

# Standard Response Protocols

The Millard School District has established the following responses as standard protocols for situations that might occur. Potential responses to emergency situations include:

- HOLD
- SECURE
- EVACUATE
- SHELTER IN PLACE
- LOCKDOWN.

Each of these should be the subject of training for all staff at the beginning of each school year, and for students within the first twenty school days. These protocols should also be practiced through drills throughout the school year, with particular attention during the first month of school.

# HOLD

## HOLD

- To provide safety when halls need to be kept clear.
- Examples include injuries or accidents in the hall, etc.

## HOLD IN ROOM AREA

- Clear the halls
- Before locking classroom doors, sweep halls for nearby students, take attendance. Conduct business as usual

## ACTIONS

- Remain in classroom until "all clear" is announced.

## PUBLIC ADDRESSES

- The public address to initiate a HOLD is:
  - Hold in your room or area. Clear the halls.
  - Hold in your room or area. Clear the halls.
- The public address to release a HOLD is:
  - The hold is released. All clear.
  - The hold is released. All clear.

## MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time], there was a limited event at the school requiring a HOLD to be initiated. Hallways were cleared and school resumed promptly. Questions regarding the HOLD can be directed to the school."

# SECURE

## SECURE

- To provide safety from a threat outside the building.
- Examples include suspicious persons, civil disturbance, danger in the area or on the grounds, etc.

## SECURE IN ROOM AREA

- Exterior doors and main interior doors are locked
- Clear hallways and bathrooms
- Students and staff continue limited activities

## PUBLIC ADDRESSES

- The public address to initiate a SECURE is:
  - SECURE! Get inside. Lock outside doors.
  - SECURE! Get inside. Lock outside doors.
- The public address to release a SECURE is:
  - The SECURE is released. All clear.
  - The SECURE is released. All clear.

## ACTIONS

- Move Students into the building
- Bring students into classrooms. Close and lock doors
- Continue normal activities as situation allows
- Obtain permission from administration if students or staff must move around the building
- Be prepared to rapidly implement an EVACUATION or LOCKDOWN if directed

## MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time] there was a limited event at [school] requiring a SECURE to be initiated. Classroom doors were locked and normal activities continued. The event was handled promptly. Questions regarding the SECURE can be directed to the school.

# EVACUATE

## EVACUATE TO A LOCATION

- To provide safety from threats inside the building
- Examples include fire, compromised structural integrity, toxic or chemical release, civil disturbance/violence, etc.

## ACTIONS

- Grab the GO BAG, as you exit.
- Close locked doors. Turn off lights and EVACUATE building in accordance with the established route
- Students shall leave their belongings
- Ensure special needs persons in the immediate area are provided assistance by designees
- Remain alert to potential hazards. Seek alternate route if necessary
- Take attendance
- No one shall reenter the building until instructed

## PUBLIC ADDRESSES

- The public address to initiate an EVACUATION is:
  - Evacuate! To [a location].
  - Evacuate! To [a location].
- The public address to release an EVACUATION is:
  - The EVACUATION is released. All clear.
  - The EVACUATION is released. All clear.

## MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time], students and staff at [school name] were ordered to evacuate due to the report of [hazard]. Questions regarding the EVACUATION can be directed to the school or district.

# SHELTER IN PLACE

## SHELTER IN PLACE

- To provide safety from threats requiring specific protective actions such as flooding, earthquake, hazardous materials exposure or other hazards to human health or wellness

## PUBLIC ADDRESSES

- The public address to initiate a SHELTER IN PLACE is:
  - SHELTER! For [a hazard], {use safety strategy}
  - SHELTER! For [a hazard], {use safety strategy}
- The public address to release a SHELTER IN PLACE is:
  - The SHELTER is released. All clear.
  - The SHELTER is released. All clear.

## ACTIONS

- If outdoors, staff/students may be instructed to return inside to an area without windows
- Close all windows and doors leading to hallways, common area, and the building's exterior
- Take attendance when safe to do so.
- Listen and follow directions
- In instances of Shelter for Hazmat! Seal the Room! use tape and plastic from the GO BAG to cover all windows and doors to help reduce airflow into the area. Tape can also be used to cover any cracks, crevices, electrical outlets, television connections or other openings. Wet towels can be used to reduce airflow under doors.

## MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time], students and staff at [school name] were ordered to shelter due to a [hazard]. Questions regarding the EVACUATION can be directed to the school or district.

# LOCKDOWN

## LOCKDOWN

- To provides safety from active threats inside the building. Exazmples include disrutive or violent persons, intruders, active assailants, etc.

## LOCKDOWN IN YOUR ROM/AREA

- Interior doors are locked
- Staff and students seek as much physical safety from physical assault as possible by using barriers to sightlines as well as physical barriers

## PUBLIC ADDRESSES

- The public address to initiate a LOCKDOWN is:
  - LOCKDOWN! Lock, lights, out of sight!
  - LOCKDOWN! Lock, lights, out of sight!
- LOCKDOWNS are released by law enforcement. Room by room, one class at a time.

## ACTIONS

- Hallways and bathrooms shall be cleared. All staff and students shall be moved into classrooms.
- Classroom doors shall be closed and locked.
- Classroom doors shall remain locked until the LOCKDOWN is released by law enforcement
- Students, staff, and visitors shall be moved to an interior block wall out of sight and turn out the lights
- Staff and students shall keep away from doors and windows to limit visibility
- Barricade classroom doors if possible, pull window shades or otherwise obstruct interior windows
- Ignore all bells and alarms
- Allow only uniformed law enforcement inside rooms
- Account for students and relay this information when possible

## MESSAGING TO PARENTS

- Messaging may not be necessary in every instance
- "Today at [time], an event occured at the school requiring the initiation of a LOCKDOWN. Local law enforcement promptly addressed the concern. Questions regarding the LOCKDOWN can be directed to the school or district.

# RUN! HIDE! FIGHT!



## STUDENTS

- Follow teacher's instructions
- Put your phone on silence
- Run toward the safest exit
- Hide behind large objects
- Anything in the room can be used as a weapon

## TEACHERS

- Lead safety strategy
- Maintain silence
- Take attendance