

ALERT

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STANDARD RESPONSE PROTOCOL



HOLD

**In your Room or area.
Clear the halls.**

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 the 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 a
safety strategy.**

**Safety strategies might
include**

- Evacuate to a 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.

OK

OK

HELP

HELP