

# CONCLUSION

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Remember to keep your child's contact and emergency contact information up to date at all times. That way Pinnacle can contact parents in case of emergency.

DO NOT go to the school in a critical incident. Pinnacle or law enforcement will inform parents by means of phone, computer, radio, or TV.

Please remember during a critical incident Pinnacle Charter School's highest priority is the safety of the students. If a parent has any questions, comments or concerns, please feel free to contact Pinnacle Charter School

**Pinnacle Charter School**  
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## Parents Guide to Standard Response Protocol



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# What is Standard Response Protocol (SRP)?

The SRP is a protocol to ensure students' safety during the event of a critical incident. A critical incident could include, but not limited, to an active shooting inside or outside the school, tornado or severe storms, hostage situations or a criminal or dangerous event outside or inside of the school.

The students' safety at Pinnacle Charter School is the staff's most important job. Pinnacle Charter School wants parents and students to feel safe in their school. The teachers and staff in conjunction with Federal Heights Police and Fire and Thornton Police and Fire train together for all types of emergencies.

The SRP is broken down into 4 categories; Lock OUT, Lock DOWN, Evacuate, and Shelter. The situation will determine which action will be followed.

During a critical incident, Pinnacle Charter School will keep parents updated as frequently as possible, by utilizing phones, computers, TV/Radio. They will also designate areas where parents can go to get more information.

This brochure is here to help parents have a better understanding on how Pinnacle Charter School and law enforcement are working together to keep your child safe.



## LOCK OUT

A Lock OUT is when the critical incident is on the outside of the School. When Pinnacle is on a Lock OUT, all students, staff and teachers are brought inside the building where it is safe. During a Lock OUT, NO ONE else will be allowed inside the school. This includes parents, friends, relatives, etc.

During a Lock OUT parents are asked not to come to the school. The reason for this is if a bad person is outside the school, parents who respond to the school will be putting themselves, school staff and students in a dangerous situation. The best thing a parent can do is stay next to their phone, computer, and/or media source to keep updated on the events happening around the school.

During a Lock OUT there will be heavy police presence around the school to ensure the students' safety. Understand that with the students, staff and teachers inside the school, they are safe.

## LOCK DOWN

A Lock DOWN is when the crisis event is inside the school. During a Lock DOWN, parents are asked NOT to come to the school. The reason is lots of Police, Fire, and Medical personnel will be at the school and very busy with the crisis situation.

We understand that parents will want to have information on what is going on with their child as soon as possible. Pinnacle and law enforcement will be working together during the crisis to continually update parents with current information concerning the situation.

This information will be provided by phone, computers, and media networks.

Please understand that during the Lock DOWN, Pinnacle and law enforcement will be very focused on the safety of all students, staff, and teachers and might not be able to speak with parents who come to the school.

## REUNIFICATION

If students have to be evacuated from the school they will be moved to a predetermined location. Pinnacle will contact and advise parents where to go to pick up their child. If Pinnacle cannot get a hold of the parents, they will call the emergency contact person and have them pick up the student. Please be mindful that only people listed on the child's contact information will be able to pick up the student. No one else will be allowed.

Drive carefully to the reunification area. Be aware that there is going to be increased traffic, people, law enforcement and medical personnel on the roads. Remember to breathe and try to remain as calm as possible. Remember, law enforcement and Pinnacle Staff along with Fire and Medical personnel are working together to ensure everyone's safety.

When parents arrive at the reunification area, park in designated areas and walk over to the "Check In" area. Fill out a Reunification Information card for each child. Parents will be asked for a picture identification (for example a driver's license) before they are allowed to pick up their child.