

LEMS Parent/School Emergency Communications Plan

During a critical incident at LEMS, we may be asked to place our school in “lockdown” or “shelter-in-place” status. During these critical incidents, communication is a key aspect of our preparedness. This communication plan is in place to help our school personnel and emergency/police services keep our students and staff safe.

School and District Communication:

While in a lockdown, students are required to NOT use cell phones for voice or text messages as over 900 cell phone calls will block and interfere with the communications of emergency services. In critical incidents, a surge in cellular calls can disable cell phone towers.

Parents should NOT call students’ cell phones and DO NOT call the school as we are involved in creating a safe environment for students and staff. Your phone call to the school will further disable and block our communication with emergency services.

Parents should not arrive at the school until the situation is resolved as added traffic will interfere with emergency services and may place people on the exterior of the building at greater risk.

Our first point of critical information during a lengthy incident or an incident that would require some level of building evacuation will be on the Thompson School District web site.

<http://www.thompson.k12.co.us>

If an off-site evacuation is necessary, we will move to one of the two evacuation sites. Our primary site is Crossroads Covenant Church at 5420 North Taft Avenue and our secondary site is at Ponderosa Elementary School at 4550 Florence Dr. Once students arrive at the evacuation site, students will be supervised by school personnel. At the evacuation site, students will be provided with landline phone access to place calls to parents, and parents are requested to immediately pick up their student(s). Students could also be loaded on buses that will run “regular” bus routes and those students will be dropped at their bus stops or homes.

During a short-duration lockdown, we will only communicate with parents after the incident is completed by using our automated phone dialing system or by a letter distributed to students.

Parent and Student Communication Plan

Review the information in this plan with your student.

Review family safety procedures you already have in place so your student will feel prepared if an emergency situation occurs.

Develop a communication between family members in a crisis situation. Make sure your student has a listing of emergency contacts. A small piece of paper with phone numbers and names in a purse, wallet, or backpack could be an excellent resource.

Develop “back-up” procedures for difficult communication situations among family members. Consider these two examples: both parents may work in Denver or a parent may work at a construction site with limited communication access.