



Standard Response Protocol Quick Reference Guide

HOLD

“In Your Classroom or Area”

Students are trained to:

- Clear the hallways & remain in their area or room until the “All Clear” is announced

- Do business as usual

Adults & staff are trained to:

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

SECURE

“Get Inside. Lock Outside Doors.”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults & staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students & adults
- Do business as usual

LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults & staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Do not open the door
- Prepare to evade or defend

EVACUATE

“To a Location”

Students are trained to:

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

Adults & staff are trained to:

- Bring roll sheet & Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

“State Hazard & Safety Strategy”

Hazards might include:

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategies might include:

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults & staff are trained in:

- Appropriate Hazards & Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

