



COLORADO
Early Colleges
Fort Collins West Middle School

CECFC West MS
2130 W. Horsetooth Dr
Fort Collins, Colorado 80526
Main Office: 970-568-8100
www.coloradoearlycolleges.org/fcwestms

11 August 2021

Dear CECFC West MS Families,

As always, safety is our number one priority at CECFC West MS. Therefore, we will have safety day on **Friday, August 13th**. Staff will walk students through the five standard response protocols: hold, secure, lockdown, evacuate, and shelter. Students will also watch [this video](#) about the Standard Response Protocol. You can learn more about SRP below!

We utilize a system called Standard Response Protocol (SRP) to guide administrators, staff, classrooms, and individual students through standardized responses regardless of the threat. This all-hazards approach focuses not on the incident itself, but rather on the required response by those involved. The SRP provides five simple concise actions to be taken regardless of whether a tornado has been spotted nearby or criminal activity has been reported or a wildfire is on the horizon. Instead of initiating different actions for each scenario, the SRP utilizes the five actions for all potential threats. The five responses are:

[Hold](#)

Action: Hold in your room or area. Clear the halls.

Hold is called when the hallways need to be kept clear, even during class changes.

[Secure](#)

Action: Get inside. Lock outside doors.

If there is a threat outside the building, bring everyone in and lock the outside doors. Secure is called by district or site administrator. Secure can be called when staff or students notice something weird or strange. Secure could be the response to a violent person or incident in the community near your school. Teachers, staff or administration will get students back into the building. Teachers will take roll and notify the office of missing or extra students. means an increased situational awareness, but class will be conducted as usual.

[Lockdown](#)

Action: Locks, Lights, Out of Sight

Lockdown is the protocol used to secure individual rooms and keep students quiet and in place. Teachers will lock classroom doors and turn lights out. In addition, teachers and students will move away from corridor line of sight and maintain silence. The teacher will take roll and account for all students. Occupants of rooms will not unlock their rooms for anything or anyone. When the incident is over, a responsible person capable of unlocking the room from out in the hall (administrator, custodian, Law Enforcement, etc) will unlock the door and brief the occupants.



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Shelter

Action: Follow the Directions

This action is similar to “shelter in place”, however the SRP gives specific instructions within the action. For example instead of just announcing shelter, the command may be “Shelter for tornado, drop cover and hold”. The command will be to shelter, what we are sheltering from, and the specific self protection action to do. Some examples of announcements could include:

Shelter for Earthquake Drop, Cover and Hold	Shelter for Tornado Drop, Cover and Hold	Shelter for Hazmat Seal the Room	Shelter for Fire Drop and Crawl	Shelter in Silence Maintain Silence
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Teachers will ensure they have all of their students by taking roll.

Evacuate

Action: Follow the Directions

Evacuate means moving students in an orderly fashion from point A to point B. A fire drill is really: “Evacuate Out of the Building.” With the SRP, Evacuate is always followed by a location. For instance: Evacuate to the Gym. The order to evacuate will always be followed by a location. Administrators, teachers, and building staff all need to work together to quickly, quietly, and safely evacuate students to the evacuation point. Students and staff will leave stuff (backpacks, books, etc) behind. Instructions detailing specific actions during the evacuation may take place such as holding hands, covering heads, and/or crawling. Teachers will ensure they bring a roll sheet. Immediately upon reaching the evacuation point, teachers should take roll.

We are looking forward to our first day of school next week.

Warmly

Lacey Scadden
Head of School



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CEC Safety Day

Safety day will occur within the first 10 days of both fall & spring semester. Prior to the drills and walk through, teachers will show the "I love you guys" teen video.

Secure: Get inside. Lock outside doors.

- **Students:** Come in the building from outside
- **Teachers:** Bring students inside. Take attendance. Increase Situational awareness
- **Safety Team:** Lock exterior doors & make sure no one is outside in your zone.
 - Say "Zone __ clear" on the radio once complete.

COVID-19: Complete as normal

Hold: In your room or area. Clear the halls.

- **Students:** clear hallways and remain in room until "all clear" is announced. Business as usual
- **Teachers:** close & lock the door. Take attendance. Business as usual.
- **Safety Team:** Sweep your zone to ensure no one is in the hallway
 - Say "Zone __ clear" on the radio once complete.

COVID-19: Complete as normal

Shelter: Evacuate to shelter area



- **Students:** Shelter in protective position
- **Teachers:** Use provided map to tell students where to shelter
- **Safety Team:** Ensure students/staff in your zone are properly in the shelter position.
 - Say "Zone __ clear" on the radio once complete.

COVID-19: Have 1 student demonstrate the protective position. Teachers, tell students where they would go in case of tornado.

Evacuate to the front parking lot

- **Students:** leave backpacks etc behind. Take your cellphone. Exit nearest exit, walk around to front of building. Line up silently in single file lines where your teacher tells you to.
- **Teachers:** Lead students out nearest exit and to the front. (route is marked on your map)
 - Take attendance.
 - Hold up a green card if you have the correct students.
 - Hold up a red card if you have extra or missing students.
- **Safety Team:** Sweep your zone to make sure everyone is outside.
 - Say "Zone __ clear" on the radio once complete.
 - Once outside, verify if teachers are holding green cards.
 - For any student reported missing, ask for student via radio
 - Once student is located, verify via radio.
 - HoS will ask for final clearance.



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COVID-19: Do not leave your room until a safety team member tells you to do so. Maintain social distancing the entire time, including outdoors.

Lockdown: Locks, lights, out of sight

- **Students:** move away from sight. Maintain silence. Do not open the door.
- **Teachers:** Quickly pull in students from the hallway before locking the door.
 - Lock the door
 - Turn off the lights
 - Move out of sight (lockdown location is labeled on your map)
 - Maintain silence.
 - Remind students to silence phones
 - Do not open the door
- **Safety Team:**
 - Check that each door in your zone is locked (do not shake or rattle doors)
 - If a door isn't locked, open the door and politely ask the teacher to lock the door next time.
 - Say "Zone __ clear" on the radio once complete.

COVID-19: Teachers, show students where they would sit or lay.