



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

