



Standard

# Response Protocol

## Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios for which students, teachers, staff, and administration plan and train.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom.

**Lockout**- "Secure the Perimeter"

**Lockdown**- "Locks, Lights, Out of Sight"

**Evacuate**- "To the Announced Location"

**Shelter**- "Using Announced Type and Method"

## Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at

<http://iloveguys.org>



## Lockout

### Secure the Perimeter

Lockout is called when the threat or hazard is **outside** the school building.

**Students:**

- Return to inside of building
- Conduct business as usual within the building

**Teachers:**

- Recover students and staff from outside building
- Take roll, account for students
- Increase situational awareness
- Conduct business as usual within the building



## Lockdown

### Locks, Lights, Out of Sight

Lockdown is called when the threat or hazard is **inside** the school building.

**Students:**

- Move "Out of Sight"
- Maintain Silence

**Teachers:**

- Lock classroom door
- Lights Out
- Move "Out of Sight"
- Take Roll, account for Student
- Maintain Silence
- Wait for first responders to open door



## Evacuate

### To the Announced Location

Evacuate is called in order to move students and staff from one location to another.

**Students:**

- Leave belongings behind
- Form a single line
- Take the hands of person in front and behind

**Teachers:**

- Take roll sheet
- Lead student to evacuation location
- Take roll, account for students



## Shelter

### Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

**Methods:**

- Drop, cover and Hold (Earthquakes, Tornados)
- Close and lock windows, keep outside air out.
- Remain quiet, listen for instructions.

**Students:**

- Use Appropriate Method as instructed

**Teachers:**

- Use Appropriate Method as instructed
- Take roll, account for students