

Dear students and parents,

Salt Lake City School District has adopted the Standard Response Protocol (SRP) as part of our school safety plans. The SRP includes simple statements and instructions for students and district/school employees to keep them as safe as possible during an emergency. Below is a summary of the SRP and the actions we will take in the event of an emergency.



## LOCKOUT - GET INSIDE. LOCK OUTSIDE DOORS.

A lockout is called when there is a threat or hazard outside of the building.

Students:

- Return to inside building.
- Conduct business as usual inside the building.

Teachers:

- Bring everyone inside the building.
- Lock perimeter doors.
- Increase situational awareness.
- Conduct business as usual inside the building.
- Take roll, account for students.



## LOCKDOWN - LOCKS, LIGHTS, OUT OF SIGHT.

A lockdown is called when there is a threat or hazard inside the building.

Students:

- Move away from sight.
- Maintain silence.
- Do not open door.

Teachers:

- Lock interior doors.
- Turn off the lights.
- Move away from sight.
- Do not open door.
- Maintain silence.
- Take roll, account for students.



## EVACUATE - TO ANNOUNCED LOCATION.

An evacuation is called to move students and employees to a safe location outside the school building.

Students:

- Bring your phone.
- Leave other items behind.
- Follow instructions.

Teachers:

- Lead evacuation to instructed location.
- Take roll, account for students.
- Notify if there are missing, extra, or injured students.



## SHELTER - HAZARD AND SAFETY STRATEGY.

A shelter order is called in situations where personal protection is necessary.

Sample hazards:

- Hazardous materials
- Earthquake

Sample safety strategy:

- Seal the room.
- Drop, cover, and hold.

Students:

- Follow safety strategy.

Teachers:

- Lead safety strategy.
- Take roll, account for students.