

# Standard Response Protocol



**"RECOVERY STARTS WHEN THE CRISIS BEGINS."**

Plan. Prepare. Practice. SRP is a response for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders. Procedures must be taught, practiced, and reinforced.

## IN AN EMERGENCY TAKE ACTION



**HOLD! In your room or area. Clear the halls.**

**STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

**ADULTS**

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**

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**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



**EVACUATE! (A location may be specified)**

**STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

**ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



**SHELTER! Hazard and safety strategy.**

**STUDENTS**

Use appropriate safety strategy for the hazard

**Hazard**

Tornado

**Safety Strategy**

Evacuate to shelter area

**ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## IN AN EMERGENCY TAKE ACTION



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

### Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!

The SRP is action-based, flexible, and easy to learn. It organizes tactics for response to weather events, fires, accidents, intruders and other threats to student safety. Its tactics are data-driven, researched and based on experience and best practices.