

Standard Response Protocol

Information for Parents and Guardians

In necessary events, our school follows procedures outlined in our Emergency Preparedness Handbook. The below information outlines our Standard Response Protocol (SRP) during these events. Students and staff train, practice, and drill the protocol throughout the school year.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Secure, Hold, Lockdown, Evacuate, and Shelter.



Secure/Lockout

Get Inside. Lock outside doors.

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



Hold

In Your Classroom or Area.

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



Lockdown

Locks, Lights, Out of Sight.

Students are trained to:

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

Adults and staff are trained to:

- Recover students from hallway
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend
- Remain in lockdown position until released by law enforcement



Evacuate

To a Location.

Students are trained to:

- Leave stuff behind if required to evacuate
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Report injuries or problems using Red Card/GreenCard method



Shelter

State Hazard and Safety Strategy.

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold

Students are trained in:

- Appropriate hazards and safety strategies

Adults and staff are trained in:

- Appropriate hazards and safety strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/GreenCard method

Parent Guidance: In the event of a live incident, parents may have questions about their role.



Secure **Get Inside. Lock outside doors.**

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

Should parents come to the school during a secure event?

Parents will be contacted by the school if they need to come pickup their child.

What if parents need to pick up their student?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

Will parents be notified when a school goes into secure?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security. At the appropriate time, communication will come via text alert, email, website, and social media.



Lockdown **Locks, Lights, Out of Sight.**

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence. In the event of an actual lockdown, local law enforcement will activate and lead all communication efforts. When directed by law enforcement, the school will send additional communication.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

Should parents come to the school during a Lockdown?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

Should parents text their students?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. Also, students may not have their phones and may not be able to immediately respond. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, law enforcement will evacuate students by transporting them off-site for a student-parent reunification.

What about unannounced drills?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

