

# In an Emergency When you hear it. Do it.



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

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## Lockout! Secure the Perimeter.

### **Students**

Return inside  
Business as usual

### **Teachers**

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

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## Lockdown! Locks, Lights, Out of Sight.

### **Students**

Move away from sight  
Maintain silence

### **Teachers**

Lock classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

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## Evacuate! (Directions to Follow.)

### **Students**

Leave your stuff behind  
Form a line  
Hand in hand

### **Teachers**

Lead Evacuation to Location  
Take roll  
Notify if missing, extra or injured students.

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## Shelter! (Directions to Follow.)

### **Students**

Shelter Types:  
1. For Tornado  
2. For Bomb  
3. For Hazmat  
Shelter Methods:  
1. Drop, Cover and Hold  
2. And Seal  
3. In Silence

### **Teachers**

Shelter Type  
Shelter Method  
Take roll





## Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Locks, Lights, Out of Sight"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

## Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>



## Lockout

### Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

#### Students:

- Return to inside of building
- Do business as usual

#### Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual
- Take roll, account for students



## Lockdown

### Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

#### Students:

- Move away from sight
- Maintain silence

#### Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## Evacuate

### To the Announced Location

Evacuate is called to move students and staff from one location to another.

#### Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

#### Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## Shelter

### Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

#### Types:

- For Tornado
- For Bomb
- For Hazmat

#### Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

#### Students:

- Use Appropriate Method

#### Teachers:

- Use Appropriate Method
- Take roll, account for students

