District Safety Communication Process

In emergency situations, we will communicate via SMS (text message only) and utilize the following language during these communication measures:

1. **Notice of Watch and Awareness:** Weather, neighbor situations, city, state or national situation
2. **Lock & Teach:** A situation outside of our building mandates that we continue with learning by keeping students in their classroom and inside the building
    - **NOTE:** we operate in a **Lock & Teach** mode on our day to day, but what distinguishes this is in the event of an official **Lock & Teach** message, no one will be permitted to enter or leave the building except Crest Ridge staff (no visitors will be allowed into school during a **Lock & Teach**).
3. **Lock & Hold:** A situation inside of our building has occurred that requires us to keep students in their classrooms where learning can continue. This could be a medical, mechanical, or other issue (no visitors will be allowed into school during a **Lock & Hold**).
4. **Lockdown:** An emergency situation has arisen that will require our students to get out of sight within the classroom and teachers will in turn, turn off the lights and make sure that the doors are locked. In this instance we will wait for the response of the police department, if necessary, to provide an all clear (no visitors will be allowed into school during a **Lockdown**).

*In each of the above emergency situations, please do not attempt to retrieve your child from school during this time. It will compound the process and extend the time and logistics necessary to relieve the situation.

After issuing an SMS emergency message, the District will continue to update our school community accordingly and will send a communication recap after any incident that requires one of the 4 SMS messages described above.