



School Safety Protocol and Emergency and Crisis Expectations, and Communications

Dear Southmoor Community,

I am reaching out to you for a collective effort to ensure safety and security in our school community. To keep you, our students, and our school safe, please be guided with the following:

- ☐ **Safety Drills:** We conduct safety drills regularly. These drills include lockdown, lockout, fire evacuation, and shelter-in-place drills as required by the Department of Safety. We follow the expectations prescribed by the Emergency Response Crisis Management.
- ☐ **Entry Doors:** Only Authorized individuals should be in the building. Visitors should enter the main entry door, buzzed in by the office personnel. They must sign in and wear a visitor badge when in the building. If you see someone who does not wear a visitor badge, please direct them to the office or inform the office.
- ☐ **Classrooms:** Keep your personal belongings in a locked and secure location. Do not leave your personal belongings unattended. Lock your classroom when you are not in the room or if no one can supervise it.
- ☐ **Visitors in the Classroom:** Only pre-arranged visitors are allowed in the classroom. These may include classroom presenters, speakers, and parent readers. Any other visitors are not allowed in the classroom.
- ☐ **Students in the Classroom:** Do not leave your class unsupervised. If you need support for you or the students, please call the main office and we will respond accordingly. It is our primary responsibility to provide maximum supervision for students while they are in the classroom or school in general.
- ☐ **Student Personal Belongings:** It is the student's responsibility to secure their personal belongings. Students should not bring any items such as games, jewelry, money, etc. If the student decides to bring any of these items to school, the student needs to have a plan to secure them as we do not take responsibility for any loss in the building. To secure student lunches, we have lunch baskets in the office that you can use to store them in your classroom.
- ☐ **Cell Phones and Smart Watches:** Students are not allowed to use cell phones or smart watches during school hours as they can be a distraction to learning. If they need to contact their parents, they can use the classroom or office phones. If students choose to bring cell phones to school, they should stay in their backpacks and should not be taken out until the school day ends.
- ☐ **Technology:** Turn off any technology you use in the classroom at the end of the day as it may cause electrical issues or fire hazards for the building. This is a building maintenance expectation.
- ☐ **Bikes and Scooters:** Talk to your student about locking their bikes or scooters. We will lock all the gates to secure these items. There is no security camera in that bike rack area to trace any theft or other situation.
- ☐ **Caps, Hats, and Hoodies:** Remind your students of the proper dress code in the building. Students are not allowed to wear hats or caps or have their hoodies on while in the learning environment. They may be able to wear these items when they are outside for outdoor activities.

Thank you so much for working together to keep our school the safest place for all of us - students, teachers families, and community members. I can keep calm and quick in responding to any directions that promote overall safety at Southmoor.

In service of the most important person in the world - YOUR CHILD,

Jonell Pineda

Principal

Southmoor Elementary School

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Expectations:

General Expectations:

- Every class must have a safety procedure packet with the following information:
 - Updated class roster and class list for every student group (i.e. ELD, specials split, math groups, etc.) *This list MUST be updated for every student added or deleted from your roster.*
- Emergency and Crisis Packet
- Indicator Cards:
 - GREEN indicates ALL students in your class are accounted for.
 - RED indicates you have a missing student in your class that is in another location or teacher or student groups.
- Evacuation map
 - On-Site:
 - Peach Street: Grades ECE, K and 1-
 - Magnolia Way: Grades 3, 4, Art and Office
 - Southmoor Field: Grades 2, 5, Music and PE
 - Offsite: Calvary Baptist Church located on Monaco Parkway and Hampden
- Shelter map
- **Sub plans must include information about where to find this clipboard and a request to read through the emergency information.

Expectations for Teachers:

- Bring an updated School Safety packet.
- Keep kids silently in line.
- Close doors.
- Communicate missing students to your designated supervisor to locate them.
- Transport the students back to the building when we are cleared to re-enter the building.
- All drills must be taken very seriously because we are practicing for the real thing.

Expectations for Students:

- Completely silent to assemble in line.
- Walking quickly and calmly in a line to go to the designated area.
- Do not return to the classroom for personal items such as shoes, coats or toys.
- Sit quietly in line and wait for instructions.
- Wait for the all-clear and the appointed staff member will dismiss crews 1 by 1.

Resources:

Standard Response Protocol (SRP)

Communications and Language

- A uniform, planned, and practiced response to any incident is the foundation of a safe school. DPS has adopted the standard response protocol language system: **Hold, Secure, Lockdown, Evacuate, and Shelter**. Find more information on the Standard Response Protocol [here](#) (more resources are available in [Spanish](#), [Portuguese](#), [Somali](#), and [Arabic](#)). [Standard Response Protocol for Families](#)
- Staff may also view a short video of the [Standard Response Protocol](#).
- The Department of Climate and Safety will deliver Standard Response Protocol lanyard cards, which can be attached to your school lanyard. These cards provide a quick reference of the appropriate actions to take in the event of a school-related emergency. Stay tuned for more information about when to expect lanyard cards.

