STANDARD RESPONSE PROTOCOL

ADMINISTRATOR GUIDE



Emergency Response Quick Reference

Standardized vocabulary so everyone understands the status and the action.











7 Essential Steps in Safety Response

1. **Call** 911
2. Identify **Safety** Lead ***(if not the principal / Supt)***
3. **Identify** Standard Response Protocol
4. Announce & **Repeat** response **(2x)**
5. **Activate** Internal & External Communications
6. **Communicate** Early & Often (Include release information)
7. Conduct After-Action **Review**



HOLD: In Your Room or Area. Used when hallways need to be kept clear of occupants.
Examples: Medical Situations (Privacy needed), Hallway Altercation (Student/Behavior Disruption), Maintenance Issue (Broken glass, spill or wet floor)



SECURE: Get Inside. Lock Outside Doors. Used to safeguard people within the building.
Examples: Law Enforcement Activity in proximity, Dangerous Animal on/near campus, Civil Unrest near campus.



LOCKDOWN: Locks, Lights, Out of Sight. Used to secure individual rooms and keep occupants quiet and in place.
Examples: Intruder with a Weapon, Active Shooter, Imminent Threat.



EVACUATE: followed by a location. Used to move people from one location to a different location in or out of the building.
Examples: Gas Leak, Structure Fire, Bomb Threat, Chemical Spill



SHELTER and state the **Hazard** and **Safety Strategy** for group and self protection.
Examples: Severe weather, earthquake, hazardous materials outside.



HOLD

IN YOUR ROOM OR AREA.

ACTION

Students & staff remain in classrooms & common areas. All activities (besides class changes) continue while the incident is addressed.

Internal Communication

"HOLD in your room or area. Clear the Halls."

External Communication

Safety Notice: HOLD Currently Activated at (*School Name*)

As a precaution, students and staff are asked to remain in their classrooms. Learning will continue, and we will provide updates when we have more information. Please do not come to the school at this time.

Post Action Notice

Safety Update: HOLD Ended at (*School Name*)

Today, from (time to time) our school was in a HOLD status.

All school operations have now returned to normal.



SECURE

GET INSIDE.
LOCK OUTSIDE DOORS

ACTION

Bring everyone on campus into a secure building. Lock all outside doors and access points.

Internal Communication

"SECURE! Get inside. Lock outside doors."

External Communication

Safety Notice: SECURE Currently Activated at (*School Name*)

As a precaution, our school is in Secure status. All doors are locked and no one can enter or exit the campus. Learning will continue. Please do not come to the school at this time. We will provide updates when we have more information.

Post Action Notice

Safety Update: SECURE ended at (School Name)

Today, from (time to time) our school was in a SECURE status.

All school operations have now returned to normal.



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

ACTION

Lights out, locks activated. Make classrooms look unoccupied. Move students out of line of sight. Be Silent.

Internal Communication

"LOCKDOWN! Locks, lights, out of sight."

External Communication

Safety Notice: LOCKDOWN Currently Activated at (*School Name*)

We are currently in LOCKDOWN. We ask parents to stay where they are. Please do not come to the school at this time. We will provide updates when we have more information.

Post Action Notice

Safety Update: LOCKDOWN Ended at (*School Name*)

Today, from (time to time) our school was in a LOCKDOWN status.
All school operations have now returned to normal.



EVACUATE

PROVIDE LOCATION

ACTION

Students and Staff move in an orderly fashion to a safe area.

Internal Communication

"EVACUATE! To (*Provide Location****)"***

External Communication

Safety Notice: EVACUATION Currently Activated at (*School Name*)

We are currently evacuating due to (state reason). We ask parents to remain diligent and available. We will provide updates when we have more information.

Post Action Notice

Safety Update: EVACUATION Ended at (*School Name*)

Today, our school evacuated. Students can now be picked up at (provide location). Please bring your ID and patience when you come to pick up your child.



SHELTER

STATE THE HAZARD & SAFETY STRATEGY

ACTION

Students & staff follow directives.

Safety strategies and shelter areas are known.

Internal Communication

"SHELTER for....Go to....."

External Communication

Safety Notice: SHELTER Currently Activated at (*School Name*)

We are currently sheltering due to (state reason). We are monitoring the situation and will send updates.

Post Action Notice

Safety Update: SHELTER Ended at (*School Name*)

Today, from (time to time) our school was in a SHELTER status.

All school operations have now returned to normal.