



# DISTRICT 20 EMERGENCY RESPONSE PROTOCOLS

District 20 has adopted the Emergency Response Protocols outlined in this document. The district has collaborated with our local first responders and safety experts to ensure that our protocols follow best practices for school safety. Students and staff will train, practice, and drill on these protocols. A quick reference guide and a more detailed emergency response flipchart have been placed in every classroom.

The protocols are based on an *all-hazards approach* as opposed to individual scenarios. Like the Incident Command System (ICS) which is used by first responders, emergency agencies, and District 20, the protocols utilize clear common language and allow for flexibility to meet the needs of the specific situation.

The district works closely with our first responders when making decisions to activate emergency response protocols in our schools, based on information available to us at the time. We may need to modify or change an active protocol as a situation develops or as more information is learned.

There are five (5) specific actions that can be activated during an incident: HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. When communicating these, the action is labeled with a “term of art” and followed with an action “directive.”

## HOLD

**“In Your Classroom or Area”**

**Students** are trained to:

- Clear the hallways and remain in their area or room until “All Clear” is announced
- Do business as usual but remain in classroom
- Ignore change of class bells

**Adults and Staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual but remain in classroom
- Ignore change of class bells



## SECURE

**“Get Inside. Lock Outside Doors.”**

**Students** are trained to:

- Return to inside of building
- Do business as usual
- OK to change classes and use hallways

**Adults and Staff** are trained to:

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



## LOCKDOWN

**“Locks, Lights, Out of Sight.”**

**Students** are trained to:

- Move away from sight
- Stay quiet
- Do not open the door for anyone
- Know your options to RUN-HIDE-FIGHT

**Adults and Staff** are trained to:

- Recover students from hallway and restrooms, if possible
- Lock classroom door and Lights off
- Move away from sight
- Stay quiet
- Do not open the door for anyone
- Know your options to RUN-HIDE-FIGHT



## EVACUATE

**“To Your Assigned Location”**

**Students** are trained to:

- Leave personal belongings behind
- If possible, bring your phone
- Follow instructions and remain calm and quiet

**Adults and Staff** are trained to:

- Lead students to assigned evacuation location
- Account for students and adults
- Use green/red cards to signal any missing, extra, or injured persons
- Remain calm and quiet



## SHELTER

**“Use Hazard and Safety Strategy”**

**Hazards** may include:

Severe weather, Tornado, Hazmat

**Safety Strategies** may include:

evacuate to shelter area, drop-cover-hold, get to high ground, seal the room

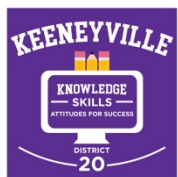
**Students** are trained to:

- Follow instructions
- Remain calm and quiet
- Use appropriate safety strategy for the hazard

**Adults and Staff** are trained to:

- Lead safety strategy depending on the hazard
- Account for students and adults
- Use green/red cards to signal any missing, extra, or injured persons
- Remain calm and quiet





# DISTRICT 20 PARENT GUIDANCE FOR EMERGENCY SITUATIONS

This guidance is intended to inform parents and guardians of their role in the event of an emergency situation impacting our students, staff or school buildings. For additional safety information, please visit our website:

<https://www.esd20.org/for-parents/d20-safety>

**It is important that you maintain current contact information with your school so that you can be notified of emergency situations. Please update your phone, email, text message preferences, and emergency contacts in Skyward Family Access. Contact your school for assistance.**

## SECURE

**“Get Inside. Lock Outside Doors.”**

Secure is activated when there is a potentially dangerous situation outside of the school building. Students and staff are brought inside the building and all 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.



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NADIE PUEDE ENTRAR

### SHOULD PARENTS COME TO THE SCHOOL OR CONTACT THE SCHOOL OR THEIR CHILD DURING A SECURE SITUATION?

**No.** Every effort is made to continue the normal school day as much as possible during a Secure situation. Depending on the incident, parents may be asked to stay outside the building until “All Clear” is announced.

We ask that parents wait for updates from the school or district rather than coming to the school or contacting the main office or your child by call or text. This helps to keep your child safe during an active emergency situation.

### WHAT IF PARENTS NEED TO PICK UP THEIR CHILD?

Depending on the situation, it may not be safe to release the student, even to parents/guardians. As the situation evolves and we learn more from our first responders, the Secure protocols may be modified to Monitored Entry and/or Controlled Release. Please be patient while we make those decisions with law enforcement.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a Secure situation is brief or the hazard is minor or non-violent, such as an animal loose on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more potentially hazardous events, the school or district will notify parents based on the information available at the time. Updates will be provided as promptly as possible.

## LOCKDOWN

**“Locks, Lights, Out of Sight.”**



A Lockdown is only activated when there is a threat inside or very close to the school building. Students and staff are trained to enter or remain inside a room that can be locked, and to maintain silence.

### SHOULD PARENTS COME TO THE SCHOOL OR CONTACT THE SCHOOL OR THEIR CHILD DURING A LOCKDOWN?

**No.** The natural inclination for parents is to go to the school, call the main office, or contact their child during a Lockdown. This is understandable, but may alert the offender, cause confusion, distract your child from following important safety instructions, tie-up the phone lines, or otherwise interfere with the ability of law enforcement to respond effectively.

District 20 recognizes the importance of communication between parents and their children in an emergency situation. Parents should be aware that it may not be safe for students to call or text their parents during an incident. As the situation resolves, students may be asked to update their parents. For example, in some cases students may be evacuated and transported to an off-site location for student-parent reunification.

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. Parents who are already in the school will be instructed to Lockdown as well.

### WHAT ABOUT SAFETY DRILLS?

All District 20 schools conduct safety drills throughout the school year. Drills will be announced to staff and students so that they do not cause undue concern and stress.



SIMULACRO EN CURSO  
NO SE PERMITE LA ENTRADA O SALIDA DE NADIE

It is important to differentiate between a drill and an exercise. A drill is used to create the “muscle memory” associated with a practiced action. There is no simulation of an event, it is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment. Please contact your school office with any questions about safety drills