerfield (719) 385-6857 or Meadows Park (719) 385-7942. To file a complaint against another department within the City of Colorado Springs, call (719) 385-CITY(2489). To file a complaint with the Division of Early Care and Learning, call the Division of Child Care Licensing at (303) 866-5948.

13) SIGN IN AND OUT

Per Colorado Department of Human Services and City of Colorado Springs regulations, a daily participant sign-in/out sheet is electronically maintained and recorded by program staff. For each child in care, it includes the date, participant name, and the time participants arrive at and leave the program site. Only authorized individuals listed on a participant information form may sign a child out of program. Photo ID's will be required. Parents/legal guardians should update their child's CampDoc information as needed. In the event that an unauthorized individual arrives to pick up a child, program staff will attempt to contact the parent/legal guardian. Children will not be released to unauthorized individuals. Should the unauthorized person persist, staff will notify local authorities.

14) CUSTODY SITUATIONS

For all youth programs, it is presumed that the parent/legal guardian who registers the child and submits their signature has the legal right to enroll such child and act on his/her behalf. That presumption shall be held by staff until presented with written, legal documents to the contrary. Staff is not required nor expected to inquire as to any custodial arrangements, nor to interpret the propriety of any statements made by a parent/legal guardian.

If any custodial arrangements affect the child during his/her participation in the program, it is incumbent upon the enrolling parent/legal guardian to inform staff of all such arrangements and provide any necessary legal documentation. Examples, not intended to be all inclusive, of such arrangements are limitations upon contact with the child, specific parental contact information as set forth under medical emergencies, and the right to information about the child.

15) CHILD MONITORING/LOCATION OF CHILDREN/LOST CHILD

The staff is responsible for the whereabouts of program participants at all times. Observation through active participation and use of accountability sheets allow for staff to keep a written record of when our kids sign-in and out, and where they are every 30 minutes. If our group is not in the cafeteria or gym, a note will be posted on the program door with our location and phone number.

In the event of a missing child, all participants will be gathered into the same space and all building staff will be notified. A roll call and head count will be taken at that time to verify the missing participant is identified and confirmed. The following will occur:

1. A search party will be created. All areas will be searched, including: parking lots, vehicles, bathrooms, park, etc.
2. If participant is not found within 5-minutes, Director will contact 911 for further assistance. Parents/legal guardians will also be notified at that time.
3. A written report will be filed with the City of Colorado Springs and a copy will be kept on file.

16) ILLNESS

If a child should become ill during the program, we will contact their parents/guardians, or alternate emergency contacts, so the child may be picked up. We request that you pick up your child as quickly as possible and no more than 45 minutes from the time of the call. Participants will rest in an isolated area until pick-up.

Please keep your child home if he/she has been sick or exhibiting symptoms in the past 24 hours.

Staying Home: A participant with a temperature of over 100.4 degrees will not be able to attend the program for 72 hours.

A participant must stay home for 72 hours if they have:

- Fever or chills
- A temperature over 100.4
- A sore throat, cough, congestion, or runny nose
- New loss of taste or smell
- Nausea, vomiting, or diarrhea
- Muscle or body aches
- Shortness of breath or difficulty breathing
- Been in contact with someone who may have symptoms in the last 14 days
- Have family members who traveled to a place that had COVID-19

Covid-19 Response: for the safety and well-being of all children, parents of children with Covid-19 symptoms will be encouraged to have their child tested for Covid-19 and will not be allowed to return to the program without having followed the guidelines for isolation/quarantine. If your child tested positive for COVID-19 **OR** if your child develops symptoms of COVID-19, including early or mild symptoms (see below), the child should be in isolation (stay away from others) until:

- They have had no fever for at least 72 hours (*that is three full days of no fever without using medicine that reduces fevers*)
AND
- other symptoms have improved (*for example, when their cough or shortness of breath have improved*)
AND

- At least **10 days** have passed since the symptoms first appeared or **14 days** of quarantine if child tested positive.

Please notify us if your child has a confirmed case of COVID-19, confidentiality will be maintained, but it will be necessary for us to notify other families of suspected and confirmed cases and possible exposure to their child. We will work with Public Health and follow all quarantine requirements.

In light of the pandemic, we are recommending that participants with preexisting health conditions consult with their physician to assess risk, determine if attendance is acceptable. Likewise, if a participant is living with someone who has been diagnosed with COVID-19, the child should not attend program and should work with our program nurse to determine return date. Additionally, if a child lives with someone who is medically fragile, that parents should discuss this with a physician to determine the safest plan for your child and members of your household.

Additionally, per State licensing requirements and for the protection of all children, please keep your child home if he/she has had a undiagnosed rash, an eye infection (*red eyes and pus matter in eyes*), heavy nasal discharge, diagnosed contagious disease such as strep throat, chicken pox, whooping cough, German or regular measles or hand, foot and mouth. Parents/legal guardians will be notified when their children have been exposed to a communicable disease.

17) MENTAL HEALTH

Program staff will refer any mental health concerns to all invested parties.

