DANVILLE DISTRICT 118 EMERGENCY PROTOCOL
Information & Guidance for Parents & Guardians

The district has adopted standard protocol for responding in emergency situations. Students and staff will be training, practicing, and conducting drills using the protocol. In the event of an active incident, parents and guardians may have questions about their role.

HOLD



"In your classroom or area."
Students are trained to:

- Clear the hallways and remain in their area or room until the "all clear" is announced

Adults are trained to**:**

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

SOFT LOCKDOWN



"Get inside. Lock outside doors."
Students are trained to:

- Return to inside the building
- Do business as usual

Adults are trained to**:**

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

HARD LOCKDOWN



"Locks, Lights, Out of Sight."
Students are trained to:

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

Adults are trained to:

- Recover students from the hallway if possible
- Move away from the sight
- Maintain silence
- 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 are trained to:

- Bring class roster and Go Bag
- Lead students to the Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card Method or the Crisis Go App

SHOULD PARENTS COME TO SCHOOL DURING AN EVENT?

No. If there is a threat inside or outside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the school grounds. If parents are already in the building, they will be instructed to follow procedures as well.

WILL PARENTS BE NOTIFIED OF AN EVENT?

When a Hold is brief or the hazard is non-violent, there may not be a need to notify parents while the Hold is in place. With longer or more dangerous events, the school will notify parents that the school has increased their security.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. There will be no one permitted in or out of the building until the Event is released.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be allowed to update their parents.
In some cases, students may be evacuated and transported to a reunification site.