

Lewiston-Altura 2025-26 Standard Response Protocol



District Important Numbers

Superintendent: 507-522-3401
Transportation: 507-523-2767
Maintenance: 507-522-3404

Elementary Important Numbers

Principal: 507-522-3213
Counselor: 507-522-3277
Nurse: 507-522-3259
Office: 507-522-3211

High School Important Numbers

Principal: 507-522-3232
AD/Dean: 507-522-3295
Office: 507-522-3230 or
507-522-3231
Counselor/Social Worker:
507-522-3315
Psychologist: 507-522-3301
Nurse: 507-522-3290

AED Locations

High School

C Wing Hallway by Weigh Room
C-Wing Hallway by Choir Room
Outdoor AED by Football
Bleachers
Portable AED in AD office (taken
on offsite sporting events)

Elementary

By the Office



HOLD

**In your Room or Area. No one
leaves until all clear.**

Reasons

- Medical Emergency**
- Hallway Disturbance
(Fight)**

Procedures:

1. Announcement – “Hold in
your room or area. Clear
the halls.” Repeated
twice.
2. Reason will be provided to
not cause panic.
3. Behavior or Medical Crisis
Team may be called.
4. Take Attendance.
5. Do not let students leave
until all clear.
6. May escalate into a
lockdown if needed.
7. After event, “Students and
Staff, the HOLD is
released. All Clear. Thank
you for your Assistance.



EVACUATION

To a location Offsite

Reasons

- Chemical Hazard**
- Gas Leak**
- Confirmed Fire, Not a Drill**
- After a Lockdown or Active Threat**
- Bomb Threat**

Procedures:

1. Message to Evacuate to _____ (location).
2. Take class roster, paper, and pen or pencil. The
office will try to have copies of class rosters
updated quarterly.
4. Account for all students. Report any missing
students or staff as directed to an office staff
member.
5. Remain calm. Help students to remain calm
and follow directions of emergency personnel
and/or administration.

HS EVACUATION SITE

Lewiston Community Center

75 Rice St

EL EVACUATION SITE

St. Rose Church

180 S Fremont St

EVACUATION - To a location Onsite

Reasons - Power Outage or Fire Alarm



1. Fire alarm or announcement of evacuation outside.
2. Take attendance sheet.
3. Close door and leave unlocked if possible
4. Move 100 feet away from the building
5. Report attendance to the office staff by the flag pole by paper; only note students that are missing
or report extra students/paras/etc. by full name.
6. Do not return to building until given an all clear.

Lewiston-Altura 2025-26 Standard Response Protocol



SECURE

Get Inside. Lock Outside Doors.

Reasons:

- Threat in the community.
- Animal on the loose
- Criminal Activity

Procedures:

1. Announcement – “Secure! Get inside. Lock outside doors. Repeated Twice.
2. Additional information provided, such as “School is currently in secure due to _____. No one is allowed outside at this time. Stay inside and continue with your day.
3. Administration checks/locks all outer doors.
4. Teachers take attendance upon returning inside.
5. Some students may not be able to leave for the day and will be held at the office.
6. May cycle to no students in or out of the building.
7. Controlled release may be needed if occurs at the end of the school day; only kids on this bus leave or students are sent with parents.
8. Secure until announcement “The secure is released. All Clear.”



LOCKDOWN

Locks, Lights, Out of Sight!

Reasons:

- Threat in the building
- Uncooperative or Violent Parent
- Weapon

Procedures:

- Announcement of “Lockdown! Locks! Lights! Out of Sight!” Repeated Twice.
- An announcement may not be able to be made; gun shot could signal need.
- Gather students from the hallway immediately outside your door.
- Doors should be kept locked at all times during the day, so you should just need to pull your door shut.
- Move students to the corner of the room on the same side as the door.
- Barricade the door and prep students to evade and/or counter.
- Do not leave until administration or law enforcement clears your room.



SHELTER

State the Hazard and Safety Strategy

Reason:

- Tornado
- Hail
- Wildfire

Procedures:

- Announcement of “Shelter! For ____ by going to _____.”
- Move students to assigned location.
- Take attendance. Report missing students when appropriate.
- Keep students calm.
- Do not leave until announcement, “Students and staff, the SHELTER is released. All Clear. Thank you for your assistance and patience during the Shelter.”