18) ACCIDENTS

If an injury or accident occurs that is potentially serious and requires serious medical attention, it is our policy to contact 911 before attempting to contact parents/legal guardians. We will notify parents/legal guardians immediately if their child becomes ill, requires first aid while in program, or incurs a head injury. All non-emergency or minor accidents and injuries will be treated with first aid by a trained staff and documented; parents/legal guardians will be notified upon picking up their child at the end of the day.

19) MEDICATIONS

As required by Colorado law, all medications given to trained program staff to dispense must be accompanied by signed doctor's orders for each prescribed medication. This includes over-the-counter medications as well; however, home remedies, such as homeopathic medications, herbs, supplements, and vitamins are prohibited to be administered by Community Center staff. All medications must be turned in to trained staff by the parent/legal guardian. Participants are not permitted to keep medications in their possession during program hours unless a signed self-carry contract is submitted with the health care plan from the Health Care Provider and approved by our nurse consultant. Medication must include the name of medication (if generic, the forms must include generic name), correct dose, route, time of administration, length of time medication can be taken, and prescriptive authority signature. The medication must be in its original labeled container with child's name, date, name of medication, and RX number. The medication container must match the signed doctor's orders.

Medications requiring measurement must be provided with an accurate measurement tool. Medications left with staff will be stored in a locked box (with exception of emergency meds) and will be returned parent/ legal guardian as specified by agreement. Staff will dispose of medications after the expiration date or after two

weeks of a child’s withdrawal from the program or when program ends. Children will not be permitted to attend program without a plan of care from the Health Care Provider is submitted or a waiver is signed by the parent.

20) INCLEMENT WEATHER

Being an important part of our program, we try to offer daily outdoor play as much as Colorado allows. We will limit or stop outdoor activity during inclement or excessively hot weather, and program will be moved/kept inside or under a suitable shelter—hydration is highly promoted and closely monitored.

21) CHILD ABUSE AND NEGLECT

Your child’s best interest, health and safety are our primary concern. All Community Center staff is required by state law to report any case of suspected child abuse or neglect. We are not allowed to consult with the parents/legal guardians first and must file a report immediately. To report suspected child abuse or neglect, parents may contact the County Department of Human Services Child Welfare Hotline at (719) 444-5700 or the El Paso County Department of Human Services at (719) 636-0000.

22) FIELD TRIPS AND TRANSPORTATION

As an extension of program activities, youth may have the opportunity to participate in field trips. We use both Recreation Services’ Division and Harrison District 2 buses to transport youth for these trips. Participants are required to follow Recreation Services/HSD2 safety rules while riding on the bus—failure to do so may result in suspension from future field trips. Staff supervises participants and upholds emergency procedures by spreading out on the bus and monitoring participant activity. A signed permission slip and participant form must be on file for children to attend the trip.

If a registered participant has not arrived 15-minutes prior to departure, the Program Director will attempt to contact their parent/ legal guardian. The bus cannot wait or be delayed. After departure, a note will be posted on the program door stating the location and times of the field trip. It is the parent/ legal guardian responsibility to make other arrangements for care that day, or to transport their child to the field trip site. PARTICIPANTS CANNOT BE LEFT AT THE PROGRAM SITE IF THE GROUP IS GONE.

23) GUIDANCE AND BEHAVIORAL MANAGEMENT

Each disciplinary situation is handled on a case-by-case basis in which our team works to identify the social, emotional, and developmental needs of each child. Positive redirection is encouraged with discussion that promotes personal accountability and constructive social growth. Colorado Springs Community Centers Youth Programs is committed to doing our best to understand and reduce challenging behavior while promoting a respectful learning and care environment. Parents/legal guardians will be notified of any major or repetitive behavior problems by program staff.

If a participant’s negative behavior persists, disciplinary action may include one or more of the following:

Removal from program activities: participants will be given an opportunity to take “re-focus time” using calming items in our distraction box. Time limits will never exceed 5 minutes, and students will always remain under staff guidance.

1. Filling out behavior log: students work with staff to walk through their negative choices to find what they should have done instead, and make a goal to follow for the rest of the day. They also list a

possible consequence should their negative behavior persists. These logs stay in their files, parents are notified. Depending on situation, 3 logs equal suspension.

2. Behavior management plan: if student has been suspended, a parent/legal guardian conference will be arranged to assist in the creation of a behavior plan specifically aimed to correct negative behavior as positively and supportively as possible. Parents/legal guardians, staff, and the participant must sign off on the terms outlined within the behavior management plan.
3. Dismissal from program: parents/legal guardians will be contacted immediately and the participant will be withdrawn from program. Additional resources are available to families upon request.

If at any time it becomes evident that a child is in danger of hurting themselves or others, we reserve the right to dismiss the child from program. It is only as a last resort that we would remove a child from our programs.

24) BULLYING/ HARRASSMENT

In alignment Community Center's commitment to participant safety, any reported or observed incidents of bullying (to include intimidation and cyberbullying) or harassment, between persons of any age or position, will be promptly and thoroughly investigated in accordance to Colorado Anti-Bullying Laws. Parents/legal guardians of all parties will be notified immediately and all information will be documented and kept of file.

