

South St. Paul Public Schools Standard Safety Protocols

South St. Paul Public Schools (SSPPS) is committed to the safety of every student, staff member and person who enters our buildings. Through the nonprofit organization "I Love You Guys" district and school leaders and local law enforcement, agencies have a system in place called the Standard Response Protocol (SRP). All students and staff are trained annually on the following five components of the SRP below.



HOLD

In your Classroom or area

A Hold is called to keep a hallway or area of the building clear. It could be to provide space and privacy for a medical emergency, clean-up a spill in a hallway, or handle a situation that may be happening in the hallway.

Students are trained to:

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

Staff are trained to:

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



SECURE

"Get inside. Lock outside doors"

A Secure is called when there is a danger outside of the building. It could be a suspicious or distressed person in the area, a bank robbery nearby, a high speed chase, etc. In a Secure, students and staff are brought into the building and the outside doors will remain locked.

Students are trained to:

- Return to or remain in inside of building
- Do business as usual

Staff are trained to:

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



LOCKDOWN

"Locks, lights, out of sight"

A Lockdown is called when there is something dangerous inside of the building. A Lockdown is initiated when there is an active threat inside or very close to the building. The threat could be a report of a weapon or an armed intruder.

Students are trained to:

- Move out of sight
- Maintain silence
- Do not open the door

Staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out lights, move out of sight, stay silent
- Do not open door
- Prepare to evade or defend



EVACUATE!

There may be times when we need to evacuate to ensure the safety of our students and staff. For example, a fire, power outage, gas leak, bomb threat, etc. Students and staff may evacuate to a safe location within walking distance or may need to be bussed to another location.

Students are trained to:

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

Staff are trained to:

- Lead students to evacuation location
- Account for students and adults
- Notify if missing, extra, or injured students or adults



SHELTER!

A shelter is called when specific protective actions are needed based on a threat or hazard such as tornadoes or other severe weather.

Students are trained to:

- Follow the instructions of staff

Staff are trained to:

- Lead their students to the assigned shelter area as announced

