

Missoula Catholic Schools

Emergency and Alert Notifications

Our school has strong relationships with emergency response agencies in the community, including the local police, neighboring school resource officers, and fire departments.

In the event of a school emergency or alert, notifications will be sent to parents/guardians via automated email and text message through our family notification system. Parents/guardians are asked to make sure their student’s school has current contact information so that they will be able to receive any important alerts.

In addition to the alert systems within the schools, staff may also receive phone, email and text notifications.

Here are some examples of possible actions the school may take in the event of an emergency or alert:

* **Hold**: In some situations, it may be necessary for students and staff to clear hallways and common areas, and to remain in their classroom or other staff-supervised area (such as a cafeteria or gym) for a length of time. When a building is in "hold" status, students will remain in their classrooms even if there is a scheduled class change or dismissal, until the all-clear is announced and the hold is released. Further instructions will follow.
	+ Depending on the nature of the situation, families may be notified by email and text.
	+ School operations continue as normal inside classrooms, cafeterias, gyms, etc.
	+ Parents/guardians who would like to pick up their student may do so at the Main Office of the school. There may be a delay depending on the nature of the situation.
* **Secure**: When a building goes into Secure Status, any staff or students who are outside move inside the nearest school building or facility immediately. Exterior doors are locked and monitored by school staff. School activities continue as usual inside the building.
	+ Families will be notified by email and text.
	+ No one will be allowed in or out of the building unless authorized by school administration.
	+ Parents/guardians will be notified when it is safe to pick up their student(s).
* **Shelter**: This action may be taken in response to an earthquake, severe weather or other environmental hazard, such as poor air quality. Staff and students will be directed to the appropriate shelter. Classes will continue as normal to the extent possible. In some cases, classes may need to be moved to a temporary location until the hazard has passed.
	+ Families will be notified by email and text.
	+ Parents/guardians who would like to pick up their student from school will be notified when it is safe for them to do so.
* **Lockdown**: This may be initiated when there is a direct threat to a school. All exterior and interior doors are locked with staff and students inside. Only authorized emergency responders are allowed in or out of the building.
	+ Families will be notified by email and text.
	+ Parents and guardians must stay away from the building.
	+ Parents/guardians may not pick up/excuse a student while a lockdown is in effect.
* **Evacuate**: There may be emergency situations when we will need to evacuate students and staff from a building. Some evacuations may be temporary; allowing school to resume after the all-clear signal is given. Other evacuations may require students to go home before the regular dismissal time.
	+ Families will be notified by email and text.
	+ Students and families will not be allowed to enter the evacuated area.
	+ Parents/guardians will be notified of the pickup location and given further instructions to reunify with their student.
* **Reunification**: In the event of a school emergency that requires students to be evacuated from the school and relocated, please be assured MCS will care for all students until a parent or guardian can pick them up.
	+ Parents/guardians will be notified by email and text, and provided with the pickup location and further instructions.
	+ Only the parent or guardian or another adult officially approved of by the parent or guardian (and on record as such at MCS) may pick up students. Parents/guardians may be asked to show photo ID when they pick up their child(ren).