25) CULTIVATING POSITIVE RELATIONSHIPS

Through daily interactions with participants and communication with parents/legal guardians, our goal is to create a positive relationship between our team and our program families. Parent/guardians are welcome to request a meeting with the Program Director any time they feel it may benefit their child, the staff, or themselves.

26) HOMEWORK TIME

To support your child's school success, it is our philosophy to provide time for homework every day (when school is in session). Our staff provides guidance and encouragement to the students. Students without homework will be given time to read quietly, work on flash cards, or a worksheet. Please be aware that this is a supervised homework period, but we cannot guarantee that each child will finish all of their assignments within the designated time.

27) WHAT TO WEAR

Youth should always wear comfortable clothes, closed toe shoes, and sunscreen for outdoor playtime. Outdoor activities are scheduled every day. Colorado is notorious for its inconsistent and sudden weather changes; we suggest layers so that your child will always be ready for the weather (*i.e. hat, mittens, coat, etc.*) Please make sure to label all items.

28) SNACKS/MEALS AND FOOD ALLERGIES

A daily nutritional snack will be provided for participants of the program. A planned menu is posted in several areas throughout our program area. Full day participants will need to bring a nutritional cold sack lunch from home unless noted otherwise on program calendar. Sugary drinks, soda, and highly caffeinated beverages are strongly discouraged; instead, refillable water bottles are highly recommended. Please alert staff to any food allergies and ensure that proper medical paperwork and prescriptions are on site.

29) POSSESSIONS

We strongly encourage children to keep valuable personal items at home. The City of Colorado Springs and

Colorado Springs Community Centers are not responsible for lost, stolen, or missing items (*including, but not limited to: clothing, toys, electronic devices, etc.*) Any personal items brought from home (*jackets, backpacks, gloves, etc.*) should be clearly labeled with your child's first and last name. Please check lost and found weekly, leftover items are donated at the end of each month. As a basic rule, we do not allow children to bring money to program. If money is needed for a field trip or activity, parents/ legal guardians will be notified in advance, and funds will be collected by the Director from the parent/ legal guardian prior to the trip. Program Leaders cannot hold onto personal items for participants.

30) VIDEO/TELEVISION

Access to video and television is limited. Any viewing items will be rated G or PG.

31) VISITING COMMUNITY CENTER YOUTH PROGRAMS

The ability to visit program is based on current state licensing guidelines and any changes with the COVID-19 pandemic. Please contact your Site Director for the most up-to-date information. In the event visits are allowed, parents/legal guardians are welcome at any time during the program provided that visits do not disrupt or otherwise interfere with the program. All visitors must report to staff, sign in, stay in designated program areas, and adhere to program expectations. Staff is required to verify the identity of individuals by checking identification. If at any point a visitor's behavior begins to negatively impact program, staff reserve the right to end their visit.

32) EMERGENCIES

In alignment with HSD2 Emergency Plan and FEMA's Multi-hazard Planning for Childcare Training, Community Center staff has outlined an Emergency Action Plan for all Elementary Programs.

Medical Emergencies

In case of an emergency, every effort will be made to reach the parent/legal guardian as identified on the enrollment form. If all efforts to reach the parent/legal guardian have failed, staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

1. Staff will attempt to contact a parent/ legal guardian by telephone.
2. Staff will attempt to contact any of the authorized persons listed on the enrollment form.
3. The staff will attempt to contact the child's physician by telephone.
4. If we are unable to reach any of the above mentioned people, one or more of the following steps may be taken:
 - a. Call another physician;
 - b. Call the paramedics or emergency medical assistance;
 - c. Transport the child by ambulance to the nearest hospital, where a staff member will stay with the child until a parent/ legal guardian arrives.

Any expenses incurred under step four shall be the sole responsibility of the child's parent/ legal guardian.

NOTE: In a life threatening emergency, staff will call 911 before attempting to contact parent/ legal guardian.

Emergencies & Natural Disasters:

Monthly emergency drills are held with youth participants so that all are familiar with established procedure and their conduct during drills is a matter of established routine. All staff have been trained and given specific tasks in the event of an emergency, including, but not limited to, fire and tornado.

Our program utilizes the **Standard Response Protocol (SRP)** which is also used by HSD2.

SRP IS ACTION BASED. The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a “Directive”. Execution of the action is performed by active participants, including students, staff, teachers and first responders.

1. **Lockout** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.
2. **Lockdown** is followed by an audible voice alarm “Emergency Lockdown, Emergency Lockdown” and all magnetic doors should close and be locked with lights turned off. This is the protocol used to secure individual rooms and keep students quiet and in place.
3. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
4. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.

These specific actions can act as both a verb and a noun.

If the action is Lockdown, communication to local Law Enforcement Agency would then be “We are under Lockdown.”

Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. For instance, “Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold.”

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual
Lock All Exterior Doors

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Shelter! (Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type
Shelter method
Take roll



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