Protocols

Evacuation Drill

- 1) Line up silently.
- 2) Report to the designated area. Please map on your clipboard for where to go.
- 3) Account all students in your roster by taking attendance or a roll call.
- 4) Hold up a green or red card to indicate your class count.
- 5) Supervisors will account for all kids and will facilitate the location of missing students.

Lock Out Drill

1. Take attendance and account for missing students as soon as you arrive at your classroom. If you are outside, gather all students at once and bring them inside the building IMMEDIATELY, as soon as you hear the announcement.
2. Report to the office if you cannot account for all students.
3. All exterior doors will be secured. Do not open the exterior doors to anyone from the outside. People from the inside will not exit the building.
4. Business as usual inside the building. Stay in the building until the ALL CLEAR is given on the overhead.

Lockdown Drill

1. Bring all students into the classroom and lock the door using the safe key. If there are students in the hall near your room, tell them to join your room. Do not go searching for a missing student.
2. Turn lights out and stay quietly in a part of your room that cannot be seen by someone standing at the door. If you have time to lock the pod door, do so.
3. Do not unlock your door or answer to anyone outside of your classroom door.
4. Students are to remain silent until the announcement says we are released.
5. Please do not scare your students with panicking and detailed explanations of what types of things might be happening. Just stay calm and let your students know it will be over soon.
6. For students in the cafeteria, stay in the cafeteria where you are not going to be seen.
7. For students in the gym, stay in the gym where you are not going to be seen.
8. For anyone outside go to the Calvary Baptist Church off of Monaco and Hampden.

Shelter

1. Typically happens due to a tornado threat.
2. Bring students quickly inside and to the designated area (see SHELTER map)
3. Students sit silently in a line and wait for instructions.
4. Teachers bring their emergency packets in case evacuation needs to take place.
5. Once the threat is over, an all-clear announcement will be announced on the overhead.

ECE - K, please take shelter in your bathrooms

Grades 1 and 4, please take shelter in the hallway by Grade 1.

Grades 2, 3, and 5, please take shelter in the hallway by the cafeteria and Art classroom.

Safety Checklist:

- ☐ I can foster relationships with my students and colleagues and show care and support to them.
- ☐ I am informed of the safety procedures and able to implement them in my classroom when necessary.
 - ☐ Lock Down
 - ☐ Lock Out
 - ☐ Fire Drill
 - ☐ Evacuation
- ☐ I can report any behavior that can compromise school safety such as any threat, weapon, etc.
- ☐ I can provide maximum supervision at all times by circulating in the classroom, areas of the building where my students are, and the perimeter of the play area during recess or outdoor activities.
- ☐ I can use the radio to communicate with someone when I am outside during recess or outdoor activities.
- ☐ I can seek the assistance of the administrators and Social Emotional and Mental Health specialist if a student needs support in processing any information that concerns school safety.
- ☐ I can follow the school policies for entry and exit procedures.
- ☐ I will not open any entry doors to anyone other than our students and staff members. Visitors will need to buzz at the front doors and will be met by the office staff at the entry doors.
- ☐ I can ask questions and seek guidance directly from my school administrator when I need more information and directions.
- ☐ All exterior doors are locked at all times. Anyone entering the building must buzz in at the main entrance. All buzzers have cameras monitored by office staff.
- ☐ The building also has indoor and outdoor security cameras that can be monitored all at once.
- ☐ All visitors are met at the main door and only authorized visitors can enter the building through the main doors and report to the office.
- ☐ Adults outside have a radio that communicates with the main office and school leaders.
- ☐ All gates are locked during the school day. They are only accessible during arrival and dismissal times.
- ☐ Our staff and students underwent the lockdown and lock-out drill in the fall to ensure proper steps during emergencies.
- ☐ In case of an unlikely emergency, the office will contact DPS Safety and Security and/or the Denver Police Department.
- ☐ When we have an inside day for morning arrival, all students will come into the building, hang in their belongings, and line up for their morning routines.
- ☐ During inclement weather, students will have an inside day and will engage in various activities prepared by the staff on duty at the library. We will evaluate the situation to provide the opportunity for students to have outside recess.
- ☐ As an additional safety precaution, our administrative and support staff will be vigilant in supervising all areas of the school - indoor and outdoor perimeters.