



SAFETY RESPONSE PROTOCOL

In all scenarios, assist those with special needs and **call 911** when safe to do so.



HOLD In your room. Clear halls.

Bring students in from hallways. Close and lock doors. If outside, remain outside. Account for students and adults. Continue classes. Remain in room for "All Clear."



SECURE Get inside. Lock outside doors.

Bring everyone indoors. Lock exterior doors. Stay away from windows. Account for students and adults. Continue classes. Wait inside for "All Clear."



LOCKDOWN Locks. Lights. Out of sight.

Run: Follow an escape route. If outside, run to safety. Keep hands visible at all times.
Hide: Stay out of view. Barricade doors. Be quiet. Silence devices. Be wary of alarms.
Defend: As a last resort! Throw items and attempt to incapacitate perpetrator.



EVACUATE Move to designated area.

Follow instructions. If possible, take class roster and phone; leave personal items. Move a safe distance away and upwind from hazardous materials. Take attendance at meeting point. Report missing or injured students immediately.



SHELTER Severe weather or alert

Follow safety strategy based on the hazard. Use closest or safest route to main building or shelter. If possible, take class roster and phone; leave personal items. Account for students and adults. Report missing or injured students immediately.

CLASSROOM PROCEDURES



How to Communicate

1. **DO NOT USE CODE WORDS.** Use simple and direct language, and communicate with others around you.
2. **PROTECT YOURSELF.** Empower yourself to make a decision when something appears wrong.
3. **PROTECT OTHERS.** Take action to warn others in the immediate area to move away from danger.
4. **PROTECT THE BUILDING.** Call the building office with telephone or radio to report what you observe. The building office will use the PA system, radios, etc. to give building-wide instructions and notify the District Office via telephone.
5. **NOTIFY PUBLIC SAFETY.** Call **911** if necessary and stay on the line to give further updates to emergency responders.

How to Respond

INCIDENT	IMMEDIATE ACTION
Abduction / Kidnapping	Secure/Lockdown
Assault	Lockdown
Bomb Threat	Secure
Demonstration	Secure
Fight / Disturbance	Secure/Lockdown
Fire	Evacuation
Hazardous Materials	Evacuation <i>or</i> Secure
Interior Chemical Spill	Evacuation
Hostage	Evacuation, Secure/Lockdown
Intruder	Lockdown
Medical Emergency	Secure/Hold
Missing Child	Secure/Lockdown
Severe Weather	Shelter
Shooting	Secure/Lockdown
Suspicious Package / Mail	Secure
Weapons	Evacuation <i>or</i> Lockdown
Utility Emergency	Evacuation <i>or</i> Secure