

Lewiston-Altura 2025-26 Standard Response Protocol



<p>District Important Numbers</p> <p>Superintendent: 507-522-3401 Transportation: 507-523-2767 Maintenance: 507-522-3404</p>	 <p>HOLD</p> <p>In your Room or Area. No one leaves until all clear.</p>	 <p>EVACUATION <i>To a location Offsite</i></p>
<p>Elementary Important Numbers</p> <p>Principal: 507-522-3213 Counselor: 507-522-3277 Nurse: 507-522-3259 Office: 507-522-3211</p>	<p>Reasons</p> <ul style="list-style-type: none"> Medical Emergency • Hallway Disturbance (Fight) <p>Procedures:</p> <ol style="list-style-type: none"> 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. 	<p>Reasons</p> <ul style="list-style-type: none"> • Chemical Hazard • Gas Leak • Confirmed Fire, Not a Drill • After a Lockdown or Active Threat • Bomb Threat <p>Procedures:</p> <ol style="list-style-type: none"> 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.
<p>High School Important Numbers</p> <p>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</p>	<p>AED Locations</p> <p><u>High School</u></p> <p>C Wing Hallway by Weigh Room C-Wing Hallway by Choir Room Outdoor AED by Football Bleachers <i>Concessions</i> Portable AED in AD office (taken on offsite sporting events)</p> <p><u>Elementary</u></p> <p>By the Office</p>	<p>HS EVACUATION SITE <u>Lewiston Community Center</u> 75 Rice St</p> <p>EL EVACUATION SITE <u>St. Rose Church</u> 180 S Fremont St</p>
	<p>EVACUATION - To a location Onsite</p> <p>Reasons - Power Outage or Fire Alarm</p> <ol style="list-style-type: none"> 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. 	

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HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

 SECURE	 LOCKDOWN Locks, Lights, Out of Sight!	 SHELTER State the Hazard and Safety Strategy
<p>Reasons:</p> <ul style="list-style-type: none"> • Threat in the community. • Animal on the loose • Criminal Activity <p>Procedures:</p> <ol style="list-style-type: none"> 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.” 	<p>Reasons:</p> <ul style="list-style-type: none"> • Threat in the building • Uncooperative or Violent Parent • Weapon <p>Procedures:</p> <ul style="list-style-type: none"> • 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. 	<p>Reason:</p> <ul style="list-style-type: none"> • Tornado • Hail • Wildfire <p>Procedures:</p> <ul style="list-style-type: none"> • 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.