

ALERT

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STANDARD RESPONSE PROTOCOL



HOLD In Your Room Or Area

Students:

- Clear the hallways and remain in the area or room until “All Clear” is announced
- Do business as usual

Adults and staff:

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



SECURE Get Inside.

Lock Outside Doors.

Students:

- Return to inside of building
- Do business as usual

Adults and Staff:

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



LOCKDOWN Locks, Lights, Out Of Sight

Students:

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

Adults and Staff:

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



EVACUATE To Announced Location

Students:

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

Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take 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 For A Hazard Using Safety Strategy

Safety Strategies might

include:

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

Students:

- Use appropriate safety strategy

Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.

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