

TROY SCHOOL DISTRICT STANDARD RESPONSE PROTOCOL



Evacuation Route



Current Map Location



Relocation/Reunification Location

HOLD

IN YOUR ROOM OR AREA,
CLEAR THE HALLS



STUDENTS

1. Clear the hallways and remain in room or area until the **"ALL CLEAR"** is announced.
2. Do business as usual.

ADULTS

1. Close and lock door.
2. Take attendance, note the time & do not release students.
3. Do business as usual until **"ALL CLEAR"** is given.

SECURE

GET INSIDE, LOCK
OUTSIDE DOORS



STUDENTS

1. Return to inside of building.
2. Do business as usual.

ADULTS

1. Bring everyone indoors.
2. Lock all exterior doors and windows (no one in or out).
3. Remain observant.
4. Take attendance and note the time.
5. Do business as usual until **"ALL CLEAR"** is given.
6. Class changes can occur that do not require opening an exterior door.

LOCKDOWN

(ALICE)



STUDENTS

1. Move to closest classroom or office.
2. Lights off, stay quiet, move out of sight.
3. Do not open door.

ADULTS

1. Alert building/Call 911 - Initiate **ALICE**.
2. Recover students from hallway.
3. Lock all doors, install Nightlock, & deploy window shades.
4. Lights off, stay quiet, move out of sight.
5. Take attendance and note the time.
6. Prepare to counter or evacuate.
7. Do not open door.
8. Controlled release, classroom by classroom.

EVACUATE

PREPARE TO LEAVE OR MOVE
MOVE TO ANOTHER AREA



STUDENTS

1. Follow instructions.
2. Leave your stuff behind and bring your phone.

ADULTS

1. Put on emergency vest, grab the go-bag, your phone, and emergency response guide
2. Lead students to evacuation location.
3. Take attendance and note the time.
4. Hold up **"ALL CLEAR"** green card if all are accounted for and uninjured.
5. Hold up **"HELP"** red card if anyone is missing or injured.

SHELTER

REMAIN IN THE BUILDING



SAFETY STRATEGIES

HAZARD	SAFETY STRATEGY
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover, and hold

STUDENTS

1. Use appropriate safety strategy for the hazard.

ADULTS

1. Put on emergency vest, grab the go-bag, your phone, and emergency response guide.
2. Lead safety strategy.
3. Take attendance and note the time.
4. Hold up **"ALL CLEAR"** green card if all are accounted for and uninjured.
5. Hold up **"HELP"** red card if anyone is missing or injured



YOU ARE HERE



RELOCATION &
REUNIFICATION SITE