

# INTRODUCING STANDARD RESPONSE PROTOCOL

We want our schools to be safe and welcoming learning environments that nurture students' cognitive, emotional, and physical well-being. We believe the safest schools foster a climate of support, respect, and community. How we respond to incidents is a vital component of school safety as well.

In the 2019-20 school year, we incorporated the Standard Response Protocol into our emergency procedures in line with guidance from the Wis. Dept. of Justice's Office of School Safety and national recommendations on school safety.

It incorporates many of the concepts we already use but offers more clarity and consistency in terminology among schools and first responders across the country.

Each school year, students will receive age-appropriate instruction on what to do in each of these scenarios through lesson plans, slide presentations, class discussions, videos, and more.

Emergency drills help students practice what they learn. These include nine fire drills, two tornado drills, two school safety incident drills (such as Evacuate, Hold, or Lockout), and a "school violence event" drill (Lockdown). Schools will communicate with you when these drills take place.

At [mmsd.org/safety](http://mmsd.org/safety), you can find more information about school safety, including student training materials, tips for talking to children about a variety of serious issues, and resources for being prepared for emergencies, reporting concerns, monitoring your child's online activity, and more.

We encourage you to use the resources to discuss safety with your children at home, too.



## LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

Lockout is called when there is a threat or hazard outside of the school building.

### STUDENTS

- Get indoors fast
- Continue learning

### STAFF

- Bring students indoors fast
- Take attendance
- Continue teaching



## LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

Lockdown is called when there is a threat or hazard inside of the school building.

### STUDENTS

- Enter nearest lockable room
- Stay out of sight
- Turn off your phone and stay silent
- Do not open the door for anyone

### STAFF

- Direct students into classrooms fast
- Close and lock classroom doors
- Silence all phones
- Take attendance
- Do not open the door for anyone



## EVACUATE

TO ANNOUNCED LOCATION.

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

### STUDENTS

- Bring only what's in your pockets
- Follow directions
- Do not leave evacuation site

### STAFF

- Bring Go Bag
- Lead students to evacuation site
- Take attendance
- Do not let students leave evacuation site



## SHELTER

HAZARD AND SAFETY STRATEGY.

Shelter is called when you need to be indoors, possibly in a designated area, to stay safe.

### STUDENTS

- Get indoors fast
- Follow directions
- Go to shelter area

### STAFF

- Bring Go Bag
- Direct students to shelter area
- Take attendance
- Stay sheltered until given "all clear"



## HOLD

IN YOUR CLASSROOM OR AREA.  
CLEAR THE HALLS.

Hold is called when the halls or another area needs to be cleared of people.

### STUDENTS

- Return to your classroom
- Follow directions
- Stay in classroom until Hold is lifted

### STAFF

- Hold students in classroom or area
- Allow students to enter to clear hallway
- Take attendance
- Continue teaching