



INCIDENT RESPONSE PROTOCOLS



BUILDING SECURE

A potential threat outside the school building.

STUDENTS will:

- Return indoors
- Continue with usual duties

STAFF will:

- Bring everyone indoors
- Lock and monitor exterior doors
- Increase situational awareness
- Return to usual duties

Families, staff, and volunteers may enter and exit the building as needed.



CLASSROOM HOLD

A disturbance within the school building.

STUDENTS will:

- Remain in their classroom
- Continue with usual duties

STAFF will:

- Clear the hallways
- Close and lock classroom doors
- Return to usual duties

Families, staff, and volunteers may enter and exit the building only as authorized by administration.



SECURE HOLD

Building Secure and Classroom Hold responses respectively.



ACTIVE THREAT OPTIONS

An immediate threat of death or great bodily harm.

EVACUATE (preferred):

- Assess evacuation options
- Leave through the safest exit
- Report to the evacuation site

LOCKDOWN / BARRICADE

- If not able to evacuate
- Lock & barricade the door
- Turn off lights
- Move out of sight
- Spread out
- Be silent

COUNTER

- Create age-appropriate response:
- Noise
- Movement
- Distractions