STANDARD RESPONSE PROTOCOL

TEACHER GUIDE

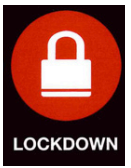


Emergency Response Quick Reference

Standardized vocabulary so everyone understands the status and the action.











7 Essential Steps in Safety Response

1. **Call** 911
2. Notify Campus **Safety** Lead
3. **Listen** for **S**tandard **R**esponse **P**rotocol
4. Take Appropriate **Action**
5. **Maintain** situational awareness
6. **Communicate** clearly and calmly with students
7. Lead/participate in After-Action **Debrief**



HOLD is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants.



SECURE is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.



LOCKDOWN is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



EVACUATION may be followed by a location, and is used to move people from one location to a different location in or out of the building.



SHELTER and state the **Hazard** and **Safety Strategy** for group and self protection.



HOLD IN YOUR ROOM OR AREA.

Internal Communication

HOLD in your room or area.

Clear the Halls.

ACTION

- Close and lock the door
  - Students & staff remain in classrooms & common areas
- Account for students and adults
  - Take attendance and note the time
- Business as usual
  - Activities (besides class changes) continue

Examples: Medical Situations (Privacy needed), Hallway Altercation (Student/Behavior Disruption), Maintenance Issue (Safety hazard like broken glass, spill or wet floor)



SECURE

GET INSIDE.
LOCK OUTSIDE DOORS

Internal Communication

SECURE! Get inside. Lock outside doors.

ACTION

- Bring everyone indoors
- Lock the classroom, outside doors, and access points
- Increase situational awareness
- Take attendance and business as usual

Examples: Law Enforcement Activity in proximity, Dangerous Animal on/near campus, Civil Unrest near campus.



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Internal Communication

LOCKDOWN! Locks, lights, out of sight.

ACTION

- Lights out, locks activated
  - Make classrooms appear unoccupied
- Move out of sight, into the safest place in the room
- Be silent. Do not open the door
- Prepare to evade or defend

Examples: Intruder with a Weapon, Active Shooter, Imminent Threat.



EVACUATE

PROVIDE LOCATION

Internal Communication

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

ACTION

- Lead students to the Evacuation location
  - Evacuation areas are known and familiar
- Account for students and adults
  - Bring Roster (All Students)
- Bring Medical Supplies (Vulnerable students)

Examples: Gas Leak, Structure Fire, Bomb Threat, Chemical Spill



SHELTER STATE THE HAZARD & SAFETY STRATEGY

Internal Communication

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

ACTION

- Lead safety strategy
  - Safety strategies and shelter areas are known.
- Account for students
  - Review Roster (All Students)
- Notify if missing, extra, or injured students or adults

Examples: Severe weather, earthquake, hazardous materials outside.